

Internship Fact Sheet

Internship

An Internship is a highly structured, time-limited, Career Preparation activity in which students are placed at a worksite to participate in and observe work first hand.

Internships provide students the opportunity to learn by doing real work and being productively engaged in the workplace. They may provide the opportunity to work in teams, work on a project, or rotate through a number of departments and job functions.

Internships are designed to:

- Promote hands-on experience in a field of interest.
- Provide productive value for the employer.
- Provide exposure to a wide range of careers and jobs within the industry.
- Offer opportunities to develop, practice and demonstrate employability skills.
- Build occupational knowledge.
- Create awareness of the education needed to be successful in the industry.

Internships are structured to:

- Enhance workplace knowledge and career awareness.
- Help build the skills required for specific occupations.
- Expose students to a wide spectrum of workplace activities.
- Support key academic concepts, as well as technical and occupational skills development.

Internships are supported by:

- Student preparation in the classroom.
- Internship design with the employer partner.
- Employer host orientation and ongoing troubleshooting.
- Multiple opportunities for reflection on the experience, both verbally and in writing.
- Employer assessment of skills acquisition.

Internships are connected to:

- Classroom learning.
- Individual career development/training plans.
- A sequence of educational, training and workplace activities.
- The student's next steps.

Internships take place for a minimum of 60 hours with more hours being optimal. They may be paid or unpaid, depending on whether the student is performing productive work for the employer and other factors.¹

Internships are one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in New York City Schools.

¹ See USDOL Internship Factsheet #71 <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Internship Support Materials

Checklists, Tip Sheets and Fact Sheets

- Coordinator Internship Checklist
- Student Internship Checklist
- Teacher Internship Tip Sheet
- Employer Internship Tip Sheet
- Employer Internship Fact Sheet
- Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act

Required Forms and Documents

- Pre-Internship Site Visit Form
- Internship Host Application
- CTE Internship Application
- Internship Timesheet
- Internship Mid-Term Worksite Visit Form
- WBL Training Plan and Evaluation Tool
- Internship Supervisor Handbook
- WBL Travel and Media Consent Form, if necessary.
- Employability Skills Profile

Implementation Tools

- Internship Student Research Activity
- Intern Orientation to the Workplace
- Internship Student Reflection
- Sample High School Intern Positions by Industry
- Learning Objectives by Industry

Tips for Success

Quality Internships include structured activity before, during and after the experience.

Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- Engage in proper planning and preparation.
- Address safety, legal and logistical details.
- Communicate with all parties.
- Maximize learning potential.
- Focus on skills acquisition.
- Connect to the classroom.
- Provide support for students and supervisors.
- Promote student reflection.

Sustaining and growing Internships and all other work-based learning activities depend on maintaining positive relationships with the employers who are providing opportunities. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.