

YOUTH AND YOUNG ADULT TIP SHEET

Internship: Success Factors

A tip sheet for youth or young adults engaged in the Learn & Earn Program

As you get ready to take part in an Internship, keep the following success factors in mind.

BEFORE THE INTERNSHIP

- ❑ Define your Internship.
 - Think about your interests and determine the kind of Internship you might like to have.
- ❑ Address logistics.
 - Apply for the Internship program.
 - Turn in all signed parent permission forms.
 - Complete an intern self-assessment and any other assignments.
- ❑ Work on your communication style.
 - Prepare and practice your personal introductory pitch (who you are, why you are interested in the business, what your career goals are, etc.).
 - Prepare for and attend the interview with your potential Internship host.

DURING THE INTERNSHIP

- ❑ Lay the groundwork.
 - Attend an orientation at the worksite.
 - Make sure you understand your duties and complete the tasks or projects you are assigned.
- ❑ Document the experience.
 - Track your hours as instructed.
 - Consider keeping a journal of your Internship experience.

- ❑ Tie Internship to learning.
 - Meet with program staff and your worksite supervisor to finalize a learning plan for the Internship.
 - Develop some skill-specific learning outcomes with your worksite supervisor.
 - Reflect on the connection between what is learned in the program and what is learned at the workplace.
 - Participate in ongoing reflection activities and skill-building classroom or workshop assignments.
- ❑ Work toward your learning outcomes.

AFTER THE INTERNSHIP

- ❑ Reflect upon and share learning.
 - Participate in self-evaluation and reflection activities.
 - Discuss with others what you accomplished and what you've learned.
- ❑ Complete final "paperwork."
 - Complete and send a thank-you letter to your worksite supervisor.
 - Update your resume based on new skills and experiences gained.
- ❑ Meet with your worksite supervisor and program staff to discuss your next steps.