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Roseville Joint Union High School District Internship Handbook

Contact:

Terri Griffin

Work Based Learning Coordinator

Roseville Joint Union High School District

tgriffin@rjuhsd.us

www.rjuhsd.us/cte

The Roseville Joint Union High School District Internship Program

Introduction

An Internship is designed to enrich and enhance a student's classroom learning through real work applications and experience. The RJUHSD internship course is designed to provide credit to students for Career Technical Education practical work experience. The internship will allow the student to apply concepts and technical skills learned in the classroom to a real world work setting. A quality internship program will assist your organization in meeting the needs of today while preparing the future workforce of tomorrow.

Internship Characteristics:

- An internship is a carefully monitored work experience in which the student has intentional learning goals and can later reflect on what they learned and/or practiced during the experience.
- Duration is one term (January through May or August through December). Our summer internship is four weeks in June.
- Generally a one-time experience. A second term can be added if the intern is paid or involved in an internship providing a different experience.
- May be paid or non-paid. Non-paid students may not intern more than 8 hours per week.
- An effort is made to establish a reasonable balance between the intern's learning goals and the specific work the organization needs to accomplish.
- Internships promote academic, career, and/or personal development.

Employer Benefits

An internship is an excellent way to facilitate success in your business in terms of today's workload and tomorrow's workforce. As an employer, a student internship program will provide:

- A pipeline of quality candidates to fill entry-level needs,
- A source of fresh and diverse talent for new insight and ideas.
- An opportunity to select, train, and influence the best and brightest prospective talent.
- Expands capacity and project help to meet current workload challenges.
- A plug-and-play community service program that supports existing public relation strategies.
- Training and development opportunities for managers and mentors. Mentoring encourages the development of leadership competencies.
- Cost effective way to recruit and evaluation potential employees.
- Enhance your image in the community by contributing to educational opportunities.

Student Benefits

Statistics repeatedly indicate that students who participate in rigorous academics in conjunction with Career Technical Coursework have better success in college and feel a sense of inclusion in high school. Student interns will:

- Gain industry knowledge and explore career options in a field of interest
- Strengthen knowledge of the job search process, including developing a resume, cover letter and networking and interviewing skills.
- Enhance professional skills necessary for success in the workplace
- Explore and evaluate career opportunities so students can make better informed choices about their potential career fields and college majors.
- Be able to demonstrate and explain the skills necessary to be successful in the chosen career
- Be able to use current technology and the use of proper communication skills in the business environment.
- Be able to apply decision making and problem solving in a career choice and in the business environment.
- Be able to understand workplace safety.
- To know current employment laws.
- Provide a real-life context for topics they are studying in school
- Be able to demonstrate proper business etiquette and ethics.
- Learn about the demands of the workplace.

Student Eligibility

Interns must complete two courses in a CTE pathway in order to apply for an internship. Both terms of applicable CTE pathway courses must be passed with a “C” or better.

Intern Selection Process

Students are required to submit a resume and cover letter. Business partners may interview and select their interns.

Employer Requirements

- Internships must guarantee a learning experience that possesses breadth and depth.
- Internships must have a career based focus.
- Students must work a minimum of six hours per week for 1 term (approximately 16 weeks)
- RJUHSD will assign a supervising instructor or work based learning coordinator to work with the company supervisor so that a clear line of communication takes place and that all expectations of the internship students are met. In order to help students understand the high expectations for this program, they will be required to attend one class per week (approximately 3 hours)..

Internship Hours and Compensation

Internships may be paid or unpaid. Unpaid interns may work up to 8 hours per week and are covered by RJUHSD insurance. Paid interns may work more hours as prescribed by law and must be covered by the employer's Workers Compensation insurance.

Evaluations

Students benefit long term from receiving supervisor feedback regarding performance. Employers will be asked to complete an RJUHSD provided evaluation of students every quarter.

