P›TECH

P-TECH MODEL RESOURCE

HOW TO DEVELOP AN INTERNSHIP PROGRAM

I.   Student Eligibility Requirements

In order for a student to be eligible for an internship, s/he must:

1.   Be a Year 3 student
2.   Be a successful participant in the Virtual Enterprise (Workplace Learning class) curriculum
3.   Be taking college classes
4.   Have met all of these requirements by the end of the Year 3 fall semester

Eligible students may fall into either of two categories, High Tech or Low Tech, depending on the number and type of college courses they have taken. Students who have begun or completed the technical trunk of college courses will be eligible to apply for the higher tech internships.

Students who have begun or completed academic college courses (Math, Speech, Black Theater) will be eligible to apply for the lower tech internships (e.g., HR or marketing positions at IT companies). Finally, a student's college course or high school GPA may inform the type of internship they are supported in applying for. Low grades (or high ones) will be taken into account by the student's advisor.

Policies

- •   Be a Year 3 student
- •   Be a successful participant in the Virtual Enterprise (Workplace Learning class) curriculum
- •   Be taking college classes
- •   Have met all of these requirements by the end of the Year 3 fall semester

Intern Availability:

Internship candidates must be available for the entire summer internship. The parameters are governed by the school district calendar. Internships may last until the second or third week in August.

Minimum Documentation

- •   Social Security card
- •   Working papers
- •   Proof of U.S. citizenship (a green card, or valid INS work permit)

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Sample Program Structure

Approximate Age/Responsibility Level of Students: Completed 11th Grade (Approximately 16 years old)

Work Assignments:

Every intern will contribute to a real, meaningful work project that is aligned with his/her skill set. While the work assignments do not have to be technical in nature, they should expose students to various aspects of the work in the technology field. Work assignments will vary from site to site based on employer needs, but can include:

- Coding and website re-design
- Testing new applications/products/software
- Team consulting projects
- Client research and competitive analysis
- Designing and administering client surveys
- Social media/Communications strategy
- Assisting with a marketing campaign

Work Schedule:

Start date: late June

End date: mid-August

Students report to their internship site Monday through Thursday, 9am- 5pm. They can work no more than 32 hours per week. On Fridays, students will report to school for a weekly seminar.

Friday Seminars:

Every Friday, students will report to a P-TECH 9-14 school for a series of work-readiness seminars led by work- based learning teachers and the school-based Internship Coordinator. Professionals from different companies can also support this course by coming to speak about specific topics as needed.

Transportation:

Students will take public transportation to their respective worksites. The school will distribute metro cards.

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Payment:

- Students are paid approximately 8-14 dollars per hour and commit to working as many as 32 hours per week for six-eight weeks.
- All companies are responsible for adding students to their payroll, collecting timesheets, and disseminating payment on a regular basis.
- The school is responsible for working with students (and families) to collect and/or submit the appropriate paperwork for students to obtain work permits.
- The school-based coordinator will work with all students to establish bank accounts, as needed.

Supervision and Support:

Supervision of the student during the internship itself is the responsibility of the employer. This individual will deal with the interns directly or through the managers in whose departments the students are employed.

- Every student has a worksite supervisor who oversees his or her work and reviews any final products. The worksite supervisor will check-in daily with any students he/she oversees.
- Every student has a worksite mentor with whom they will meet at least twice a week. Mentors will also be responsible for taking their student to one meeting/learning session each week.
- The school-based Internship Coordinator will check in with students and supervisors once a week at the worksite.
- Teachers will check in with students once a week at their worksite and during the Friday seminars.

MON	TUE	WED	THUR	FRI
• Supervisor check-in • Teacher check-in	• Supervisor check-in • Mentor check-in	• Supervisor check-in • School Coordinator Check- in	• Supervisor check-in • Menor check-in	• School-based session for all interns lead by teachers

The weekly review:

The employer supervisor should spend time with the intern every week to let the intern know how s/he

is doing. This 30-minute weekly session should include:

- Open conversation to help keep the intern on track, diffuse any concerns, provide time for constructive feedback about the week's work, and talk about various other issues that may come up during the week.

