



**NORTHLAND**  
**CAREER CENTER**

*College Ready | Career Ready | Life Ready*

# Student and Employer's Guide to Internships

## **VISION STATEMENT**

*Connecting with tomorrow...*

## **MISSION STATEMENT**

*To prepare students for a continually changing world by providing relevant experiences.*



[www.northlandcareercenter.com](http://www.northlandcareercenter.com)

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### ***Prohibition Against Discrimination, Harassment, and Retaliation***

The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities, or in employment. As required by law, the district provides equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth groups designated in applicable federal law.

The Platte County R-3 School District is an equal opportunity employer. Inquiries or concerns regarding the application of this notice may be referred to our district's Compliance Officer. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, MO 64106, phone number (816) 268-0550.

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## What is an Internship?

An internship is a work-based exploratory or preparatory opportunity for students to enhance classroom learning through practical career-related work experience. Internships open the world of work to youth and teach them the content, skills and attitudes needed to succeed in a work environment. Internships provide an opportunity for the student to improve on industry skills acquired during their NCC program.

**Internships can be paid or unpaid.** Internships can be found in corporate and private businesses, government agencies and non-profit organizations. All internships should have the primary goal of providing students supervision and a chance to learn while contributing to the organization's needs. The participating students must work for an employer or agency for at least **10 hours per week** and attend Northland Career Center (NCC) **once a week on the designated day**, during normal class hours, **unless other arrangements have been made** by instructor and employer. Students will earn credit after successful completion of the internship.

### A typical internship:

- includes developing intentional learning objective goals that are structured into the experience and supervised by a professional with relevant and related background in the field
- promotes academic, career and/or personal development
- includes learning objectives, observation, reflection, and evaluation
- balances the intern's learning goals with the organization's needs
- may be part-time or full-time depending on the student availability
- involves industry related and soft skill (employability) development
- must be carefully monitored and evaluated by supervisor and NCC program instructor to earn credit towards their NCC program
- attends NCC every designated day, unless other arrangements have been made by instructor and employer
- complete weekly employability document and timesheet
- provides adequate supervision in a reasonably safe environment with the necessary tools to perform the learning goals agreed upon for the duration of the internship
- has a mentor at worksite that meets regularly with intern and communicates with NCC Instructor

### An Internship is not:

- meant to replace an employee
- more than 20% busy work (e.g., filing, covering phone, errands)

## Benefits of Hiring a High School Student Intern

One of the more significant advantages to providing internships is the opportunity to select and develop your future talent. Employers see a return on their investment including increased visibility in their local, national and international markets; improved employee productivity; and greater ability to create and retain a talented workforce. Employers receive productive work furthering the mission and goals of their organizations and are key partners in high school internships.

## Benefits of Hiring a High School Student Intern

The Platte County R3 School District/NCC maintains General Liability insurance coverage for its operations, including the student intern program. Please contact the NCC Assistant Director if you have any questions.

## Benefits for the Student Intern

Students are seeking opportunities that stimulate their interests and provide real-world experiences. Students will learn about essential aspects of the world of work, the correlation between school skills and work skills, and the components of success in the workplace.

A meaningful, purposeful internship program will result in the following for students:

- Students are motivated to be successful in school.
- Students increase their career preparedness and knowledge of the habits (skills and competencies) of compensated work. Ultimately, youth understand their own interests and abilities as they relate to the world of work.
- Students increase their skills to respond to the demands of the 21st century workforce and economy. This includes navigating learning, life, and information technology; understanding content knowledge and current topics; organizing and allocating resources; and working effectively with others.
- Students demonstrate and improve on their industry skills obtained through their NCC program.
- Students build an understanding of themselves as lifelong learners and apply this to their future education and careers.
- Students understand the relationship between work, personal income and lifelong earnings: compensated internships reinforce the relevance of work in life.
- Students strengthen and improve their academic success with behaviors such as enhanced motivation, attendance, and engagement in learning.

## Employer Preparation

Prior to hiring an intern, an employer must understand how interns will fit within the company's goals and culture. Since organizations vary in age, size, industry, and product, so too will internship activities. It is important to determine what kind of program will work best for you.

1. Research and determine the needs and capability of your organization. This can save substantial time in making adjustments after you have already begun the internship program.
2. Determine what kinds of projects/work assignments do you foresee interns undertaking.
3. Determine what is the minimum experience required to complete projects/work assignments.
4. Determine what is the best time to hire the student intern in partnership with NCC Internship program and how long the internship should last.
5. Determine the workspace available to support the intern(s).
6. Obtain Employee Buy-in. The most successful internship programs are those that have obtained the buy-in of employees at all levels. Interns are most successful when they are seen as a welcome addition to the team.
7. Develop a compensation plan for students. After determining if you are able to offer a paid or unpaid, yet rewarded internship, the employer should develop a compensation plan. Putting together documentation regarding the benefits of completing an internship will help facilitate the interviewing and hiring process for the employer and the students.
8. Explain the Mission, Vision, and Values of the organization and structure for the intern to develop an understanding of employee and supervisory relationships.

