

Employer Internship Tip Sheet

Through an Earn & Learn internship, learners are placed at a worksite for a defined period of time to participate in and observe work firsthand.

Internships provide a direct benefit to the employer and give learners⁷ the opportunity to learn by doing real work and being productively engaged in the workplace. Interns may work individually, in teams, work on a project, or rotate through a number of departments and job functions.

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

Did You Know?

Interns are learning about your industry and are considering how they might prepare for and begin their career.

Students who participate in internships while in High School or College enjoy higher graduation rates and better employment outcomes later in life. Many return and become valuable regular employees with the companies where they interned.

Before the Internship

- Contact your Earn & Learn connector to discuss hosting an intern. If/when you decide to move forward, interview and select the intern.
- Work with the work-based learning connector to develop and design the internship.
- Determine who supervises and guides the intern.
- Review the informational packet provided by the intern's school or college.
- Meet with the connector and the intern to finalize learning plans and agree on an ongoing communication strategy.
- Inform other staff members and employees that an intern will be at the workplace.

During the Internship

- Provide a workplace orientation for the intern.
- Consider ways the intern can develop work readiness skills (ask the connector for a copy of a list of the skills) and be exposed to a range of careers in your industry.
- Identify opportunities that will support the intern's academic, occupational and work-readiness skill development and assist the intern in working toward learning objectives.
- Think about ways you can serve as both a coach and supervisor.
- Communicate successes and opportunities to the connector that can be used to enhance the value of classroom connections.
- Use the WBL Training Plan and Evaluation to assess the intern's performance at a mid-point and completion of the internship. Discuss it with the intern and the connector.

After the Internship

- Hold a debriefing session internally at the company. Review the effectiveness of the Internship program and make suggestions for improvement.
- Complete the WBL activity evaluation.

⁷ 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.