

Internship Fact Sheet

The internship experience will be both rewarding and challenging. This handbook has been designed to provide practical information. You will utilize this handbook throughout your internship.

Internship Definition: An internship is a carefully monitored interactive experience in a work place setting in which students have a defined learning focus and reflect actively on what they are learning throughout the experience. The two important elements that distinguish an internship from other work-based experiences are:

- the direct link between the high school program and the work-based experience, and
- the nature of the academic rigor expected as students probe the depth and breadth of a specific profession.

Benefits:

- exposure to a range of occupations and educational opportunities
- increased opportunities for quality jobs after graduation
- work experience while going to school
- enhanced self-confidence from success at school and work
- a structured, but nurturing workplace experience

Requirements for Application to an Internship:

The following must be completed for you to be considered for an internship.

- Complete the application form and process for internship as detailed by the school.
- The following will be considered by the coordinator:
 - Grade level
 - Attendance
 - GPA
 - Success on functional tests
 - Service learning hours
 - Supporting courses
 - Teacher recommendations
 - Assessment of student interest/motivation
- Complete and sign the “internship application”
- Provide proof of health insurance
- Discuss your commitment to internship success (i.e., work schedule, business ethics, daily routine, etc.)
- Submit written documentation of internship goals
- Complete and sign the “student/parent/school agreement”
- Complete and sign the work permit
- Complete and sign the “Internship agreement”
- Verify transportation arrangements with the Coordinator
- Establish an internship schedule with the Coordinator
- Complete any other requirements as specific to the program

Benefits of an Internship

Student	<ul style="list-style-type: none"> • A competitive edge in obtaining marketable career skills and experiences • A structured exposure to the workplace • An opportunity to learn the various aspects of an industry • Development of general and specific employability skills and attitudes under guidance from a school-based coordinator and mentor • Opportunity to sample a career without the pressures and commitments of full-time employment • Development of a network of people who can be helpful in a developing career
Parent	<ul style="list-style-type: none"> • A school-based coordinator to assist the student in the transition from school to the workplace • Children with more maturity and independence • Children who recognize the link between school and career • Children who take pride in their educational experience • Personal pride from having children motivated about school and their opportunities to succeed in the workplace
Mentor	<ul style="list-style-type: none"> • Personal satisfaction from exposing youth to the workplace • Regular contact with School-to-Career staff in dealing with internship concerns • Work with a motivated young person • Help young people be successful in school and in career selection • Viewing the workplace from a fresh perspective • Assistance with job tasks • Opportunity to share the importance of work ethics • Refinement of skills by teaching others
Sponsoring Organization	<ul style="list-style-type: none"> • Projection of a positive image and commitment to the community • Improvement of the qualities of future workers • Greater access to an expanded pool of qualified workers • Improvement of morale and management skills of employees • Student development to meet industry needs • Evaluation of potential employees in work settings
School	<ul style="list-style-type: none"> • Increased college placement and employment rates of graduates • Improved student achievement • Additional opportunities for effective business partnerships • Additional opportunities to implement diversity education • Integration of academic instruction with actual work and life experience • Improved attendance and dropout rate
Content Teacher	<ul style="list-style-type: none"> • Application of academic knowledge in a real word setting • Recognition by students of the link between school and the workplace • Improved student motivation in the classroom • Increased demand for related courses • Enhanced student understanding of the course content