

# Internship Host Guide to Getting Started



Everett Career Link is a partnership between Everett Public Schools and the City of Everett purposed to provide high school students with summer internships – 90-hour educational worksite learning experiences – with regional employers.

## TIMELINE

### January – March 2019

- ✓ Meet with the **Program Intermediary, Shannon Affholter** to discuss your organization’s participation in Everett Career Link
- ✓ Within the ‘**Summer Internship Program Required Forms**’ handbook, complete form:
  - #1 - *Worksite Qualification, Program Orientation & Legal Assessment*
- ✓ Complete the brief ‘*Initial Internship Description*’ form (page four of this document), which will start the process of matching students to your internship opportunities

### April 2019

- ✓ Student(s) matched with your internship opportunities

### May – June 2019

- ✓ Initial meeting with the **student(s)**
- ✓ In coordination with the school district’s **Worksite Learning Coordinator** and **student**, complete the ‘**Summer Internship Program Required Forms**’ handbook forms:
  - #3 - *Worksite Learning Agreement*
  - #6 - *Internship Contract*
  - #7 - *Worksite Learning Plan: Internship Overview and Objectives*
- ✓ Attend Everett Career Link Signing Day Reception, June 5<sup>th</sup> at Angel of the Winds Arena
- ✓ Work with **Program Intermediary, Shannon Affholter** to support your preparation for the internship

### July – August 2019

- ✓ Host 90-hour internship
- ✓ Within the ‘**Summer Internship Program Required Forms**’ handbook, complete forms:
  - #4 - *New Employee Orientation*
  - #8 - *Internship Timesheet*
- ✓ Regular communication with **Program Intermediary, Shannon Affholter** and school district **Worksite Learning Coordinator**
- ✓ Participate in midterm and final reviews and evaluations
- ✓ Complete post-internship evaluation and interview

## DEVELOPING AN INTERNSHIP

### Department of Labor and Industry

Guidelines for unpaid internship (page 17 of the '[Summer Internship Program Worksite Supervisor Handbook](#)')

Under certain conditions, individuals may - without any expressed or implied compensation agreement - work for their own advantage on the premises of another and are not necessarily employees. Whether trainees are employees depends upon the circumstances surrounding their activities on the employer's premises. If all six of the following criteria are met, the trainees are not considered employees:

- 1) The training, even though it includes actual operation of the facilities of the employer, is similar, to that which would be given in an educational environment or vocational school.
- 2) The training is for the benefit of the trainee.
- 3) The trainees do not displace regular employees but work under their close supervision.
- 4) The business that provides the training derives no immediate advantage from the activities of the trainees and may in fact be impeded.
- 5) The trainees are not necessarily entitled to a job at the conclusion of the training period.
- 6) The trainees understand they are not entitled to wages for the time spent in the training.

### Questions to Guide Initial Internship Ideas

During the months of May and June, a school district **Worksite Learning Coordinator** will work with your organization to develop a *Worksite Learning Plan* for each internship, defining the objectives of an internship. Aligned to these objectives, the **Worksite Learning Coordinator** will work with your organization to finalize the experiences of the internship.

Page four of this document is the '*Initial Internship Description*' form. This form is designed to help your organization begin considering internship experiences appropriate for your organization, and the information you include in the form will help school district staff match a student(s) to your organization (this matching process will take place during the month of April).

There is not a set formula for developing an internship experience, in fact many internships designed for high school students include a suite of different types of experiences. The common feature of the experiences is that they lead a student to learn about the culture and practices of the workplace and the pathways to career opportunities.

## QUESTIONS TO GUIDE DEVELOPMENT OF INITIAL INTERNSHIP DESCRIPTION

The following set of questions are purposed to help your organization conceive ideas for experiences to include in a summer internship.

- (1) You are encouraged to introduce the intern to the diversity of department and staff positions in your organization, providing the intern perspective of the organization's scope of staff and their responsibilities.
  - a. **In what departments could you schedule a series of mini-job shadow?** (4 to 8 hours)
  - b. **What set of employees could host informational interviews?**
- (2) Interns benefit from one or more time-bound project(s) (10 to 20 hours).
  - a. **Is there ad-hoc research the intern could address?** The intern could help research projects that have been on the 'back burner,' gather information about the viability of new programs, a campaign, or initiative, and then compile and prepare and present the information to key stakeholders in the organization.
  - b. **Is there product, process, or social media the intern could review?** For example, the intern could review your organization's newsletter, company brochure and/or website or the student could review similar materials from influential organizations in your industry, and then compile suggestions and prepare and present information to key stakeholders in the organization or, draft suggested stories and/or posts to include in such media.
  - c. **Are there projects in which the intern could be embedded as a team member?** For example, an intern can be work along side a team that is testing a new product or process, working to solve a specific problem, or attending to the regular day-to-day functions of the organization.
- (3) Finally, you are encouraged to integrate the intern into your organization's culture. **What are trainings, staff meetings and/or events that the intern would be allowed to participate?**

## Initial Internship Description



The information in this form will guide the matching of students to your organization's internship opportunities. In the spring (May – June), a school district Worksite Learning Coordinator will work with you to refine finalize these ideas into a 90-hour internship.

**Please email this form to the Program Intermediary, Shannon Affholter at [shannonaffholter@yahoo.com](mailto:shannonaffholter@yahoo.com) by *March 29, 2019*  
If you have any questions, please call 425-531-8264**

**Organization:**

**Point of Contact:**

**Phone:**

**Email:**

**Number of Available Internships:**

**Internship Location(s):**

**Internship Dates:**

*Summer internships are 90 hours in length. Summer internships will start after the 2018-2019 school year and end before the beginning of the 2019-2020 school year (July 2019 – August 2019):*

**Desired Student Qualifications:**

**Initial Internship(s) Description:**

*Once a student has been matched to your organization's internship, a school district Worksite Learning Coordinator will work with you to refine the description into a Worksite Learning Plan and set of internship experiences for the student:*