ELKHART AREA CAREER CENTER

INTERNSHIP GUIDE

ELKHART AREA CAREER CENTER

CHOOSE YOUR PATH

DEVELOP YOUR SKILL

MAKE YOUR MARK

WELCOME

Thank you for your interest in the Elkhart Area Career Center's internship program.

At EACC, we are committed to providing students with meaningful and real-world learning experiences that help them explore their career interests, develop essential skills, and make informed decisions about their future. Internships play a pivotal role in achieving these goals. By hosting an EACC intern, employers have the opportunity to positively influence the trajectory of a young person's life.

Internships offer students a chance to apply their classroom learning in a professional setting, allowing them to bridge the gap between theory and practice. The skills and knowledge they gain during their time at a work site will not only prepare them for their future careers but also instill in them a strong work ethic, problem-solving abilities, and a greater sense of responsibility.

Furthermore, by welcoming EACC students into an organization, an internship site host contributes to the development of our community's future workforce. It is our belief that the success of our programs is closely tied to our partnerships with local businesses and organizations. These collaborations provide our students with an invaluable insight into various industries, fostering a sense of purpose and direction in their educational pursuits.

Our students are enthusiastic, motivated, and eager to learn. They come prepared to contribute, learn from experienced professionals, and immerse themselves in the work environment. Our instructional staff and administration will work closely with you and the student to ensure that the experience is mutually beneficial and that all parties involved have a positive and fulfilling experience.

If you are considering hosting an EACC intern, you will not only have the opportunity to shape the future of a promising young individual but also make a significant contribution to the growth and success of our career center.

Please feel free to reach out to us if you have any questions or would like to discuss the specifics of hosting an intern from the Elkhart Area Career Center. We are excited to collaborate and are confident that our internships will be a mutually rewarding experience.

Sincerely,

Brenda Metcalfe
Career Coordinator
(574) 292-5519
bmetcalfe@elkhart.k12.in.us

Brandon Eakins
Director
(574) 262-5670
beakins@elkhart.k12.in.us

Scott Sassaman
Principal
(574) 262-5557
ssassaman@elkhart.k12.in.us

ELKHART AREA CAREER·CENTER

INTRODUCTION TO INTERNSHIPS

WHAT IS AN INTERNSHIP?

An internship is a form of structured and supervised work-based learning that provides students practical, hands-on experience in their chosen fields. Internships encompass an Internship Learning Plan that serves as the framework for skills that a student should learn at the internship.

Internships typically last for weeks, months, or the entire school year. Interns must complete 75+ hours at one worksite over the duration of the internship experience (responsibilities can vary, but it must be at one employer). Interns are typically students who are in Grade 12, who have completed all academic prerequisites for their program. With instructor and employer approval, employment for students who work at a before- or after-school job within their program's area of study may qualify as an internship, as long as an Internship Learning Place is created and the student is evaluated using the plan.

Internships offer students career exploration and skills application while providing employers creativity, enthusiasm and assistance with project work. It's a winning scenario for interns, employers, and the Elkhart Area Career Center.

HOW DOES THE EACC PREPARE STUDENTS FOR INTERNSHIPS?

Each program's curriculum aligns with state-established CTE/NLPS (Next Level Program of Study) pathways, plus:

- Program advisory boards with local business representatives
- Guest speakers from within each program's industry
- Career field exploration and worksite field trips
- Employability skills panel, mock interviews, and career fair with local business representatives
- Student organizations provide additional hands-on experience

WHAT ARE THE PREREQUISITES FOR EACC STUDENTS TO BEGIN AN INTERNSHIP? STUDENT MUST:

- Be recommended by their EACC instructor
- Complete all prerequisites according to their EACC instructor
- Have a C (75%) or higher in first year of EACC program
- Have completed a Project-Based Learning project
- Have a high school discipline record with no suspensions/expulsions
- Have transportation to and from the internship site
- Be covered under parent/guardian's automotive and health insurance
- Be able to complete 75 hours at one work site

WHAT IS A JOB SHADOW?

A job shadow is a work-based learning experience that provides an **observational experience and no hands-on learning**. Job shadows typically last 1-2 weeks. Students who complete job shadows are traditionally students who are in Grade 11 and learning about career options within their program of study.

BENEFITS OF INTERNSHIPS

WHAT ARE THE BENEFITS OF INTERNSHIP PROGRAMS?

Internships are mutually beneficial to employers, students, and the Elkhart Area Career Center.

