

## P-TECH Coordinator Tip Sheet

### Internship: Success Factors

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

When designing and implementing an Internship program at your P-TECH school, keep the following success factors in mind.

#### Before the Internship

- Address Logistics
  - ✓ Design and develop the Internship with the employer.
  - ✓ Identify interested and qualified students.
  - ✓ Select and refer qualified students, matched to employer specifications.
  - ✓ Facilitate employer interviews of students.
  - ✓ Follow up with the employer and debrief the interviews.
  - ✓ Confirm placement details.
  - ✓ Distribute and collect appropriate permission forms.
  - ✓ Arrange for transportation, food, etc.
- Address key legal, safety and health issues.
  - ✓ Find out if safety gear is required, and if so arrange for it to be provided.
  - ✓ Identify who will serve as the point of contact at the school and with the employer.
- Prepare Internship hosts for the Internship experience.
  - ✓ Coordinate, facilitate and implement orientation activities.
  - ✓ Determine the employer's and worksite supervisor's preferred form and frequency of contact.
  - ✓ Define an ongoing communication strategy and feedback protocols for the experience.
- Prepare students for the Internship experience.
  - ✓ Meet with students to help develop specific learning outcomes and complete a Work-Based Learning plan.

#### During the Internship

- Meet with student and worksite supervisors at their workplace and observe workplace activities. Finalize Work-Based Learning plans, confirm your communication strategy and make appointments for future visits.
- Coordinate and implement concurrent learning activities at school.
- Assist Employer/Worksite Supervisor.
  - ✓ Maintain ongoing communication with and/or provide reports to the employer.
  - ✓ Communicate with the worksite supervisor and monitor workplace activities according to schedule.
  - ✓ Support the worksite supervisor in serving as both a supervisor and coach.
  - ✓ Assist the worksite supervisor in completing an evaluation or assessment of student performance through the Internship.
- Facilitate learning.

- ✓ Help ensure that activities are authentic and engaging, and provide opportunities to learn about a range of careers within the industry.
- ✓ Provide opportunities for students to reflect on their Internships in the classroom.
- ✓ Regularly assess progress and impact.

### **After the Internship**

- Conduct follow-up activities.
  - ✓ Conduct an assessment of student learning outcomes.
  - ✓ Review the completed evaluations or assessments with the student and discuss and record next step options.
  - ✓ Provide avenues for feedback on the effectiveness of the Internship (If possible, meet with the worksite supervisor and student to debrief the experience.)
  - ✓ Document student learning and record the experience.
  - ✓ Assess the effectiveness of the Internship and make recommendations for adjustments in the future.
- Reflect on learning.
  - ✓ Provide opportunities for student reflection.
  - ✓ Provide classroom experiences that help students make the connection between this Internship and their next steps.