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- Encouragement so the intern will continue doing the things he/she is doing well and help him/her to understand and develop the areas that still need improvement.
- Constructive exchange so the intern can gain a greater understanding of the industry as a whole, how the organization fits into the industry, and what types of career path are available. The supervisor may take some of the time in the review to discuss such matters, and have the intern record such discussion in some type of internship journal.
- This review doesn't substitute for being available on an as-needed basis for answering questions.

Weekly site visit by the school-based coordinator:

Every week during the internship, the Internship Coordinator from their school will make a formal visit to the host intern site to meet the intern's supervisor and the intern, separately and together. This regularly scheduled one-hour session should include:

- Assessments to rate student's current performance, check that appropriate progress is being made, and explore any issues that may have arisen. See sample questions listed below.
- Analysis of the intern's perception and the employer's experience at the conclusion of the internship, so that future internship positions can be modified to better suit the employer and the intern, future internship goals can be determined, and the preparation for subsequent years' internship positions becomes easier.
- Internship supervisors may also be asked to meet the school-based coordinator for a final wrap-up session.
- Some questions for the Internship Coordinator to consider:
  ◊ Weretheemployers'goalsachieved?
  ◊ Weretheintern'sgoalsachieved?
  ◊ Whatwouldtheyliketohaveseendonedifferently?
  ◊ Whatwasthemostrewardingpartoftheinternship?
  ◊ Whatdidtheinternlikethemost/least?
  ◊ Whatcouldbeimprovedforfutureinterns?
  ◊ Didtheinternshipmeetorexceedexpectations?
  ◊ Whatwouldtheinternlikedtohaveseen/experienced,whichhe/shedidn't?

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Evaluation

All interns will get daily, informal feedback from their work supervisor and/or teacher, but each week students should also receive a brief feedback checklist from their teacher and supervisor. The checklist could include the following, as well as any additional areas or comments:

- Intern was present and on time all week
- Intern completed XX assigned tasks for the week
- Intern met with his/her mentor this week
- Intern exhibited positive/productive work habits
- Other comments

The weekly checklist will be shared with the student and Internship Coordinator. Employers will complete a longer evaluation form for their interns at the end of the program.

Students will also keep a weekly log to reflect on and record their experiences/learning throughout the internship. Teachers will review student logs during their weekly check-ins. Students will also complete a longer self-evaluation and employer evaluation at the end of the internship.

Culminating Events/Presentations

All interns will participate in a post-internship event where they present their experience and work outcomes to their peers, parents, internship providers, and others. Students will review what they learned and what the internship experience meant to them. Students may use PowerPoint and make the presentation in a conference room, auditorium, or other facility. Internship providers will also be recognized for their contribution to the success of the program. This event will take place in mid-late August.

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II. Staffing Roads

School-based Internship Coordinator:

- Coordinates and supports students as they create their online Portfolios;
- Solicits applications from students
- Manages the application process
- Screens applicants
- Enlists technology teachers and administrators as program advocates
- Hosts a variety student information and preparation sessions, which cover dressing appropriately, office etiquette, interviewing, internships expectations and responsibilities, and when appropriate, includes outside experts to enrich the sessions.

Employer Supervisor

- Manages interns
- Provides assignments and review of intern's work
- Sets schedule with intern for meetings and work plan
- Sets written work requirements from intern (e.g., summaries, journal)
- Conducts evaluation (e.g., grade, formal review)
- Meets weekly with school-based coordinator
- Administers student pay
- Attends the post-internship event.

Mentor:

- Checks in on students at least once a week for 30 minutes
- Invites intern to join them at least one meeting or work event each week
- Shows interns around the worksite to make sure they can find everything they need
- Serves as a resource for interns as needed
- Attends the post-internship event.

P-TECH Teacher:

- Leads weekly Friday seminars at P-TECH 9-14 school
- Meets with students at their worksite 1-2 times a week during the 6-8 week internship to ensure that students and employer are well-served by the internship experiences.

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