

WORK EXPERIENCE / INTERNSHIP

WORK EXPERIENCE / INTERNSHIPS involve formal training plans between a school and a business that outline the skills the student is expected to learn and demonstrate at the workplace. These experiences can be paid or unpaid part-time positions for which the student will receive academic credit. The hours to be worked, classroom goals, and worksite goals and objectives are determined by the teacher, worksite supervisor, and student.

DURING THE WORK EXPERIENCE OR INTERNSHIP, the student focuses on a potential career area. These experiences usually consist of 60-180 hours on the worksite for which the student receives academic credit. The work experience is directly related to agreed upon objectives and goals established by the student, business supervisor and teacher. Students may also be enrolled in an internship class or a related technical class.

THE STUDENT WILL...

- Meet** performance and attendance criteria set by the school.
- Complete** assignments and participate in career awareness studies.
- Contact** the employer confirming work experience times, location, etc.
- Obtain** parental/teacher permission to participate.
- Arrange** transportation to and from the worksite.
- Dress** appropriately for the worksite.
- Arrive** and depart as scheduled.
- Notify** the employer of absences in advance.

Liability Exposure: For the unpaid student, exposure to liability at the work site should be viewed in the same way you would for visitors who spend time in your facility. If the student is involved in a paid work experience, the business is responsible for insurance liability including worker's compensation.

HELPFUL HINTS

- ▶ Be detailed when developing the training plan and review this plan regularly throughout the internship to verify that all parties are meeting expectations.
- ▶ Arrange for student work space, if appropriate.
- ▶ Gather company brochures as well as policy and safety manuals and review them with the student.
- ▶ Arrange for student parking, if applicable.
- ▶ Notify appropriate co-workers and departments so they are aware of the student and their assigned responsibilities.

*Ready to Learn Ready to Work is a partnership with Salem-Keizer Public Schools, Salem Area and Keizer Chambers of Commerce and E3. v2009
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THE EMPLOYER WILL...

- Serve** as host and identify the participating worksite supervisor.
- Discuss** safety at the worksite and/or any rules.
- Conduct** an interview with the student to confirm the work experience agreement.
- Discuss** education and training needed to perform within this occupational area.
- Discuss** financial benefits within this career.
- Discuss** career path possibilities.
- Answer** student questions.
- Call** the supervising teacher if problems arise with the work experience situation.
- Prepare** student evaluations as requested.
- Provide** meaningful work for the student to perform while at the worksite.

POSSIBLE QUESTIONS

The following are some sample questions you may wish to ask the student when determining whether to accept them for a Work Experience or Internship assignment.

- ▶ What school activities do you participate in? Why? Which do you enjoy the most?
- ▶ Tell me about some accomplishments you feel good about.
- ▶ How would you describe your personality?
- ▶ Tell me something unique about yourself.
- ▶ What are your favorite / least favorite classes?
- ▶ What jobs have you held? How were they obtained? Why did you leave?
- ▶ What are your post high school plans?
- ▶ How do you think this experience might help you with those plans?
- ▶ Do you expect to be doing this kind of work in five years?

