

## Employer Internship Tip Sheet

### Internship

Through an internship, NYC high-school students are placed at a worksite for a defined period of time to participate in and observe work first hand.

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

#### Did You Know?

Student interns are learning about your industry and are considering how they might prepare for and their career.

Students who participate in internships while in High School enjoy higher graduation rates and better employment outcomes later in life.

### Tips

When hosting an intern or launching an Internship program at your company, keep the following success factors in mind.

#### Before the Internship

- Contact your work-based learning coordinator to discuss hosting an intern. If/when you decide to move forward, interview and select or hire the student intern.
- Work with the work-based learning coordinator to develop and design the internship.
- Determine who supervises and guides the intern.
- Review the informational packet provided by the intern's school.
- Meet with the coordinator and the intern to finalize learning plans and agree on an ongoing communication strategy.
- Inform other staff that an intern will be at the workplace.

#### During the Internship

- Provide a workplace orientation for the intern.
- Consider ways the intern can develop employability skills (ask the coordinator for a copy of the list) and be exposed to a range of careers in your industry.
- Identify opportunities that will support the intern's academic, occupational and employability skill development and assist the intern in working toward learning objectives.
- Think about ways you can serve as both a coach and supervisor.
- Communicate successes and opportunities to the coordinator that can be used to enhance the value of classroom connections.
- Use the WBL Training Plan and Evaluation to assess the intern's performance at a mid-point and completion of the internship. Discuss it with the intern and the coordinator.

#### After the Internship

- Hold a debriefing session internally at the company, review the effectiveness of the Internship program and make suggestions for improvement.

### Resources

- Review the Employer Participation Options Fact Sheet to learn more about how to get the most out of your partnership with the NYC Department of Education.