

Employer Internship Partnership:

A Guide for Industry Partners



1 Organization & Role Overview

- ☐ What does your organization do, and what departments or roles might fit high school interns?
- ☐ What internship roles or projects do you envision offering?
- ☐ What skills or interests would make a student a good fit?
- ☐ How will the internship contribute to your organization's vision and mission?

3 Supervision & Mentorship

- ☐ Who will supervise/mentor interns, and what is their role?
- ☐ How often will interns receive guidance, check-ins, or feedback?
- ☐ Is there a structured mentorship component?

5 Student Objectives & Learning Outcomes

- ☐ What specific tasks or projects will interns engage in?
- ☐ What technical or soft skills will students develop?
- ☐ How will meaningful, hands-on learning be ensured?

7 Compensation & Legal Requirements

- ☐ Is this internship paid or unpaid?
- ☐ Have supervisors and mentors cleared a fingerprint and background check? If not, are they willing to have one at the district's expense?

9 Evaluation & Feedback

- ☐ Is the employer open to student evaluations or feedback at the end?
- ☐ Is the employer open to Work Experience Coordinator check-ins with interns and mentors?
- ☐ Are there opportunities for reflection, portfolio creation, or student presentations?

2 Internship Structure

- ☐ What is the expected duration (start/end dates, # of weeks)?
- ☐ What student profile are you looking for?
- ☐ What is the weekly time commitment (hours per day/week)?
- ☐ What is the hiring and onboarding process?
- ☐ What certifications may interns need?

4 Work Environment & Safety

- ☐ Does the company carry Comprehensive General Liability Insurance of at least \$1,000,000 per occurrence? Can the District named be added as an additional insured?
- ☐ What safety protocols or training are required (e.g., OSHA-10, PPE, background checks)?
- ☐ What age-restricted tasks should interns not perform?
- ☐ What confidentiality or privacy considerations apply?

6 Logistics & Site Expectations

- ☐ What are the on-site expectations for arrival and behavior?
- ☐ Will the employer provide equipment, tools, or technology?
- ☐ What dress code and safety gear will interns need?

8 Communication & Coordination

- ☐ Who will be the primary point of contact for the organization?
- ☐ How will communication be handled for attendance, concerns, or emergencies?
- ☐ Are there preferred methods or times for contacting the supervisor?
- ☐ Would you offer an open house for students and families?

10 Future Partnership Potential

- ☐ Are you interested in hosting interns regularly (semester, summer, annually)?
- ☐ Would you consider career speakers, job shadowing, or other work-based learning events?
- ☐ Are there potential limitations or barriers we should anticipate?

READY TO HOST AN INTERN?

Let's talk about a placement that fits your team, part-time, seasonal, or project-based. We handle the school-side logistics; you provide the real-world experience.



Questions?

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