

HIGH SCHOOL



INTERNSHIP
PROGRAM

Business Packet

Building Bridges to Careers 2017



The purpose of this internship program is to provide an experience for high school students that will complement what they are learning in the classroom and increase their soft skills. This is different than a part time job in that students are expected to reflect on the experience and use what they have learned to help them determine a post-secondary pathway. Career awareness and development is the main goal of the program.

BB2C offers two levels of internships for high school students, a supportive internship, and an independent internship.

A **supportive internship** is for developing soft skills and to provide an educational experience that will help the students discover what they like to do. If your business has more than one department, for example, in a supportive internship the student could complete a rotation in each department. The purpose of this would be to help the student experience the different types of work completed by the organization. This internship will require more one-on-one support than the independent internship.

An **independent internship** is similar to a “next level” experience. These interns will have developed soft skills and can work independently, or with little monitoring. Since they are still students they will still need guidance and may need assistance, but overall should be able to complete tasks efficiently.

What’s in it for you?

- ▶ Invest in the future of the community, and the future of your business by utilizing a local workforce and slow the brain drain
- ▶ Advocate for your business and your career field
- ▶ By helping develop soft skills in current students, your future employees will be more prepared to work for you
- ▶ Leadership experience for your employees
- ▶ You will also gain new perspectives on problem solving

Career Clusters

When working with students, it is important to stay “up-to-date” with terminology for careers. Locally, students are taught the following 16 career clusters. All job types are aligned to a cluster. For an in-depth explanation of what each cluster is and includes, please visit:

<https://www.careerwise.mnscu.edu/careers/clusters.html>

1. Agriculture and Environmental Systems
2. Arts and Communication
3. Business and Administrative Services
4. Construction Technologies
5. Education and Training
6. Engineering and Science Technologies
7. Finance
8. Government and Public Administration
9. Health Science
10. Hospitality and Tourism
11. Human Services
12. Information Technology
13. Law and Public Safety
14. Manufacturing
15. Marketing
16. Transportation Systems

Frequently Asked Questions

What is the High School Internship Program about? What is the purpose?

Regardless of students' post-secondary plans, internships provide a way to proactively experience a specific job setting and enable students to find careers they really enjoy.

How long will the intern be with our organization?

Internships can vary in length, dependent on business and student needs. But if the student is a good match for your organization and you are interested in keeping him/her on you may negotiate with the student and their parents. Internships can last for a semester, a specified number of hours, or as long as needed to complete a project.

Is it a paid internship?

BB2C is not paying for the time that the intern will be with you at your business. However, if you feel that monetary compensation is necessary, it is your choice. Each student will be receiving high school credit for this internship.

What about interns using their phones?

Interns are told that the use of phones is inappropriate unless otherwise stated by the organization. For instance, if there is some confusing language it would be okay to use phones to access the internet to look up a definition, or to share articles to promote the business. However, it is our understanding at BB2C that these interns will acknowledge that they are in a professional environment and therefore should only use their phones in a case of emergency or something similar to the above stated circumstances.

Does my business match with any of the Career Clusters?

As there are 16 Career Clusters, your business will match at least one of them in one way or another. They are listed on page 2 for your convenience.



Internship Agreement

This is an agreement between _____ and _____.
(Student) (Business)

The purpose of this education internship is for the intern to gain valuable insight and information into a career or job.

The term of this internship begins on _____ and ends on _____
or until a minimum of _____ hours are completed.

Conditions of the agreement:

- The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment.
- The education received by the intern from the internship is for the express benefit of the Intern.
- The intern does not replace or displace any employee of the Company.
- Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.

The Intern specifically agrees to and acknowledges the following:

- This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- Intern will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
- Transportation to and from the internship site is the responsibility of the intern.

___ Unpaid Internship

___ Paid Internship: I understand that if I intend to compensate the intern monetarily this is beyond the scope of Building Bridges to Careers

Intern

Company Representative

Date

Title

Date

This is a sample that can be emailed without the water mark, should you choose to use it.

Business Inquiry

To ensure that we match you with an intern that is the most suitable for you and your business, please fill out this inquiry.

1. Your name: _____
2. Email: _____
3. The best number to reach you: _____
4. Name of your business: _____
5. Business address: _____
6. Career cluster(s) represented by your business (see page 2 for help):

7. What could an intern partake in at your business?

 - Here are some examples of what interns can help with in most career/ business areas, please check any you think could be utilized at your business:
 - market research social media development
 - rotate through the various departments in your organization
 - observing meetings/networking events/assist with event planning
 - support product development
 - hands-on experience with the work that your business does
 - What are some other ways an intern can get involved at your business?

 - What are some restrictions that an intern may encounter at your business?

8. Do you have a specific project or task for an intern to work on during their time with you? _____
 - If yes, please include a brief description:

