

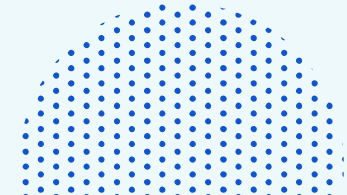



Work Based Learning

100 Hour Internship

UCTECH Graduation Requirement

Mr. Gregg Force-WBL Coordinator
UCTECH Kean Academies
Union County Vocational-Technical Schools





Session Objectives

- ❑ Why is there an UCTECH senior internship?
 - ❑ What is an UCTECH senior internship?
 - ❑ Communication Expectations for the UCTECH senior
 - ❑ How do you secure an internship?
 - ❑ Examples of internship sites
 - ❑ Work Based Learning Alternative
 - ❑ Overview of the internship process
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Why is there an UCTECH Senior Internship?

- ❑ Students are responsible to make up 100 hours to meet the attendance requirement for New Jersey high schools
- ❑ Hours must be accrued while being supervised by an approved mentor

Internships must be approved By the WBL Department and the Board of Education before students can start


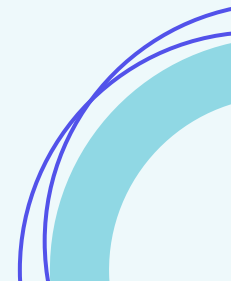
What is an UCTECH Senior Internship?

- 100 hour internship
- UCTECH Graduation Requirement
- Most often within your major
- Can be paid or unpaid
- Mentor cannot be a relative
- Student is responsible for transportation
- All state forms must be completed prior to start
- All UCVTS forms must be completed prior to start

Letter of Intent: Needs to be submitted to your coordinator!!



Communication Expectations for an UCTECH Senior

- ❑ Students must be in contact with WBL Coordinator
 - ❑ Students will receive communications to both email accounts (UCTECH and KEAN)
 - ❑ Students must communicate by using our PATHWAYOs platform
 - ❑ The communication expectation is a prompt response (less than 24 hours)
 - ❑ Email is the primary means of communication
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How do you secure an internship?

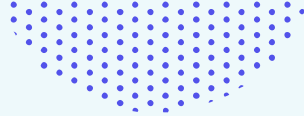
- ✦ Corporate Sponsors
- ✦ UCVTS Connections
- ✦ Parents, Relatives and Family Friends
- ✦ Chambers of Commerce
- ✦ Current mentors connections
- ✦ Cold calling with a side of Google



Examples of Internship Sites

- ★ Schools, PreSchools, Day Care Centers
- ★ Arboretums, Farms, Garden Centers
- ★ Paint, Kitchen & Bath Design, Interior Decorators
- ★ Architects, Interior Design Studios
- ★ Graphic Design Studios
- ★ Environmental Projects or Associations
- ★ Kean University





Work Based Learning Alternative



Students may take an approved course



Tuition is at the student's expense



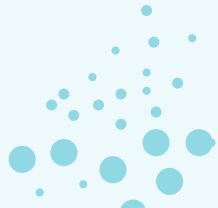
Courses will need to be approved before you enroll



Examples include Union College, Kean University, Rutgers University and EMT, and many more



Courses will be approved on a case by case basis



UCTECH SENIOR INTERNSHIP PROCESS

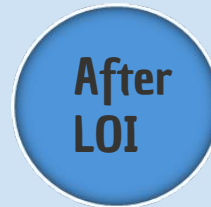
FIRST

Student will begin locating a potential internship placement.



SECOND

Student will deliver a signed Letter of Intent to WBL Coordinator.



THIRD

WBL Coordinator will conduct a safety check and add site for BOE approval



LAST

Internship will be launched, student will submit time electronically and meet with coordinator





**#CTEWORKS
#CLASSOF2025
#WORKBASEDLEARNING**



Following Protocol

UCVTS
DOE
DOL




Communication

Mentor
Student
Future Students



College/Career Readiness

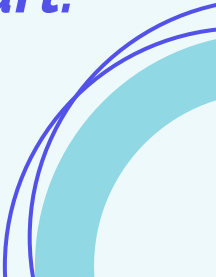
Employability Skills
Leadership Skills
Adaptability Skills



Completing Internship Hours

- ✓ Complete hours July 1, 2024 - June 15, 2025
- ✓ Weekdays/weekends
- ✓ Kean breaks
- ✓ Between semesters

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Contact Information

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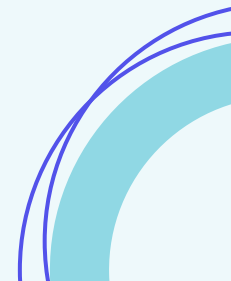
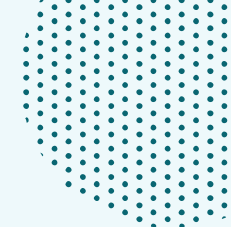
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Questions?

