

Internships for 9-14 Schools: Partner Expectations and Staffing

How to Use This Document:

A successful internship program requires close coordination between the employer and school staff. The chart below outlines expectations of both parties before, during, and after the internship period. It may be useful for the leaders from the school, district, and employer to review and discuss these expectations prior to launching an internship program.

EXPECTATIONS OF EACH PARTNER

Prior to Internship

<u>Host Employer</u>	<u>School</u>
<ul style="list-style-type: none"> • Identify offices and departments best suited to host interns • Assess the number of positions available to interns • Create a written description for each internship position including requirements and preferred attributes for the intern • Assign a supervisor to each position • Determine wage available to interns and allocate funding in budget; discuss with school if funding is an issue • Screen intern candidates including in-person interview preferably at your worksite and rank in order of preference • Attend supervisor orientation held by school 	<ul style="list-style-type: none"> • Prepare students for workplace etiquette and technical skills required • Assemble students' employment documentation including authorization to work • Assist employers in designing internship position descriptions • Prepare and share intern candidates for review: resume, e-portfolio, interview • Match interns to positions as closely as possible according to employer preference and student skill set • Orient supervisors to program requirements and how to work with young people • Facilitate student completion of pre-hire documents as required by internship sites • Orient parents

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During Internship

<u>Host Employer</u>	<u>School</u>
<ul style="list-style-type: none"> • Orient interns to workplace • Provide formal weekly supervision to interns, at least 30-minute session, and regular review and oversight rest of week as needed • Pay interns agreed upon wage every two weeks • Provide meaningful work experience and exposure including regular task responsibilities, access to meetings, demonstrations and other learning opportunities, and a final project if applicable • Sign off on interns' weekly timesheets and submit to school-based coordinator • Accommodate school-based staff for minimum two site visits during the internship period, including observation of work time and brief supervisor and intern interviews • Communicate weekly with school-based coordinator • Provide interns opportunity to present their final project to employees 	<ul style="list-style-type: none"> • School staff arrange routine site visits and check-in calls with supervisors as necessary • School-based coordinator and teachers respond to employer and student concerns and work with both parties to resolve any issues

After Internship

<u>Host Employer</u>	<u>School</u>
<ul style="list-style-type: none"> • Provide feedback on intern performance and overall internship host experience through online survey and possible follow up phone call 	<ul style="list-style-type: none"> • School-based staff collects final feedback from supervisor and intern • School-based staff assists with planning for improvements next year

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To successfully fulfill these responsibilities, each partner will need to identify staff members to play key roles, such as Supervisor, School-based Coordinator, and Teacher. Representatives from the school and industry, via the Work-based Learning Committee and sometimes an Advisory Board, collaboratively design the internship program and related experiences.

STAFFING AND ROLES

School-based coordinator

The person at the school most involved in internship program, primarily responsible for all operations, including:

- Identify and track internship employer commitments in coordination with work-based learning committee
- Recruiting students to participate: holding information sessions in classrooms, the lunchroom, etc.
- Coordinating and supporting students through e-portfolio and resume development process
- Soliciting interest survey from students
- Managing the application process and supporting the screening and matching process
- Leading program monitoring, troubleshooting, and evaluation processes during internship period with the help of a team of teachers
- Managing the weekly academic seminar with help from a team of teachers to plan and instruct

Participating teachers

A team of 2-4 teachers that assist school-based coordinator with student preparation, program monitoring, and school-based support seminar, including:

- Share curriculum and student learning outcomes with WBL committee to provide picture of students' value to employers
- Weigh in on students' skill and maturity level for use in assessing fit for internships, and specifically recommending students as candidates for particular employers and positions
- Assist students with resume and e-portfolio development and revisions
- Monitor program during internship period including site visits and supervisor check-in calls
- Contribute to lesson planning and instruction for weekly school-based support seminar

Intern Supervisor

The intern's primary manager responsible for the intern's day-to-day work and overall work experience, including:

- Orient the intern to the company, team, projects, and tasks
- Check in regularly with the intern about work progress and work products
- Collaborate with program staff on program operations and monitoring, such as signing intern timesheets, providing feedback about intern performance, and accommodating staff for site visits

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Work-based learning committee

A sub-group of the steering committee that includes representation from employer partner, school-based coordinator, relevant teachers, and possibly additional employers to serve in a coordination capacity, including:

- Help identify and do outreach to potential host employers
- Help develop and review eligibility criteria
- Help review student application materials
- Help review draft position descriptions and support employers to strengthen them where necessary
- Establish program timeline and project plan, help with accountability to deadlines
- Advocate among teachers, administrators, and parents for the program
- Ensure appropriate student preparation and workplace skill development is built into classroom activities ahead of internship start

Advisory board

Many schools establish an additional Advisory Board to convene a wider group of industry representatives in service of the internship program and related experiences. Advisory board members' responsibilities include:

- Spread the word about the school and ways for additional employers to get involved
- Relay critical industry information that helps school staff plan for internships most relevant to students' career pathways, such as hiring trends and identifying in-demand skills and training
- Secure additional internship commitments in the industry
- Secure funding for intern wages in the event that promising employer hosts are not able to pay the full cost of hosting interns
- Help recruit industry representatives to attend school-related events as a precursor to internships, such as mock interview days or project presentations