



Department of  
Education

NYC DOE  
Work-Based Learning Toolkit



# Internship Guide

Internship Fact Sheet

WBL Coordinator Checklist

Student Checklist

Teacher Tip Sheet

Employer Tip Sheet

Employer Fact Sheet

Virtual Internship Options Sheet

Fact Sheet #71: Internship Programs Under the Fair  
Labor Standards Act

Implementation Tools

Internship Student Research Activity

Intern Orientation to the Workplace

Internship Student Reflection



## Internship Fact Sheet

### Internship<sup>1</sup>

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 80 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.<sup>2</sup>

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.

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<sup>1</sup> Internships are recognized as an “ACCEPTED and VALID WBL ACTIVITY” by NYSED and the NYC DOE CTE for specific credit purposes.

<sup>2</sup> 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

### Implementation Tools

- Internship Student Research Activity
- Intern Orientation to the Workplace
- Internship Student Reflection

### Virtual Internships

- Please see “*CareerReady Work Learn\_Grow\_Remote Internship Industry Partner Guide*” in the Remote and Virtual section of this toolkit.

### Related Virtual Internship Activities

- 2020 Virtual Internships  
<https://sites.google.com/site/virtualinternshipswbl/2020-virtual-internships>
- [Xtreme Intern](#)

### Virtual Internship Guidance

- [CTE In-Person Internship Overview School Year 2021-22](#). (Updated September 2021)
- [CTE Virtual Internship Overview School Year 2021-22](#) (Updated September 2021)

For further guidance, forms, tools and assistance in managing an Internship please see the NYC CTS Tracking System.

[https://docs.google.com/document/d/1l0118BFi3iQd5xkvoL5tpRdaPtVtv8HPZe\\_juwrp05Y/edit](https://docs.google.com/document/d/1l0118BFi3iQd5xkvoL5tpRdaPtVtv8HPZe_juwrp05Y/edit)

### 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.