



Internships

An internship is a program that offers practical experience for beginners in an occupation or profession. Internships provide students with the opportunity to observe and participate in daily operations, develop direct contact with job personnel, ask questions about particular careers and perform certain job tasks. Internships can be paid or unpaid work experiences.

Checklist for Success*

For Employers

- _____ Identify interested employees who will work closely with the student and educator.
- _____ Determine the basic skill sets required of interns.
- _____ Use the Youth Business Connector to inform schools/programs about your interest.
- _____ Interview and select or hire student intern.
- _____ Implement a system for managing the intern(s) to ensure time is well spent.
- _____ Complete internship evaluation.

For Educators

- _____ Identify interested and qualified students.
- _____ Use the Youth Business Connector to assist students in finding internship opportunities.
- _____ Connect students to work-readiness workshops within the school and/or community.

For Students

- _____ Research and identify career areas of interest.
- _____ Ask your Career Development Coordinator to help you locate an internship opportunity using the Youth Business Connector.
- _____ Attend required workshops and orientations.
- _____ Write learning objectives and outcomes.

* This suggested checklist should be used as a guide and is not comprehensive. Each school and partner organization's process may vary.

The Youth Business Connector is an initiative of Charlotte Works.
www.youthbusinessconnector.com

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Internships, cont.

Suggested Employer Internship Process

Appoint an Internship Coordinator

Choose someone within your company who you believe will have the time and leadership skills to implement the steps described on the following pages. Having an internship coordinator at your company will make it easier for interns and staff to know who to talk to regarding the intern's time at the company. It will also allow for more consistency as interns leave and new ones come on board.

Identify your company's internal needs

In what ways can your company use extra help? Some helpful questions include:

- What day-to-day or ongoing tasks take place in my company?
- What is the present workload of my staff?

Appoint a mentor

Each intern should be appointed a mentor as a guide and supervisor. Ideal mentors should have:

- patience,
- interpersonal skills,
- credibility,
- interest in being a role model for the intern and
- interest in helping the intern grow professionally.

Mentors should be able to:

- work with the intern to develop objectives,
- offer feedback to the intern,
- comment on the intern's performance,
- help the intern to network,
- communicate the intern's learning role to all other employees and encourage interaction among staff and the intern and
- share all relevant aspects of the organization.

Develop clear, daily tasks for the intern, as well as back-up tasks.

Always have a project for the intern and have back-up tasks ready upon completion of the project or during down time.

This resource developed by
Kansas City, Kansas Public Schools
http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Guides/How_To_Guide_Internships.PDF
This resource developed by Allegheny Conference on Community Development
<http://beconnected.aiu3.net/PDFs/EmployerActivityGuideInternships.pdf>

Additional Resources:

- NC Public Schools: Career and Technical Education
<http://www.ncpublicschools.org/cte/curriculum/work-based/internship/>
- Central Piedmont Community College (CPCC)
http://www.cpcc.edu/nursing_human_services/substance-abuse/internship
- UNC Charlotte
<https://career.uncc.edu/el>