

# HOSTING A TWO RIVERS INTERN



## WHAT TO EXPECT

### Learning Through Interest (LTI)

Internships serve as crucial learning experience for Two Rivers High School students, allowing them to work with adult mentors whose careers match their interests. As a mentor, you have the opportunity to teach a student about your career, coach soft skills and make a lifelong impact on a teen.

### Getting Started

**Shadow Days:** We encourage all students to start with a Shadow Day. Shadow Days allow a potential mentor and student to meet and determine whether an internship would be a good fit.

**LTI Set-up meeting:** If you both agree to move forward with an internship, the student's advisor (teacher) will arrange a meeting to establish routines and goals. This meeting occurs at the beginning of the internship.

### Internship Schedules

**Hours:** The student and advisor agree on what time a student starts and ends each day, during the LTI Set-up Meeting. Typically, students intern 3 hours a day, during school hours. However, exceptions can be made depending on the mentor's availability.

**Dates:** Internships can vary in length, ranging from 6-8 weeks to an entire school year. Some students might start with a 6 week commitment but end up continuing for the whole school year.

### Internship Work

Mentors set basic expectations for on-site work. Expectations can range from basic daily tasks, to observations or engagement in business operations. This can also include student-led, independent projects that benefit the organization.

### Professional Behavior

Our students are generally polite and helpful, but mentors should also guide students by modeling and teaching professional behavior. From face-to-face communication, to professional appearance and posture, teens benefit greatly from the coaching of soft skills.

*(See Frequently Asked Questions on page 2)*

## RESPONSIBILITIES

### Mentor

**Initial paperwork:** All mentors must pass a brief, confidential, Washington State background check prior to a shadow day or internship. This is our district's policy and required practice for any adult volunteer who works with our students. Before students start any internship, mentors and parents fill out and sign our Internship Agreement Packet.

**Attendance reporting:** Please confirm attendance with the advisor. Inform the student's advisor whenever a student is late or absent.

**Student support:** Oversee the student's daily work and check in with the student to discuss their progress. Provide guidance and direction to encourage growth.

**Exhibition and feedback:** Attend the student's exhibition (optional but encouraged). Students present to a panel of teachers, peers and parents on campus. Mentors will be asked to provide written feedback around exhibition time or when the internship ends.

### Student

**Attendance:** Responsible for checking in and out with their advisor. Inform mentor immediately if they will be late or absent.

**Transportation:** Walk, ride the bus, drive or find a ride to and from the internship site. Transportation should be set up and signed off by the parents, before the internship starts. (See the Internship Agreement Packet signed by parents.)

**On-site work and learning:** Arrive on time, work on assigned tasks, maintain focus, meet professional expectations and follow workplace norms.

## A GREAT MENTOR...

- Connects and engages with the student.
- Communicates frequently with the student and advisor.
- Sets high expectations.
- Meets regularly with the student to discuss their progress and goals.
- Offers guidance and feedback to encourage growth.
- Shares resources and knowledge.
- Collaborates with the student and advisor on an appropriate project.



# TWO RIVERS HIGH SCHOOL AND THE BIG PICTURE MODEL

## Student Driven Option

Two Rivers High School is a Big Picture School. Big Picture schools are designed to encourage and support students to take an active role in their education. Students choose an area of interest, participate in internships and do hands-on projects. The students benefit greatly from having a mentorship with someone in their field of interest. Any Snoqualmie Valley high school-aged student can apply for acceptance at Two Rivers High School.

## Interest-Based Learning

Non-traditional classes and grades are replaced with hands-on learning and “competency met” learning plans. Learning

plans are designed by students and advisors to meet set competencies. Students have projects that incorporate reading, writing, science, math and/or social studies. Certified teachers (advisors) guide and support them along the way.

## Community Partnerships

On Tuesdays and Thursdays, regional businesses and organizations host our students for daytime internships, where teens learn about real-world careers. Our business partners also may volunteer to work with students on campus, speak about their professions or offer shadow days.

## Real Learning – Real Life – One Student at a Time

## FREQUENTLY ASKED QUESTIONS

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### As a mentor, am I the only one who can work with the student?

During the internship, you are the primary person who oversees the student. You should know where they are and generally what they are working on. The student should become integrated into your team and be only a minimal investment of your time (similar to managing other staff). Other employees are welcome to work with the student. Those working 1:1 or behind closed doors must also complete a background check.

### How will Two Rivers adults stay connected with me?

The student’s advisor (teacher) is your primary contact for the duration of the internship. However, the LTI Coordinator is also available for support and may be cc’d on emails.

**Advisor:** After the initial LTI Set-up Meeting, advisors will check in 3 more times, to see the student in action and/or to check on progress. These drop-ins are usually scheduled in advance. Advisors may ask to pull the student aside for a 1:1 meeting or they may just “pop-in” for a brief visit.

**LTI Coordinator:** The Internship (LTI) Coordinator may occasionally make brief visits and is also available via email. The coordinator handles all paperwork and logistics of the internship program.

### What does an “Internship Project” entail for me and the student?

After a few weeks, you should discuss with the student what project they might complete for the internship. Note that the student’s advisor also supports and provides guidance. We recognize that not all internships are suited for project work.

**Types of projects:** Ideally, the project will relate to the student’s interests, be authentic and valuable to the organization and incorporate some degree of academic learning (reading, writing, research, math, science, art, technology, etc.). The project may be completely original, compliment or enhance work that is already underway, or mirror existing work; whatever is comfortable for the mentor. Student projects have included marketing, social media, inventory, accounting, visual design, coding, event planning and more.

### Is it legal to host an unpaid teen intern?

Yes. State and federal labor laws (those that might otherwise limit paid working hours for minors) cover our program, permitting students to engage in unpaid internships – known as work-based learning – for extended hours on job sites.

### Can I pay my intern?

Students are ‘paid’ for their internships with academic credit. Because of this, paying interns is essentially ‘double-dipping’ and lessening the academic experience. You may, however, pay your intern for work they do before or after the set internship hours, including summer.

### What if I am having a problem with my intern?

It is crucial that we at Two Rivers maintain a good relationship with our mentors! If for any reason you feel that the intern is not meeting your expectations, or you simply aren’t sure how best to handle a particular situation, please contact the LTI Coordinator and the student’s advisor immediately.

### Why might the internship end early – and how would I end it?

**Reasons an internship ends early:** You and the student mutually agree that the internship work and goals have been met. The student may wish to try out a different career field. You or the student believe the fit is not positive for one or both sides.

**Ending an internship:** Whatever the reason, you and the student should first discuss the internship ending. Once you set an end date, both the student and mentor should notify the advisor immediately. The student should ensure that any pending work is complete. When an internship ends, feedback from both the student and mentor are submitted to the advisor.

## CONTACT US:

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