## Employer Preparation Continued

9. Create a position description. Intern employers are expected to provide work experiences that are both challenging and educational. Creating a position description will ensure that all parties involved have a clear understanding of the expectations of the intern. Many descriptions vary, depending on the employer. The following list provides general information of what a description should contain but is not all inclusive or definitive:

- ❖ A proper title
- ❖ A description of the organization and work environment
- ❖ A clear description of the position, general responsibilities, and learning objectives
- ❖ The necessary knowledge, skills, and abilities needed to be successful in the position
- ❖ Clarify start and end date of the internship (if applicable)
- ❖ Note if it is paid/unpaid
- ❖ Specify contact information to whom applications should be sent

10. Create a work plan. Programs that do not have a structured plan from the beginning create opportunities for unclear expectations for the student and supervisor. This can lead to an internship experience that lacks quality for both the student and the organization. Some suggestions for maximizing the intern's success and creating a training plan are as follows:

- ❖ Provide an orientation to the company and its culture
- ❖ Provide sufficient and appropriate training
- ❖ Assign projects that relate to the intern's area of study
- ❖ Provide opportunities for interns to get involved with company activities

11. Include the Human Resources Department in the internship work plan to insure that students understand the role of HR in the organization.

12. Interns should have a supervisor and mentor committed to the professional development of others. Determining day-to-day and week-to-week projects, work assignments, tasks, and responsibilities prior to bringing your interns on-board will also help your intern become successful in his or her new role. This may include a schedule and/or training plan that contains standing weekly appointments such as supervisory and feedback sessions, documented projects, professional development and training opportunities, etc. This person would contact the NCC program instructor or Assistant Director with concerns, comments, or suggestions. It is important that NCC develop a collaboration with its business partners.

13. Fill the position. Once parameters for the internship have been identified and agreed upon, you are now ready to begin recruiting for the position.

14. Execute the Internship. Once the student reports for the internship the first day should include:

- ❖ Review behavior/performance expectations
- ❖ Review learning objectives and discuss project assignments
- ❖ Go over student internship and employee forms and submittal dates
- ❖ Discuss training schedule (i.e., orientation, professional development sessions, etc.)
- ❖ Schedule times for supervision and mentor sessions (if not already scheduled)
- ❖ Look over the NCC Employability rubric to be completed every 3 weeks and returned to NCC.
- ❖ Provide opportunities for the intern to discuss their expectations

15. As the internship progresses, employers may have noticed that they have under or overestimated the capabilities of a student, or what can realistically be accomplished during the internship. It is a good time to document the performance of the intern, assess their contributions, and reflect upon the projects assigned to the students, the training received, and what could be done to improve the next internship.

16. Provide feedback and follow-up to NCC.

- ❖ Open communication between NCC program instructor and business supervisor and/or mentor to ensure that the intern is learning and meeting the needs of the employer.
- ❖ In order to ensure that you as an employer are satisfied with the intern and the program; you will receive an internship survey to determine additional ways for the school to improve the program and possibly help future students.

17. Conclude the internship.

There are various ways to conclude an internship. Often, how internships end depends largely on the performance of the intern and whether or not other internships/jobs will be available with your business in the future.

- Provide opportunities for all outstanding student/school paperwork to be signed and filled out.
- Discuss future employment options with the student (if applicable).
- Hold an exit interview with the intern to discuss the experience.
- Complete NCC Exit Survey, which will be sent electronically.
- Provide a letter of recommendation for the student (if applicable).

## Student Preparation

In order for both the student and the employer to get the most out of the time spent together during the internship, the student must possess a reasonable knowledge of their responsibilities and expectations. Students must provide their **own transportation** to and from the internship site. It is expected that each intern has completed the following responsibilities prior to beginning the internship.