EMPLOYER BENEFITS:

- Complete project work that may be on the back burner
- Increase productivity
- Reduce recruiting costs
- Bring fresh, innovative perspectives to your organization

HOSTING AN INTERN CAN ALLOW EMPLOYERS TO DO THE FOLLOWING:

- Provide a candidate with a rich learning experience
- Influence school curriculum
- Encourage talent to stay in the community
- Gain short-term talent
- Increase diversity within the organization
- Offer management experience to employees working as intern supervisors
- Remain competitive within their industry
- Market their company via word of mouth
- Begin training potential full-time employees
- Build enthusiasm within the organization

STUDENT/INTERN BENEFITS:

- Application of academic coursework to the professional world
- Exploration and verification of career interests
- Ability to build resumé/portfolio
- Fulfillment of high school graduation requirements
- Observation of different organizational departments
- Discovery of talents
- Possible college credit
- Discovery of ideal job aspects
- Development of responsibility and transferable skills
- Growth of professional network
- Opportunity for possible full-time employment at internship site

EACC BENEFITS:

- Continues to build working partnerships between school and community
- Increased student retention through illustration of practical coursework application
- Enhanced school curriculum through career relevance assessment
- Growth of programs through student and community interest

DEVELOPMENT OF AN INTERNSHIP

DOES YOUR ORGANIZATION NEED AN INTERN?

When evaluating your organization's need for an internship program, consider the following questions:

- Do you have projects that continue to be placed on the back burner month after month?
- Do you need more time to complete important projects?
- Are you lacking fresh ideas and creativity?
- Would you like more diversity in your organization?
- Do your employees need more management experience?

To determine if an internship program is practical for your organization, consider the following questions:

- What will be the duration of the internship?
- What is the best time of year to host an intern?
- Do you have the appropriate staff to support an intern?
- Is there enough meaningful project work to assign?
- Do you have the physical and financial resources to support an intern?

INTERNSHIP TIMING

Most interns can commit to 3-4 days per week at the worksite. Interns must be at the EACC for a minimum of one day per week. EACC interns will follow the Elkhart Community Schools district calendar for breaks. Students are NOT required to attend their internship during school breaks.

Internships should follow the EACC half-day schedule:

- AM programs run from 8:15-11:00AM
- PM programs run from 12:00-2:45PM
- Some worksites will allow students to come in early (AM students), stay late (PM students), or provide opportunities on Saturdays to gain additional work hours outside of EACC class hours

Fall Internships

- Span from late August through late December
- Designed for Grade 12 students who are ready to enter an internship at the beginning of the school year

Spring Internships

- Span from early January through late May
- Designed for Grade 12 students and some Grade 11 students who qualify

Year-long Internships

- Span from late August through late May (entire school year)
- Designed for Grade 12 students who are ready to enter an internship at the beginning of the school year

Summer Internships

- Span from early June through early August - continuation of spring internship

DEVELOPMENT OF AN INTERNSHIP

INTERN SUPERVISION

Worksites will identify a supervisor for interns.

As a general guide, an intern supervisor's responsibilities will include:

- Taking part in the application, screening, and interview process
- Conducting an intern's orientation
- Developing the intern's Internship Learning Plan
- Meeting periodically with the intern to evaluate performance and if needs/goals are being met
- Having a flexible schedule of availability to answer the intern's questions
- Providing feedback, constructive criticism
- Assigning challenging tasks to the intern
- Serve as a professional and personal mentor as it relates to the internship
- Being the main point of contact for the EACC regarding the internship experience
- Completing a final evaluation of the intern

COMPENSATION AND TAXES

Both paid and unpaid internship programs must abide by U.S. Department of Labor laws and guidelines. The determination to compensate an intern is up to the employer. For industries where employees are in high demand, entry-level hourly pay for interns is encouraged. Paid internships will appeal to more students, providing more candidates for an employer to interview and choose from.

For paid internships, students should be treated as a paid employee and issued a W2.

INSURANCE

Student interns fall under the employer's liability insurance while on the worksite during the hours of the EACC internship.

Employers should be aware of, and abide by, Indiana Department of Labor's Youth Employment Guidelines, including Prohibited and Hazardous Occupations for Minors.

INTERNSHIP APPLICATION

All internships will be contingent upon a signed internship application by all parties: student, parent, worksite supervisor, and EACC career coordinator. By signing, all parties agree to all policies as described in the application.

