

PARTNER
HIGH
SCHOOL



PARTNER
BUSINESS

INTERNSHIP PROGRAM OVERVIEW

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The Internship Program places qualified high school seniors, as interns, in community businesses to gain valuable on-the-job experience, related to the student's career of interest. Students spend one to two semesters at the worksite, coupled with academic instruction that emphasizes employability skills. Some employers chose to pay the intern; however, compensation is not expected since interns are receiving high school academic credit.

HOW THE INTERNSHIP PROGRAM BENEFITS EMPLOYERS

- Intern will work a minimum of 10 hours per week
- Increase your pipeline of qualified candidates
- Attract more employees to your profession
- Increase awareness of your company
- Increased involvement within your community
- Opportunity to mentor youth

HOW CAN A BUSINESS START AN INTERNSHIP PROGRAM?

1. Contact Amy Sjoblad, Rural Career Counselor Coordinator (RC3)-Business Specialist at 218.232.4940 or amys@rmcep.com.
2. RC3 Business Specialist will reach out to partnering schools to begin recruitment of interns.
3. Partner school will identify qualified student Interns.
4. Student Intern will complete Internship Application packet and forward to school for approval.
5. Employer interviews student Intern candidates and makes placement decision.
6. Employer completes Internship paperwork.
7. Employer provides an appropriate, meaningful, and adequately supervised worksite for the student intern, whom will work a minimum of 10 hrs per week for the semester or school year.
8. Employer mentors the Intern and assists with Intern's academic coursework such as weekly reflections, mid-year and end-of-year performance review, and informational interview. (Refer to back page for details).
9. Internship Coordinator meets with employer (at beginning, middle, and end of internship).
10. Employer agrees to adhere to all federal and state regulations regarding employment of young people in their job-related school program. This includes, but is not limited to, Child Labor Laws, the Fair Labor Standards Act, the Occupational Safety and Health Act, Sexual Harassment, and the Americans with Disabilities Act (ADA). **Students who are under 18 may not be employed in an occupation that is considered hazardous.**
11. Employer will carry current Workers' Compensations insurance and provide proof of insurance if audited.
12. Employer communicates with Internship Coordinator as needed.

INTERNSHIP COURSE REQUIREMENTS & TIMELINE

ASSIGNMENT	EXPLANATION	DATES
Internship Agreement and Confidentiality Statement forms	Intern, mentor and parents are required to complete paperwork prior to internship.	Before start of Internship
Weekly Reflections to be completed in Google Classroom	Intern will journal about a weekly topic, relating to employability skills and professionalism, as well as reflect on what was learned and tasks completed.	Weekly
Monthly Meetings with all Interns	Intern will meet with Internship Coordinator to discuss best practices, successes and challenges.	Monthly
Mid-Term Evaluation	Intern will complete a mid-year self-evaluation. Mentor will complete a mid-year evaluation and review with Intern.	TBD
Guided Career Worksheet	Intern will research the career she/he is interning at.	TBD
Worksite Informational Interview	Intern will select one employee at work site, preferably non-family member, to conduct informational interview.	TBD
Program Evaluation/Reflection	Intern will complete a final self-evaluation.	TBD
Final Evaluation with Mentor	Mentor will complete a final evaluation and review with Intern.	TBD
Professional Portfolio	Intern will prepare a professional portfolio summarizing internship experience.	TBD
Exit Interview	Intern will meet with the Internship Coordinator to complete the Exit Interview.	TBD
Professional Portfolio Presentation	Intern will present on internship experience, using portfolio as a guide.	TBD

Semester One Ends: Mid-January. Semester Two Ends: End of May.



Adapted from the SD Youth Internship Framework Manual & LFCHS Senior Internship Program