

## Internship Guide

### Introduction

This Internship Guide is designed to help develop and support Internships that work for students, employers and teachers. It is part of the Work-Based Learning Toolkit developed for NYS P-TECH that provides quality approaches and strategies to create high-quality, safe and legal Workplace Learning experiences for P-TECH students.

### Internship

An NYS P-TECH Internship is a highly structured, time-limited, Career Preparation activity in which students are placed at a workplace for a defined period of time to participate in and observe work first hand within a given industry. Internships provide students the opportunity to learn by doing real work and being productively engaged in the workplace. They may provide the opportunity to work in teams, rotate through a number of departments and job functions, or to work on a project of interest to the student (or group of students) and productive value for the employer partner.

Internships may be paid or unpaid, depending on whether the student is performing productive work for the employer.<sup>1</sup> They are designed to give students hands-on experience in a field of interest, learn and practice occupational skills, and provide the opportunity to learn about their career options.

Internships are designed to promote:

- Exploration of and experience in a field of interest
- Exposure to a wide range of careers and jobs within the industry
- Opportunities to develop, practice and demonstrate new skills
- The acquisition of occupational knowledge
- Awareness of the skills and education needed to be successful in the industry

NYS P-TECH Internships are intended to enhance workplace knowledge and workplace awareness. They help build the skills required for specific occupations by exposing students to a wide spectrum of activities within the industry and the range of career options available at a workplace. Internships engage students in their own learning and provide multiple opportunities for reflection on the experience, both verbally and in writing. Quality Internships are designed to directly support academic learning, and in many cases have a defined productive value for the Internship host.

An Internship is a prime example of the benefits to students, employers, teachers and schools described in section one of this toolkit. While Internships are part of the continuum of authentic workplace learning experiences provided to every student, not all NYS P-TECH employer partners need to provide Internship opportunities.

---

<sup>1</sup> See USDOL Internship Factsheet #71 <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

### **The Importance of Structured Activity**

All NYS P-TECH Internships include structured activity for the student, host and coordinator/teacher before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched student learning. Proper planning and preparation, attention to legal and safety details, maximization of learning potential and communication and support for the student and worksite supervisor will help ensure success.

### **Internship Support Materials**

Tip sheets and checklists for P-TECH coordinators, employer partners, students and teachers are provided in this toolkit to help design, structure and support Internships to maximize student learning. Each tip sheet supplements the Work-Based Learning essential elements described in section three of this toolset, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.

## **Tip Sheets and Fact Sheets**

### **P-TECH Coordinator Tip Sheet: Internship Success Factors**

*A tip sheet for P-TECH Coordinators or intermediary partners responsible for implementing and supporting Internships*

### **Teacher Tip Sheet: Internship Success Factors**

*A tip sheet to help teachers connect the Internship to the classroom*

### **Student Tip Sheet: Internship Success Factors**

*A tip sheet to help students get the most out of the Internship*

### **Employer Tip Sheet: Internship Success Factors**

*A tip sheet for participating employers*

- What's my role in the Internship?
- How do I get matched up?
- How should I design the Internship?
- How does this work?

### **Employer Fact Sheet: Internship**

*A fact sheet that describes what's involved in a company providing an internship*