

Internships for High School Students:

A Quick Reference Guide for Businesses: What is an Internship?

An internship is a short-term job that allows the worker, or intern, to gain introductory experience in a certain profession. Student interns will work for a company or organization and gain hands-on and practical experience they can use for future jobs.

There can be a lot of variation between internships. They may be part-time or full-time, paid or unpaid, and can take place during the school day, after school, or on weekends. The days and times student interns come to the business to work are up to the business supervisor and the student intern. Students must complete 120 work-based learning hours anytime between the months of August-May for course credit.

What can Interns do?

Responsibilities during the internship will greatly vary depending on the business. Typically, student interns will have responsibilities similar to that of an entry-level employee at the organization. They may also do work related to several jobs in order to learn more about different career paths. During the internship, students may work with employees, customers, other interns, on their own, or a combination of these. Within the business, students will need to have a “Business Supervisor” who will act as their boss, assign work, and complete quarterly evaluations of the student intern’s performance.

Student Intern Requirements:

1. Complete 120 hours of work-based experience
2. Complete learning objectives
3. Submit monthly journal entries to the internship coordinator
4. Complete an electronic summary of their experiences (Final Portfolio & Presentation)

Career Development Coordinator:

1. Serves as the contact for the business sponsor/supervisor
2. Reads and evaluates student journals
3. Holds meetings with and advise the student intern on appropriate behavior, performance stands, and academic information
4. Provide assistance to the student and the business sponsor during the internship

Business Supervisor Roles & Responsibilities:

1. Provide a challenging learning situation for the student intern
2. Assist the student intern with writing learning objectives for the internship
3. Confer with the student intern to provide feedback on strengths and areas to be improved
4. Keep a record of student intern’s hours
5. Notify the Career Development Coordinator if the student intern is not attending the internship promptly and regularly
6. Complete a quarterly evaluation of the student’s performance

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