DEVELOPMENT OF AN INTERNSHIP

INTERNSHIP LEARNING PLAN

An **Internship Learning Plan** is the guiding document for an internship experience and is contained in the internship application, signed by all parties. Each Internship Learning Plan is unique to the student and experience, and outlines the specific objectives for the internship. An Internship Learning Plan must include:

- **Schedule** - what days and times will the student be at the internship
- **Occupational/Trade Skills and Competencies**
    - For each EACC program, the Indiana Department of Education has established learning competencies through an initiative called Next Level Programs of Study (NLPS).
    - This list of competencies should be reviewed by the student, instructor, and worksite supervisor to determine which competencies will be learned at the internship.
    - Competencies are broken into three areas: basic skills, intermediate skills, and advanced skills.
    - A list of NLPS competencies for each program can be found here:
        - https://www.in.gov/che/cte/career-pathways-programs-of-study/
- **Employability Skills and Competencies**
    - Employability skills in three areas: applied knowledge, effective relationships, and workplace skills. For each area, the student, instructor, and worksite supervisor should identify how these skills will be used at the internship.
- **Safety Training**
    - This section of the Internship Learning plan identifies how the intern will be trained on areas of safety, including employer's safety protocols, safe storage of tools and equipment, and an understanding of how to report safety concerns.
- **Timelines**
    - For Occupational Standards and Competencies, Employability Skills Framework, and Safety Training sections, timelines should be established to help identify when an intern is expected to learn or become trained.

The purpose of an Internship Learning Plan is to ensure that all parties are in agreement with the objectives and expectations of the internship experience. Worksite supervisors should evaluate interns based on the Internship Learning Plan.

INTERNSHIP LEARNING PLAN: SCHEDULE EXAMPLE

	Student's Location (Mark with X)		Internship Hours (Example: 8-11am)
	EACC	Internship	
Monday	X		
Tuesday		X	8:30-10:30am
Wednesday		X	8:30-10:30am
Thursday		X	8:30-10:30am
Friday	X		
Saturday			
Sunday			

DEVELOPMENT OF AN INTERNSHIP

INTERNSHIP LEARNING PLAN EXAMPLE (VETERINARY CAREERS)

ELKHART AREA CAREER CENTER
INTERNSHIP APPLICATION 2024-2025

INTERNSHIP LEARNING PLAN

What occupational-specific skills will the student learn at the internship, at each level - basic, intermediate, and advanced?

Visit the NLPS for list of competencies by program: https://www.in.gov/che/cte/files/NLPS-Review-Doc_Update_07.31.24.pdf

Occupational/Trade Skills and Competencies		
Skills/Competencies Student is Expected to Learn at Internship		***Timeline***
Basic	Identify the basic anatomy and physiology of animals	Within first month
Basic	Recognize the importance of animals in our society and explain the human-animal bond	Within first month
Basic	Demonstrate knowledge of basic cleaning techniques of animal kennels, exam rooms, and surgical suites	Within first month
Intermediate	Develop knowledge and practical skills in the area of animal behavior and communication	Within three months
Intermediate	Use basic medical terminology and be able to simplify terminology for the client	Within three months
Intermediate	Apply nursing procedures including but not limited to pre/post-operative care technique, bandaging	By end of internship
Advanced	Assess nutritional needs for an individual animal based on its growth stage and production system	By end of internship
Advanced	Prepare patient for procedure, including surgical site scrub and patient positioning	By end of internship
Advanced	Function as a circulating surgical assistant to ensure patient safety and procedural efficiency	By end of internship

Employability Skills and Competencies		
Skills/Competencies Student is Expected to Learn at Internship (see below)		***Timeline***
Applied Knowledge	Can understand a patient's chart and perform vitals, communicate information with staff	Within first month
Effective Relationships	Is responsive and sensitive to client needs; can communicate critical information with staff	Within first month
Workplace Skills	Knows how to use database to find additional information or recommendations	Within first month

Applied Knowledge: *using reading skills, using writing skills, using math strategies, using scientific principles, locating and using information, analyzing information, understanding and using systems, understanding and using technology*

Effective Relationships: *works well with others, responsive to customer needs, resolves conflicts, respects individual differences, communicates effectively, listens actively, observes others*

Workplace Skills: *demonstrates responsibility, works independently, demonstrates professionalism, takes initiative, exercises leadership skills, manages time, manages materials, plans work time appropriately, solves problems, organizational skills*

