

Work-Based Learning Connector Internship Checklist

Quick tips for Work-Based Learning Connectors¹ to ensure successful internships.

Before the Internship

- Review the Fact Sheet and any required forms.
- Meet with teachers/faculty and discuss how they can help with student/learner selection, internship design, reflection activities and support the classroom connection. Share the Teacher/Faculty Tip Sheet.
- Maintain regular communications with teachers/faculty.
- Design and develop the internship with the employer.
- Arrange for student/learner interviews.
- Debrief following the interviews.
- Have the employer sign the worksite agreement.
- Identify interested students/learners and review resumes.
- Select and refer qualified students/learners matched to employer specifications.
- Confirm placement details by providing both the employer and student an offer letter.
- Conduct a site visit to address key legal or safety issues.
- Prepare hosts by providing an orientation and determining the preferred frequency and method of contact.
- Prepare interns by sharing the student/learner checklist.
- Develop specific learning objectives for their WBL plan.

During the Internship

- If possible, meet with the intern and worksite supervisor at the workplace and observe workplace activities. Finalize training plan and make appointments for any future visits.
- Assist the worksite supervisor in completing the Employer Evaluation of student/learner performance at the mid-point and completion of the internship.
- Facilitate learning by coordinating opportunities for interns to reflect on their internships in the classroom and regularly assess progress using evaluations.
- If applicable, monitor intern timesheets and payroll. Resolve any issues that may arise.

After the Internship

- Conduct follow-up activities by reviewing the completed evaluations with the intern.
- Help interns update their career plan and think about any next steps they would like to take to further their career goals.
- Provide avenues for feedback on the effectiveness of the internship and make recommendations for adjustments in the future.
- Coordinate opportunities for student/learner reflection with teachers/faculty to help make the connection between this internship, classroom learning and next steps.
- Document the experience in ELENA and provide reports to all parties.

Sample Internship Timeline

Five months in advance:

- Develop and design the internship.
- Confirm student/learner availability and schedule with appropriate stakeholders.
- Get signed worksite agreement.

Three months in advance:

- Review resumes.
- Schedule interviews.
- Process results.
- Confirm placement details.
- Conduct a site visit.

Two months in advance:

- Prepare internship hosts.
- Prepare interns.
- Prepare teachers.

Two weeks in advance:

- Confirm details with all parties.

On the start date:

- Check in with the intern and employer.

¹ This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for students or other learners.