



# *Career Test Drive*

## **H.S. District 155 Career Internship Program**



**Purpose:** *To help our students evaluate specific career interests through relevant workplace experience.*

### **Why Sponsor An Intern?**

- **Low Cost:** Your only investment is the time you donate in mentoring and teaching.
- **Productivity:** Add new skills and labor to your workforce.  
Our students are eager to work - just show them how!
- **Technology:** For instance...our students are all experts in social media and marketing to the younger demographic - Listen, learn, execute!
- **Perspective:** Interns provide a fresh perspective and innovative ideas.  
Let them help you expand and listen to your market!
- **Growth:** Successful interns can turn into proven, productive employees.
- **Recognition:** Our business sponsors will be publicly recognized and thanked.
- **Satisfaction:** Experience the feeling of having a positive impact on someone's life.

### **Intern Benefits:**

- **Career Evaluation:**  
Evaluate a career path before the educational and financial commitment.
- **Skill Development:**  
Develop essential workplace skills, habits, and attitudes.
- **Experience:** Gain "real world" experiences not available in the high school classroom.

*"Tell me and I forget. Teach me and I may remember.  
Involve me and I learn."*

*- Ben Franklin*



## **General Information:**

As part of the experience, students who are enrolled in the Community H.S. D155 Career Internship Program will have **nine weeks of instruction** prior to the **seven week on-site experience**. The curriculum shown below is designed to prepare students for success in the world of work.

Week one: Job Safety & Workplace Laws  
Week two: Employer Expectations  
Week three: Skills for Workplace Success  
Week four: Networking & References  
Week four: Social Media Profile  
Week five: Cover Letter & Resume  
Week six: The Interview Process  
Week seven: Mock Interviews  
Week eight: Career Research Project  
Week nine: Presentations and Review

## **INFORMATION FOR POTENTIAL BUSINESS PARTNERS:**

### **On-site Internship Dates:**

Commitment: 6 weeks  
Start: Early April  
Finish: Mid May

### **Hours:**

Most students will be available to work **beginning at 2:30 P.M.** Monday through Friday  
Student's "time on the job" should be **5 to 10** hours per week

### **On the Job Activities:**

May include but are not limited to the following:

- job shadowing
- special projects
- sampling of tasks from different departments, divisions, or positions
- tasks from a single department

## **Please contact Internship Coordinator:**

### **Steve Karlblom**

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[skarlblom@d155.org](mailto:skarlblom@d155.org)

(c#) 815-335-3337

Website: [www.d155.org/cip](http://www.d155.org/cip)

### **To Sign Up:**

[www.d155.org/cip](http://www.d155.org/cip)

Click on "*Business Partner Sign Up Form*"