Safety Skills and Competencies	
Skills/Competencies Student is Expected to Learn at Internship	***Timeline***
Trained/adheres to employer safety protocols	Within first week
Trained/adheres to employer and OSHA regulations regarding tools and equipment	Within first week
Can identify/knows how to report safety issues	Within first week
Other: Familiar with legal requirements and procedures for preparing, storii	Within first month

DEVELOPMENT OF AN INTERNSHIP

CREATING AN INTERNSHIP DESCRIPTION

Employers are encouraged to create an internship description, similar to a job description. An internship description should include:

- Organization overview
- Internship title
- Timeframe for internship
- Employer-specific prerequisites, such as vaccinations, GPA, or attendance
- Weekly hours
- Responsibilities (can be used to help build Internship Learning Plan)

EVALUATING CANDIDATES

The Elkhart Area Career Center maintains prerequisite guidelines for eligibility for internship participation, including age, availability of transportation, grade point average, behavior/referrals, and attendance. All potential interns must have a recommendation from their instructor.

In a competitive internship situation, students are encouraged to prepare a resume, cover letter, and portfolio.

Potential criteria to consider when interviewing an intern candidate:

- Occupational skills and proficiency
- Availability/schedule
- Technological competency within the field
- Self-perceived strengths and weaknesses
- Time management skills
- Short-term and long-term goals
- Alignment with business objectives
- Leadership experience
- Recommendation from instructor

SITE VISIT

Before an student can begin an internship, the EACC will complete a Site Visit of the worksite. A Site Visit can occur before the selection of the intern to provide additional information to the EACC, or after an intern has been selected, but *it must occur before the internship begins*. A site visit includes:

- Capturing supervisor information
- Ensuring the worksite is safe
- Review of equipment that may be “off limits” for interns
- Review of safety training procedures
- Review of workplace policies and procedures
- Discussion of work setting and type of work that will be completed

MANAGING AN INTERN

PREPARING FOR AN INTERN

Preparing for an intern can help tremendously with the onboarding process. Ways that an employer can prepare:

- Set up the intern's workspace
- Ensure the intern has access to the building and technology
- Establish an orientation schedule
- Communicate with staff about the intern, including the intern's name, schedule, and responsibilities

ORIENTATION

Employers should use the first few days to help integrate the intern into the workplace, including:

- Completing any necessary HR paperwork
- Providing information about the organization, including goals, policies, calendar, and organizational chart
- Reviewing the Internship Learning Plan
- Establishing expectations and criteria for evaluation
- Informing intern about any industry-specific or workplace-specific language or abbreviations
- Letting the intern know who to go to for questions
- Introducing the intern to staff

WORKING IN A MULTI-GENERATIONAL WORK SETTING

The workplace often spans multiple generations. Every generation has unique attributes that can guide their workplace experience, including expectations, assumptions, priorities, and approaches to work and communication. Tips for managing multiple generations:

- Accommodate different learning styles rather than stereotyping by age
- Embrace flexibility in how an employee works best and focus on achieving the best results
- Recognize the different value sets of each generation, and foster collaboration and teamwork between different generations
- Establish methods of evaluation to let all employees know when they are on the right track and motivate them to improve
- Set clear ground rules for the level of formality in the office
- Communicate through various mediums, including emails, instant messaging systems and phone calls

High school interns can bring unique qualities to the table, including:

- tech savvy
- looking for a challenge
- motivated by feedback and recognition for their work
- team oriented

Considering these attributes, successfully managing this generation includes:

- setting clear goals and ensuring challenging and meaningful assignments
- making sure to share unwritten rules
- providing regular feedback and recognizing a job well done
- providing time for mentoring

INTERNSHIP EVALUATIONS

MID-INTERNSHIP EVALUATION

Working in collaboration, EACC instructors and worksite supervisors should plan a mid-internship evaluation with the student to ensure appropriate progress. The Internship Learning Plan should be referenced during both the mid-internship and final evaluations.

During the mid-internship evaluation, **interns** will be asked about their experience and asked to share reflections:

- What have you been learning so far?
- What surprises have you had about the internship, the organization, or yourself?
- What would you like to learn or do that you haven't yet done? What skills or tasks would you like to continue to develop?
- Is this experience helping you learn what you do or don't want to do in the future?

During the mid-internship evaluation, **worksite supervisors** will be asked about the student's workplace readiness skills, as well as:

- How are things going so far?
- What training or projects has the intern completed so far?
- What new projects or assignments will develop? What would you like to see the student focus on?
- Anything else we should be aware of?

