



Teacher Internship Tip Sheet

Note: If you're coordinating an Internship, have a look at the Coordinator Internship Checklist.

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.

Did You Know?

Internships can support classroom curriculum and allow for students to see and apply practical applications of key academic concepts.

Students who participate in internships while in High School pay more attention in class, enjoy higher graduation rates and better employment outcomes later in life.

Before the Internship

- Give the work-based learning coordinator¹ information about students who are ready for an internship. Talk about how you can best support students in reflection and other activities.
- Review the Internship Fact Sheet with the work-based learning coordinator and decide who will facilitate each activity.
- Help match students to specific internship opportunities based on their skills and interests and the employer's needs.
- Help students prepare for the interview, including their "elevator pitch" and how to dress.
- Have students research the employer and identify career options or pathways that are of interest.
- Work with the student to define their learning objectives and create their WBL Training Plan.
- Let students know how they will be evaluated on their performance.
- Explore what concepts in the classroom might be demonstrated in the workplace.
- Distribute and collect all required forms.

During the Internship

- Work with the work-based learning coordinator to document learning objectives.
- Design and coordinate concurrent learning activities in the classroom.
- Provide opportunities for students to reflect on their internships in the classroom, both verbally and in writing.

After the Internship

- Review completed evaluations with students. Discuss and record next steps.
- Work with the work-based learning coordinator to finalize documentation of student learning. Together, assess the effectiveness of the internship and make recommendations for adjustments.
- Provide opportunities for students to reflect on their internships or showcase their work through presentations or demonstrations.

Go Deeper

- Guide students through a comparison of the culture and style of the workplace with others they have observed, including behavioral and communication expectations.

¹ In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.