

INTERNSHIP PROGRAM FAQs

What are the benefits to an internship?

1. Students **may** receive credit for their internship through their school. We advise them to check with their Guidance Department.
2. Students may be offered a reference or recommendation for college or a future job from their mentor or Internship Coordinator.
3. Internships help to set students apart for college/job applications.
4. Internships give students a realistic view of careers in a real-work environment.
5. Internships help students begin to build resumes for college and beyond.
6. Internships help students to learn new skills.
7. Internships can provide a better understanding of how a professional environment operates.

What is a successful TEC internship?

1. Students must complete (at least) 60-hours of scheduled internship hours (more if desired and approved by their mentor).
2. Students must maintain and complete journal entries, a signed internship agreement, and completed internship evaluation.
3. **Upon conclusion of the internship requirements, TEC will notify the intern's guidance counselor/college advisor of successful completion**
4. Upon the intern's internship feedback interview, the student may request a letter of recommendation from their mentor and or/TEC Internship Coordinator.

What are the requirements to participate in an internship?

1. Students must have completed at least two years of an accredited high school education.
2. Students are interviewed for maturity, responsibility and interest in participating in this program.
3. Students should have four consecutive weeks available to participate in a summer internship. Accommodations can often be named in a shorter period of time, if discussed with their Internship Coordinator first.
4. A second screening process/interview and additional paperwork may be necessary for some placements.
5. Students must provide their own transportation to and from the internship site.
6. Students arrange their internship work schedule (typically over two to three days per week) with their mentor.
7. Participating students should be organized in their assigned tasks.
8. Students communicate via the required reflective journals with their assigned internship coordinator weekly.
9. Students must display proper dress and respectful behavior at their internship site.

What if I don't know what I want to do?

1. TEC will interview the student once we receive their application, to help decide what career interests they may wish to explore.
2. Through a series of professional questions we ask students about passions, hobbies, favorite courses etc. This helps to narrow the field of interest. If the student has participated in a career interest analysis through school or outside guidance, the results can be helpful toward internship placement.

How do I begin the process to participate in an internship?

1. Participating interns must complete, as directed, the application for the internship. These are available on our website under 'Student Program>Internships>How to Apply>Payment page.'
2. Once an application is received we will send you an email to acknowledge this.
3. An Internship Coordinator will then be assigned to the student. The Coordinator will contact the student within five business days via email to set up an interview date and time. Coordinators will interview students via Google Meet. The initial meeting with your Coordinator takes approximately 30-45 minutes. Please have available any information that might impact your geographical placement and weeks of participation and consider things such as your summer job, vacation, etc.
4. An internship placement takes approximately six to eight weeks to receive a placement after the initial interview.

Do I get paid for my internship?

1. Internships are typically unpaid. In lieu of payment, students can receive credit from their school. Some schools give the students community service credits for their internship participation.
2. College students must confirm with their college/university if they will receive credit for an unpaid internship before we can begin their internship placement process.

How is a placement determined?

1. After applying to the Internship Program, an Internship Coordinator interviews the student to learn more about their interests, maturity and to begin forming a placement plan. The Coordinator searches existing and new business contacts for a suitable placement. The business sponsor and intern meet to discuss the internship before setting a start date.
2. Each custom placement is based upon each student's availability, geographical parameters and needs of business mentor. The student's special skills are considered.

What tasks can a high school intern do?

1. Depending on the business environment, students may shadow an assigned professional to assist in ongoing projects, attend meetings, perform tasks, and take on independent projects. Please realize that as a member of any working team, interns and families must set realistic expectations as students may be asked to perform non-glamorous tasks also.

What if I don't like my internship?

1. We encourage the student and internship coordinator to communicate regularly via or email or discuss concerns and questions. We are happy to set up additional video calls as well at any point during the internship process.
2. If you don't like your internship for whatever reason, please let your Internship Coordinator know right away. Similarly, if your expectations are not being met at your internship, you must let your Coordinator know so we can help get your experience back on track.

What are the responsibilities of a business sponsor?

1. Provide a structured work plan for the assigned intern. Work-plan outlines are available to mentors through the TEC Internships office.
2. The business provides supervision by an assigned mentor to the student. The business provides a safe working environment for the student.
3. The mentor or business supervisor will meet occasionally with the student to discuss internship progress.
4. TEC provides the business with the necessary forms for the internship evaluation of the student's performance at the end of the internship.