

## Employer Tip Sheet

### Internship: Success Factors

*A tip sheet for NYS P-TECH employer partners*

When hosting an intern or launching an Internship program at your company, keep the following success factors in mind.

#### Before the Internship

- Contact your P-TECH coordinator to discuss hosting an intern.
- Interview and select or hire student intern.
- Address logistics.
  - ✓ Work with the coordinator to develop and define the Internship.
  - ✓ Determine who supervises and guides the intern.
  - ✓ Inform other staff that an intern will be at the workplace.
  - ✓ Meet with the coordinator and intern to finalize learning plans and agree on an ongoing communication strategy.

#### During the Internship

- Lay the groundwork.
  - ✓ Provide a workplace orientation for the intern. Review the informational packet provided to you by the teacher/coordinator.
  - ✓ Consider opportunities for the student to develop the NYS P-TECH Professional Skills and be exposed to a range of career opportunities in your industry. (Contact your coordinator to receive a list of professional skills.)
- Facilitate learning
  - ✓ Work with the intern to develop skill-based outcomes
  - ✓ Identify opportunities that will support the intern's academic and professional skill development as well as an awareness of potential future careers.
  - ✓ Assist the intern in working toward learning objectives.
  - ✓ Communicate successes and opportunities to the coordinator that can be used to enhance the value of classroom connections.
- Complete an interim evaluation.
  - ✓ Evaluate the intern's performance.
  - ✓ Discuss performance with the intern and the coordinator.

#### After the Internship

- Help document the Internship.
  - ✓ Complete a final assessment of the intern.
  - ✓ Discuss the assessment with the intern and the coordinator.
- Assess impact and debrief the Internship.
  - ✓ Hold a debriefing session internally at the company, review the effectiveness of the Internship program and make suggestions for improvement.
- Share suggestions with your NYS P-TECH coordinator and complete the program evaluation.
- Debrief with your NYS P-TECH coordinator to support continuous improvement efforts.