**Employer Preparation Information**

**Planning an internship:** The work-based learning coordinator and/or school-based supervisor will work with the employee who will supervise the student to plan the internship. Unlike an ordinary summer job, internships are designed to enable students to build general workplace skills and job-specific skills on the job. The workplace supervisor will have a counterpart – the school-based supervisor – who will help make the experience rewarding for both the student and the host employee.

**Interviews and Selection of Interns:** Teachers and counselors will screen student internship applications and forward up to three eligible candidates (including applications and resume) whom they deem ready for the responsibilities of an internship for interviews with a designated employee. Following the interviews, the final selection of the intern is up to the employer.

**Student Learning Agreement:** The learning agreement defines specific foundational skills applicable to all workplaces and job-specific skills, all of which interns are expected to learn during the internship. The intern’s work plan can be a quick bullet point list of tasks through which the learning is accomplished.

**Orienting Student to the Workplace:** Most of a student’s first day on the job should be spent getting better acquainted with his or her workplace supervisor and getting comfortable in his or her new surroundings. Because students may not have much, if any, work experience, supervisors should explain as much as possible. A sample agenda for a student orientation is provided below:

* Greet the student upon arrival.
* Tour the workplace, pointing out emergency exits, bathrooms, and cafeteria or break room. It can be helpful to walk the space a couple of times to be sure the student gets his or her bearings in a new environment.
* Show the student where he/she will work and where his/her supervisor works.
* Review employee policies pertinent to student interns (including policies on cell phone use) and answer any questions. Treat the intern like a new employee; give him or her an employee handbook, if there is one, and time to review it.
* Go over the learning agreement with the student and make any adjustments that seem warranted.
* Discuss when to report for work, when to take breaks, and when to leave. Also, be sure to cover what to do if the intern is ill. Go over the time sheet.
* Encourage the student to ask questions and provide guidance on how to do so.
* Discuss how/when the student is expected to provide updates on work progress.
* Introduce other employees who work in the same department.

**Collaboration with School-Based Supervisor:** The school-based supervisor will check in weekly by telephone or email to see how the internship is progressing but can be contacted at any time with questions or problems. He or she will make at least two site visits, once after the first week and once at about the three-quarters point, to review and document progress on the skill goals in the learning plan. The student will also be expected to attend periodic meetings with other interns to participate in group reflection activities.