

# EMPLOYER FACT SHEET

## Internships

### A fact sheet for employers

**An Internship** is a highly-structured Career Preparation activity in which youth and young adults from a Learn & Earn Program are placed at a workplace for a defined period of time to participate in and observe work first hand within a given industry. Internships provide youth and young adults the opportunity to learn by doing real work and being productively engaged in the workplace. Internships may provide the opportunity to work in teams, rotate through a number of departments and job functions, or to work on a project of interest to the youth or young adult (or group of youth/young adults) and be of productive value to the employer partner.

**Program Level:** Varies by program

**Employer/Youth or Young Adult Ratio:** Generally 1:1

**Duration:** 4-8 weeks

**Location:** Workplace

**Costs:** Wages as appropriate

**Special Considerations:** Internships may be paid or unpaid, depending on whether the youth or young adult is performing productive work for the employer and other factors.

### Why is an Internship important for youth and young adults?

- Provides that first job that every young person needs.
- Promotes the exploration of and experience in a field of interest.
- Provides exposure to a wide range of careers and jobs within the industry.
- Offers opportunities to develop, practice and demonstrate new skills.
- Helps develop occupational knowledge.
- Builds awareness of the skills and education needed to be successful in the industry.
- Promotes the development of adult and team relationships.
- Provides an opportunity to demonstrate the ability to perform successfully in the workplace.

- Helps your employees understand how to communicate with the next generation of workers and customers.
- Provides a way to introduce and engage multiple employees with your commitment to youth and young adults and connect your company with the community.

### What do I need to do next?

- Contact your program representative.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.
- Work with your program representative to design the Internship.
- Determine if pay is required and address any other legal or safety concerns.

### What are the benefits to my company? Resources

- Increases your productivity and allows for you to address a key business function – often a project or activity that has been back-logged.
- Exposes potential future workers to job opportunities with your company as well as the skill needs and educational requirements of career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.

- Distribute the *Supervisor Tip Sheet: Internship* to interested staff members.
- Review the *Professional Skills* fact sheet.
- Review *Employer Participation Options: Career Pathways and your Company* to learn more about how to get the most out of your partnership with New York City's Department of Youth and Community Development programs.