Organizing Student Internship Experiences

Planning
- Design tentative outline of the complete program.
- Present plan, including goals, objectives, and implementation strategies, to appropriate administrators, teachers, and other personnel for approval and support.
- Present plan to advisory committee, the Chamber of Commerce Education Committees, or civic groups for input.
- Determine applicable Child Labor Laws.
- Decide on length, time, and dates for student internship experience.
- Discuss with appropriate personnel the method of granting an elective school unit and the awarding of certificates for satisfactory Student Internship achievement.
- Plan grade level and criteria for eligibility of student applicant.
- Devise method of notifying the various publics of the Student Internship experience program.
- Determine number of student applicants to accept in program and "cut-off" method to keep within desired number.
- Determine duration dates in which student interns must apply for the on-the-job experience.
- Design parental permission form.
- Compare the student's Personalized Education Plan with occupational choice listed on student internship application for compatibility.
- Determine the following:
  - How occupational sites will be located.
  - Length of time student intern will work on the job.
  - Length of daily training.
  - Job requirements.
  - Type of confirmation to be made with employer (placement sponsor).
- Decide when conference with placement sponsor, student intern, and School-to-Work Coordinator will be held to develop the skill development plan.
- Determine agenda, time, and location for student and/or parent orientation group session(s).
- Develop notification procedure for apprising students of individual Internship sites and locations.
- Design procedure for student's initial contact with placement sponsor.
- Develop procedure for reminding students, at least two days prior to the appointed date, when to begin the Student Internship experience.
- Devise method and forms to assess Student Intern progress during the internship experience.
- Organize procedure for Mentor and Student Intern to evaluate the internship experience.
- Determine the agenda and time for the student intern and the School-to-Work Coordinator or teacher post-experience conference.
• Determine sequential public awareness strategy. (This process should be already included as a component of the Career Development program's public awareness yearly calendar.)

• Decide when thank-you letters, certificates, and/or banquet will be awarded or held.

• Plan for the following to keep in and retrieve from the student's completed folder of the on-the-job experience:
  o Compile and staple for the individual student record:
    ▪ Copy of the student's internship application.
    ▪ Letter of acceptance.
    ▪ Parental permission form.
    ▪ Performance appraisal from placement sponsor.
    ▪ Post-Student Internship report(s).

• Place all of the above named materials in student's individual folder.

• Arrange folders in files for easy retrieval.

• Analyze and recycle the Student Internship experience program based on the following appraisal forms and conferences:
  o Administration
  o Teachers
  o Employers
  o Counselors
  o Local director(s)
  o Students
  o Coordinator(s)
  o Parents

• Place recycled program in file for reference to strengthen subsequent programs.

**Funding**

Funding needs are usually minimal. Money is generally used to defray the cost of items and activities that are associated with communication, i.e., paper, printing, typing, postage, etc. Some programs include awards for students and tokens of appreciation for participating firms and/or occupational mentors. These tokens may be furnished in the form of certificates or plaques. Plaques are more expensive. The cost of plaques increase with the size and the quality desired of the wood, or metal, and the type of lettering. Luncheons and banquets for employers and/or students and parents will require larger sums of money; if funds are needed to defray expenses, possible contacts and sources are as follows:

• Business and industry establishments.
• Advisory committees.
• School and community organizations.
• Various departments within the school (business, agriculture, etc.).
• Career development operating funds.
• Individual contributors.
• Proposal and grant funds.
• Student fees.
Dissemination
Public awareness associated with the student internship experience should be a part of the planned career development ongoing yearly public awareness program. Public awareness may be divided into two areas, namely, local and regional.
Local dissemination also has two sub-groups, namely: the school and the community.
School awareness may consist of information disseminated via:
- School newspaper.
- Brochures and flyers.
- Student group sessions.
- Classroom sessions.
- Bulletin board displays.
- Displays in corridors and other easily accessible student areas.
- School programs and campaigns.
- Notices and announcements.
Community awareness may consist of the following dissemination efforts:
- Radio and television spots and programs
- Local daily and weekly newspapers.
- Presentations to:
  - Chambers of Commerce
  - Advisory committees
  - Civic organizations
  - Business
  - Industry and labor organizations and associations
  - Boards of Education.
- Notices, letters, brochures, and flyers disseminated to the various publics.
- Mall displays, fairs, showcases, exhibits, etc.

Regional dissemination may extend itself to cover the state through existing networks and may be needed to encourage an increase in the number of on-site training experiences available to students. Informing industry educational coordinators about colleagues who have functioning student internship programs may serve as a catalyst to non-sponsors. An easily accessible resource could serve as a motivating force to increase sponsorship.
Some of the better channels of communicating rewards of the student internship program are through:
- Regional leadership councils.
- Regional in-service workshops
- Business and industry partnership workshops
- Annual vocational education summer workshop
- Advisory committees
- Placement firm representatives
- Former student participants
- Brochures, flyers, guides, video discs, and tapes
- Television spots and other media
- Job opportunity days, malls, fairs, showcases
State and regional business, industry, and labor organizations and association meetings and conferences