



Work-Based Learning Toolkit

Employer Internship Tip Sheet

Internship

Internships provide a direct benefit to the employer and give students the opportunity to learn by doing authentic work and being productively engaged in the workplace. Interns may work individually, in teams, work on a project, or rotate through several departments and job functions.

Before the Internship

- Contact your work-based learning administrator to discuss hosting an intern. If/when you decide to move forward, interview and select or hire the student intern.
- Work with the work-based learning coordinator to develop and design the internship.
- Determine who supervises and guides the intern.
- Review the informational packet.
- Meet with the coordinator and the intern to finalize learning plans and agree on an ongoing communication strategy.
- Inform other staff that an intern will be at the workplace.



During the Internship

- Provide a workplace orientation for the intern.
- Consider ways the intern can develop Portrait of a Graduate/Employability Skills (ask the coordinator for a copy of the Portrait of a Graduate) to assist with exposure within the industry.
- Identify opportunities that will support the intern's academic, occupational, and employability skill development and assist the intern in working toward learning objectives.
- Think about ways you can serve as both a coach and supervisor.
- Communicate successes and opportunities to the WBL coordinator that can be used to enhance the value of classroom connections.
- Complete evaluations to assess the intern's performance at a midpoint and completion of the internship. Discuss it with the intern and the coordinator.

After the Internship

- Hold a debriefing session internally at the organization, review the effectiveness of the internship program and make suggestions for improvement.

Did You Know?

Student interns are learning about your industry and are considering how they might prepare for and their career.

Students who participate in internships while in high school enjoy higher graduation rates and better employment outcomes later in life.

