



Business Resources

What is an internship?

A link between the workplace and the classroom.

An opportunity for business people to guide and teach students.

An opportunity for students to practice and refine skills.

An introduction for students to experience the realities of the work world.

An invaluable opportunity for students to receive performance feedback from a workplace supervisor.

While completing a sequence of courses in a major area of study, students have the opportunity to put their skills into practice working at a local business as an intern. In operation since 1992, the internship is one of the requirements students complete in the Certificate Program.

Students are matched with a business establishment and are responsible for working 36 hours under the supervision of an industry supervisor. The internship hours are spread over six or seven weeks, with students working two to three hours twice a week. As part of the 36 hours in the internship, students work one eight-hour day to gain a better understanding of the total work day.

Benefits to Businesses Providing Internships

- Students work in non-paid positions.
- Businesses have input into the education of future workers.
- Businesses are recognized in the community as supporters of education.
- Businesses looking for employees often hire interns after the internship.
- Industry supervisors gain personal satisfaction by mentoring interns.
- Interns provide positive public relations for businesses.
- Students are covered under the school district workers' compensation policy.



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Internship Site Agreement Forms

The agreement forms describe what is expected of the business, the school district, and the intern, and explains the liability issues that relate to providing internships. Rowland Unified School District personnel, industry site personnel, the student and the student's parent or guardian must sign an agreement form.

Industry Site and District Forms

Industry supervisors and the district sign either the Non-paid Internship Site Agreement or the Paid Internship Agreement form. The majority of students will be working in non-paid internships and will use the Non-paid Internship Site Agreement. Students who have jobs that connect to their area of study may work in a paid position. In this case the industry supervisor signs the Paid Internship Agreement. On both forms illustrated on pages 10 and 11, the business is the PERMITTER.

Industry supervisors need to read them over carefully, and direct any questions regarding the agreements to the internship coordinator.

Student and Parent/Guardian Form

The student and parent/guardian make a commitment to the school district and the industry site, Students and parents are responsible for the student's transportation to and from the industry site. The agreement also specifies the expectations for the internship hours, attendance, dress and conduct (see page 12).

The Role of the Supervisor in the Internship

Work Schedule

Once the site and student have been notified of the internship placement, the student will call the supervisor to schedule a meeting to determine the schedule of hours and duration of the placement. Students are expected to complete 36 hours as an intern. Schedules are typically spread out over 6-7 weeks with interns working 2-3 hours after school two days a week. Interns are also asked to work one full work day during that time to better understand the start and finish of a business day.

Paperwork

Very little paperwork is required of the industry site supervisor.

- The industry site supervisor signs an agreement with Rowland Unified School District prior to a student being assigned to the site (see pages 10 and 11).



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- The site supervisor reviews the training plan with the student (see page 14).
- The intern will keep a time sheet of work completed. The site supervisor is asked to sign it for verification and accuracy (see page 16).
- At the end of the internship the supervisor is asked to complete a one-sheet evaluation of the intern's performance (see page 17).

Assigning Work

As supervisor of a student intern, it is important to provide the intern with a variety of meaningful experiences related to the student's major area of interest.

- There are specific areas to which the intern should be exposed and receive training. These areas are listed on the Internship Training Plan.
- The Internship Coordinator provides the supervisor with a form for developing a training plan (a list of experiences and activities available at a site) for the intern. The supervisor needs to explain to the intern how tasks will connect with the intern's major, and set goals for the intern in the performance of these activities.
- It is helpful when the supervisor explains to the intern how certain tasks build upon more important duties. For example, straightening or aligning items may seem like busy work, to the intern but it is important to learn where things are in the work environment while a task or assignment is being completed. Later on, when someone asks for assistance, the intern will be of greater assistance in quickly finding needed items or information.

Company Policies

The supervisor needs to inform the intern about policies of the business. Please give particular emphasis to appearance and attendance standards.

Supervision

The intern must not be left unsupervised at the place of business. This does not apply to a work area within the business, as long as someone is nearby to assist.

- Avoid access to money or valuables without direct supervision.
- Provide supervision in instances where cash transactions occur.
- The intern cannot act as a courier for a business (such as taking money to the bank or delivering documents to a client).



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Informing Staff

The industry supervisor should inform other employees about the intern's participation in a school-related internship program and explain the intern's responsibilities. This will help your staff understand that the intern is not an employee.

- What applies to the employee may not apply to the intern.
- It is discouraging to the intern when other employees pass work onto them and leave them with little or no guidance.

Feedback

The supervisor provides feedback to the intern periodically on his/her progress in order to help each intern understand what it takes to be successful in a particular field of study.

- The intern needs positive pats on the back when doing well and correction when additional support is needed. The teacher or internship coordinator can provide some assistance in this area.
- Have the intern fill out one of the company's employment applications and review it.
- Explain what employers look for when interviewing candidates. Include what it is about an applicant that impresses and discourages interviewers.
- Explain what it takes to be successful in a particular field of work and what the opportunities are for employment, further study, and advancement.

Time Sheets

Students will record their own attendance hours on forms provided by the district. The supervisor's assistance is appreciated in overseeing the records and verifying the work completed and hours worked by signing the attendance records (see page 16).

This booklet includes samples of school district documents and other forms provided by the internship coordinators. The coordinators are happy to answer any questions, call (626) 965-8305.