

## Teacher/Faculty Internship Tip Sheet

Note: If you're coordinating an Internship, review the Connector Internship Checklist.

### 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.

### Did You Know?

Internships can support classroom curriculum and allow for students/learners to see and apply practical applications of key academic concepts.

Students/Learners who participate in internships while in High School or College pay more attention in class, enjoy higher graduation rates and better employment outcomes later in life.

### Before the Internship

- Give the work-based learning connector information about students/learners who are ready for an internship. Talk about how you can support interns in reflection activities.
- Review the Connector Internship Checklist with the work-based learning connector and decide who will facilitate each activity.
- Help match students/learners to specific internship opportunities based on their skills and interests and the employer's needs.
- Help students/learners prepare for the interview, including their "elevator pitch" and how to dress.
- Have students research the employer and identify career options/pathways of interest.
- Work with the intern to define their learning objectives for their WBL Training Plan.
- Let interns know how they will be evaluated on their internship performance.
- Explore what concepts in the classroom might be demonstrated in the workplace.
- Distribute and collect all required forms.

### During the Internship

- Work with the work-based learning connector to document learning objectives.
- Design and coordinate concurrent learning activities in the classroom.
- Provide opportunities for interns to reflect on their experience - in the classroom, both verbally and in writing.

### After the Internship

- Review completed evaluations with interns. Discuss and record next steps.
- Work with the work-based learning connector to finalize documentation of student learning. Together, assess the effectiveness of the internship and make recommendations for adjustments.
- Provide opportunities for students/learners to reflect on their internships or showcase their work through presentations or demonstrations.
- Help interns update their career development plan.

### Go Deeper

- Guide students/learners through a comparison of the culture and style of the workplace with others they have observed, including behavioral and communication expectations.