



## Internship Fact Sheet

### Internship

An Internship is a highly structured, time-limited, Career Preparation activity in which learners<sup>2</sup> are placed at a worksite to participate in and observe work firsthand.

Internships provide 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 several 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 learners to a wide spectrum of workplace activities.
- Support key academic concepts, as well as technical and occupational skills development.

### Internships are supported by:

- 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 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 learner is performing productive work for the employer and other factors.<sup>3</sup>

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<sup>2</sup> Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

<sup>3</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
- 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
- Remote and Virtual Fact Sheets

### Resources

- Remote Internships  
"CareerReady Work Learn\_Grow\_Remote Internship Industry Partner Guide"  
[http://wbltoolkit.cte.nyc/wp-content/uploads/2021/01/20.3.3-CareerReady-Work-Learn\\_Grow\\_Remote-Internship-Industry-Partner-Guide.pdf](http://wbltoolkit.cte.nyc/wp-content/uploads/2021/01/20.3.3-CareerReady-Work-Learn_Grow_Remote-Internship-Industry-Partner-Guide.pdf)
- Virtual Internships  
2020 Virtual Internships  
<https://sites.google.com/site/virtualinternshipswbl/2020-virtual-internships>

### **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 Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback.
- ✓ Connect to the 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.