Tips for getting started

An internship should be a win-win situation. Design an internship program that meets your needs as well as the needs of the student. Each organization has unique challenges to consider when designing an internship opportunity. Identify what is most easily adaptable in your work setting and determine where you can engage students as resources. Here are some things to consider before getting started:

- What are the most important skills and knowledge you want an entry level hire to have?
- Do you want an intern for a specific project? If so, what are the specific tasks and objectives of the project? What are the deadlines?
- General support for the organization? Does your business need administrative support that might be beneficial for an entry level business student? If so, what percentage of the intern's time will be spent on administrative support?
- Will the internship be paid or unpaid?
- Where will you put the intern?
- Who will have the primary responsibility for the intern?
- How can you tailor the internship to meet the specific needs of your organization while providing a rewarding experience for the intern?
- Consider ongoing tasks occurring in your department or organization. What is the current workload of your employees?
- Are there written materials that need updating? What about your organization's website?
- Can your employees and the chosen supervisor/mentor work with the intern's schedule?

Step 1

Develop a Job Description

Develop your internship program and goals. Draft a job description that clearly explains the job's duties. Do you want someone for a specific project? List tasks that will be expected and design with skills the intern should already possess as well as those that will be learned on the job. Consider providing a variety of possible activities and scaffold them so the intern can take on more challenging tasks as the internship progresses.

What type of academic background is preferred? For example, if a chemistry class would help the student be successful, identify it as a preferred course.

Step 2

Select Your Intern(s)

RJUHSD intern applicants submit a resume and cover letter. You may decide to interview or ask the RJUHSD internship instructor to select an intern for you. Consider who your interns will be screened and selected with your staff. Having a defined process increases the likelihood of a successful match.

Step 3

Supervision

Determine who the intern will report to. Supervision is required. Determining a supervisor is a great opportunity for an employee to model appropriate workplace behavior and demonstrate a sense of enjoyment at work. Selecting different employees to supervise an intern each term will be less work for employees. Supervisors should be sensitive to the realities of working with young people including: students from diverse cultural backgrounds, students with physical disabilities, and students for whom English is a second language. Supervisors should also know and uphold child safety laws and sexual/racial harassment policies and laws.

The supervisor should be prepared to discuss 21st century skills (soft skills) that are relevant to the career. These skills may include, problem solving, communication skills (written and/or oral), creativity, leadership, work ethic, teamwork, self-direction, and social responsibility. In addition, employees that provide:

- Guidance through various experiences on projects
- Guidance of work ethic, how to manage time, be proactive, etc.
- Stories about learning from mistakes and perseverance.
- Advice on dealing with difficult customers

The supervisor should spend time to build a positive relationship with the intern and meet with the intern on a regular basis to check-in, answer questions and provide feedback. The supervisor will also be asked to complete an intern evaluation twice during the term and provide feedback to the RJUHSD internship instructor.

Step 4

Orientation

Employers are encouraged to orient students on the first day of the internship. An orientation may include reviewing company policies and procedures, discussing behavior and performance expectations, dress codes, parking requirements, projects, schedules, breaks, etc. Setting a warm tone while establishing boundaries during an orientation can provide a very positive experience for an intern. Provide any brochures, etc., that explains your company's values.

Take your intern on a tour of the facility.

Step 5

Managing the Intern(s)

Your intern(s) may or may not have previous part-time work experience. Therefore, they may not have experienced company politics, the need for confidentiality, and profit-making decisions.

Review the job description with the intern. Define what tasks can and cannot be completed without supervisory approval. When assigning work, check to see that the intern understands what is expected. Provide as much feedback as possible and constructive criticism when necessary.

Allow your intern to understand how the organization operates. Consider allowing interns to sit in on professional meetings.

Community Involvement

Your organization may be a source of inspiration that ignites a student's passion and lifelong involvement in community service and civic involvement. Explain how your organization contributes economically and socially to the local and/or global economy and community. If your company is involved in community service projects, consider allowing the internship to participate.

Thank You

Thank you for investing time and resources in developing our future workforce. Developing a high quality internship program can be a very rewarding experience for the organization and the intern.