



## Internship Fact Sheet

### Internship

An Internship is a highly structured, time-limited, Career Preparation activity in which students/learners are placed at a worksite to participate in and observe work firsthand.

Internships provide students/learners the opportunity to learn by doing real work and being productively engaged in the workplace. They may provide the opportunity to work in teams, work on a project, or rotate through a number of departments and job functions.

Internships are one activity in the continuum of authentic work-based experiences provided through Earn & Learn.

### Internships are designed to:

- Promote hands-on experience in a field of interest.
- Provide productive value for the employer.
- Provide exposure to a wide range of careers and jobs within the industry.
- Offer opportunities to develop, practice and demonstrate employability skills.
- Build occupational knowledge.
- Create awareness of the education needed to be successful in the industry.

### Internships are structured to:

- Enhance workplace knowledge and career awareness.
- Help build the skills required for specific occupations.
- Expose students/learners to a wide spectrum of workplace activities.
- Support key academic concepts, as well as technical and occupational skills development.

### Internships are supported by:

- Student/learner preparation in the classroom.
- Internship design with the employer partner.
- Employer host orientation and ongoing troubleshooting.
- Multiple opportunities for reflection on the experience, both verbally and in writing.
- Employer assessment of skills acquisition.

### Internships are connected to:

- Classroom learning.
- Individual career development/training plans.
- A sequence of educational, training and workplace activities.
- The student's/learner's next steps.

Internships take place for a minimum of 60 hours with more hours being optimal. They may be paid or unpaid, depending on whether the student is performing productive work for the employer and other factors.<sup>1</sup>

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<sup>1</sup> See USDOL Internship Factsheet #71 <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships> or the Unpaid Internships Fact Sheet

## Internship Support Materials

### Checklists, Tip Sheets and Fact Sheets

- WBL Connector Internship Checklist
- Student/Learner Internship Checklist
- Teacher/Faculty Internship Tip Sheet
- Employer Internship Tip Sheet
- Employer Internship Fact Sheet

### Documents, Forms and Implementation Tools

- Unpaid Internships Fact Sheet
- USDOL Fact Sheet #71:  
Internship Programs Under the Fair Labor Standards Act
- What Every Worksite Supervisor Should Know

#### **Tips for Success** **Work-Based Learning Essential Elements**

Quality Internships include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Student/Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback.
- ✓ Connect to the Student/Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Internships and all other work-based learning activities depend on maintaining positive relationships with the employers who are providing opportunities. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.