

SUPERVISOR TIP SHEET

Internship: Success Factors

A tip sheet for participating Internship hosts

When launching an Internship program at your company or organization, keep these success factors in mind.

BEFORE THE INTERNSHIP

- ❑ Indicate interest in having an intern.
- ❑ Interview and select or hire intern.
- ❑ Address logistics.
 - › Work with the Learn & Earn Program staff to help develop and define the Internship.
 - › Determine who will be the person working most closely with the intern.
 - › Inform other staff that an intern will be at the workplace.

DURING THE INTERNSHIP

- ❑ Lay the groundwork.
 - › Provide a workplace orientation for the intern. Review the informational packet provided to you by program staff.
 - › Consider opportunities for the intern to develop the Work-Readiness Professional Skills and be exposed to a range of career opportunities in your industry or organization.
- ❑ Facilitate learning.
 - › Work with the intern to develop skill development outcomes that are specific to the Internship.
 - › Be on the lookout for opportunities at the workplace that support the intern's academic and workplace skill development as well as an awareness of potential future careers.
 - › Assist the intern in working toward learning outcomes. When the youth or young adult masters or completes an objective, help them to craft another.

- ❑ Open avenues of communication.
 - › Meet with program staff and the intern to finalize learning plans and assessments and decide on an ongoing communication strategy.
 - › Communicate successes and opportunities at the workplace that the teacher or instructor can use to enhance the value of classroom connections.
- ❑ Complete an interim evaluation.
 - › Evaluate the intern's performance.
 - › Discuss performance with the intern and program staff.

AFTER THE INTERNSHIP

- ❑ Document the Internship.
 - › Complete a final assessment of the intern.
 - › Discuss the assessment with the intern and program staff.
- ❑ Assess impact and debrief the Internship.
 - › Hold a debriefing session internally at the company or organization, review the effectiveness of the Internship program and make suggestions for improvement.
 - › Share suggestions with program staff and complete the program evaluation to support continuous improvement efforts.