The mid-internship evaluation is an opportunity to share an honest evaluation, concerns, praises, and a chance for both the supervisor and intern to reflect on the experience so far and make adjustments if needed.

ADDRESSING WORKPLACE ISSUES

Worksite supervisors are asked to address issues such as attendance, tardiness, and progress of skills/performance as they would any other employee, *while keeping the instructor and/or the career coordinator informed*. Keeping the EACC informed of concerns will ensure that the student receives additional guidance about their performance and will prompt additional supervision/check-ins. If mediation is deemed necessary by the workplace, the EACC will convene a meeting between all parties to plan next steps.

TIME SHEETS

The Indiana Department of Education requires the EACC to track all internship hours. Students will be given a printed time sheet or online option that will require daily or weekly supervisor review and approval. Time sheets are to be turned in each week.

FINAL EVALUATION

Working in collaboration, EACC instructors and worksite supervisors will plan a final evaluation. On the final evaluation, the worksite supervisor and intern will be asked to rate the intern's competencies based on the Internship Learning Plan. The worksite supervisor will be asked to provide feedback about the student's workplace readiness skills. Lastly, the intern, supervisor, and instructor will have space to provide additional notes or feedback about the internship experience. The final evaluation should be submitted to the EACC instructor or career coordinator.

EACC interns are encouraged to discuss the possibility of listing their internship supervisor as a reference for future job searches.

ABOUT EACC

WHO WE ARE

The Elkhart Area Career Center (EACC) has been serving juniors and seniors across Michiana since 1972. We work with ten Indiana public school districts, multiple private schools, and one Michigan public school district. Every year, over 1,200 students take part in our half-day programs. These programs offer a strong foundation for career exploration, preparing students for immediate placement in the field or a head start on their post-secondary training.

Throughout the years, the EACC has stayed responsive, tailoring programs to meet local and national needs across various career clusters. Our focus on maintaining high instructional standards and relevant training helps our students set themselves up for future success. All EACC programs are designed with the idea of offering stackable credentials.

Through partnerships with Ivy Tech Community College and Vincennes University, students in EACC programs can start working on a college credential. In fact, twelve of our programs are labeled as "early college," giving students the chance to earn certificates, technical certificates, or even associate's degrees when they earn dual credits at their home school. Additionally, many programs offer industry-recognized certifications that often hold more value than college credits.

Students also get to engage in work-based learning and project-based learning in all programs. These hands-on experiences help students apply theoretical knowledge to real-world skills in their chosen field. With the support of over 400 business partners, these opportunities become more authentic, enabling students to build relationships within their field of interest.

Our emphasis on fostering relationships, teaching professionalism, delivering a robust curriculum, and creating real-world experiences equips our students for their futures.

OUR PROGRAMS

AUDIO/VIDEO
AUTOMOTIVE COLLISION REPAIR
AUTOMOTIVE SERVICE TECHNOLOGY
BARBERING
CARDIOLOGY/EMT
CNC MACHINING
COMMERCIAL PHOTOGRAPHY
COMPUTER NETWORKING
CONSTRUCTION TRADES
COSMETOLOGY
CRIMINAL JUSTICE
CULINARY ARTS & HOSPITALITY
DENTAL ASSISTING
DIESEL SERVICE TECHNOLOGY
DRONE TECHNOLOGY/PRECISION AG
EARLY CHILDHOOD EDUCATION
ELEMENTARY/SECONDARY EDUCATION
EMT: EMERGENCY MEDICAL TECHNICIAN
FIRE & RESCUE
EXERCISE SCIENCE CAREERS
GRAPHIC DESIGN
MECHATRONICS
MOTORSPORTS
PRE-LAW
PRE-NURSING
ROBOTICS & ENGINEERING TECHNOLOGY
SOFTWARE DEVELOPMENT
SURGICAL SERVICES
VETERINARY CAREERS
WELDING TECHNOLOGY

ELKHART AREA CAREER CENTER BUILDINGS

Main Campus: 2424 California Road, Elkhart, IN 46514
Engineering, Technology, and Innovation Building: 2510 California Road, Elkhart, IN 46514
Elkhart High School Campus: 2608 California Road, Elkhart, IN 46514
Automotive and Construction Annex: 28330 County Road 10, Elkhart, IN 46514
Main Office Phone: 574-262-5650

The Elkhart Area Career Center is a division of Elkhart Community Schools.