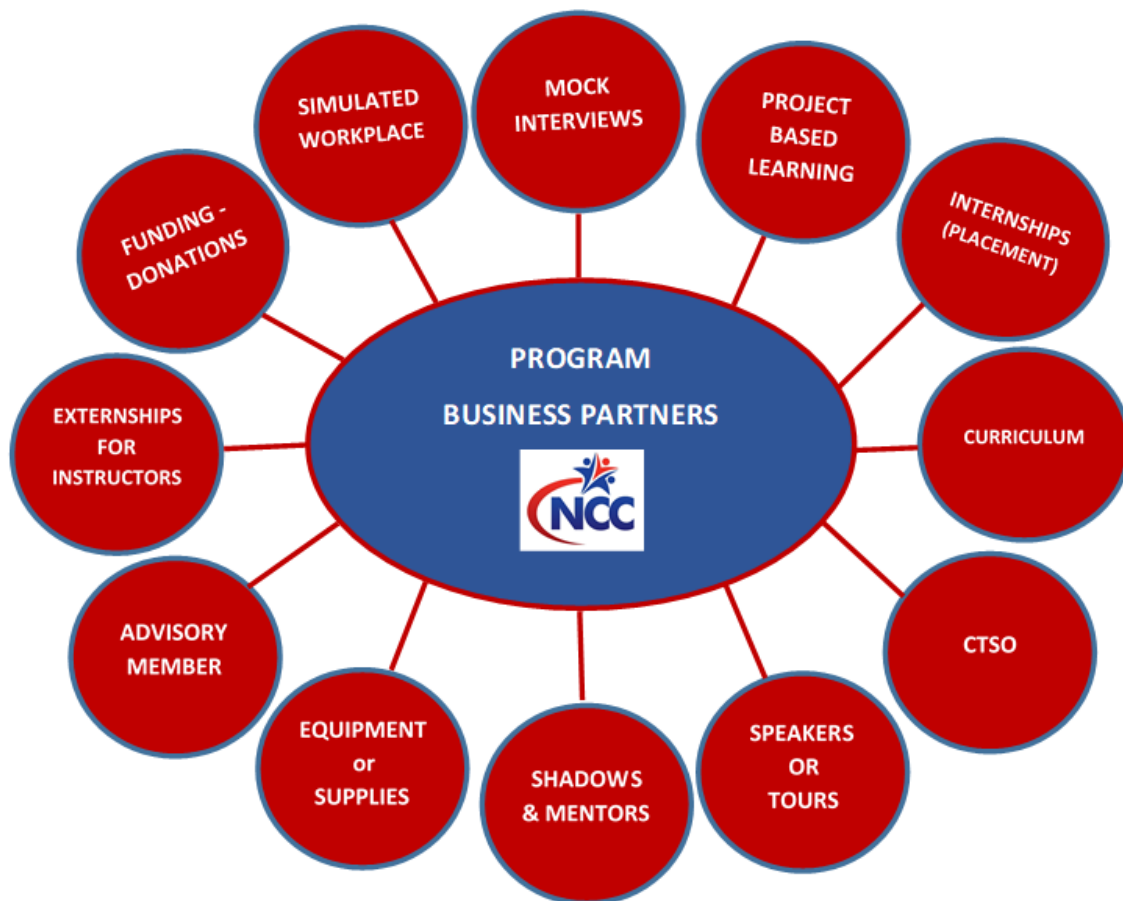
1. NCC program instructor recommendation.
2. Second year students are eligible for an internship during the first semester of their senior year or second semester for 1<sup>st</sup> year seniors.
3. NCC CTE program and NCC English grade of B or better - or have assistant director approval
4. Attendance must be within NCC guidelines.
5. Agree to follow the NCC Citizenship Clause.
6. Research and knowledge of the business/employer discussed with instructor and NCC Assistant Director.
7. Attendance of internship professional development training and orientation from NCC.
8. Submission of supporting documents
9. Agree to attend NCC every designated day (weekly) during internship, unless other arrangements have been made by instructor and employer.
10. Acceptance of placement tendered by internship provider.

## How do I get interns?

Interested business partners can fill out the business information form found on the Northland Career Center (NCC) website at: [northlandcareercenter.com](http://northlandcareercenter.com). Students will receive information about potential job openings from their program instructor and posted in the specific program classroom.

There are a lot of ways to get involved with NCC. An excellent way to see what students are learning is by assisting with the program mock interviews or participating on a program advisory committee. Contact the Assistant Director at NCC or program instructor directly if you and/or your company is interested in learning more about opportunities to partner with NCC.

TO PREPARE STUDENTS FOR A CONTINUALLY CHANGING WORLD BY PROVIDING RELEVANT EXPERIENCES.





## Internship - Student Training Agreement

Insert name of company: \_\_\_\_\_ intends to employ

(name of student): \_\_\_\_\_ on this date: \_\_\_\_\_

as a (job title/description): \_\_\_\_\_ Program: \_\_\_\_\_

for \_\_\_\_\_ days per week: \_\_\_\_\_ hours per day, between the hours of \_\_\_\_\_ AM \_\_\_\_\_ PM

Student Street Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EMPLOYER RESPONSIBILITIES:** The employer agrees to place the student in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor and have frequent open communication between student intern and NCC program instructor. The work will be performed under safe and hazard-free conditions. The student will receive the same consideration given other employees with regard to safety, health and general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal Regulations regarding employment, minimum wage, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap. Supervisor will need to complete an NCC Internship Employability Rubric to be submitted monthly during the internship.

**TEACHER & NCC RESPONSIBILITIES:** The teacher agrees to visit each student at the training station no less than one time per grading period and will continue a close working relationship with the person to whom the student is responsible while on the job. The teacher & NCC shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher will meet with the student's parents or guardian prior to the job placement and communicate as needed during the school year.

**PARENT/GUARDIAN RESPONSIBILITIES:** The parent or guardian agrees that the trainee may participate in an internship program. Contact the NCC program instructor if concerns or questions arise.

**STUDENT RESPONSIBILITIES:** The student agrees to follow rules and guidelines established by the school, employer and NCC program instructor regarding hours of work, school attendance and procedures. This does not excuse you from attending your sending school classes. When absent from school without a valid excuse, the student should not be permitted to work. The student must document attendance in accordance with NCC guidelines and attend NCC every designated day, unless prior notification with the program instructor and employer. The student must provide their own transportation to and from the internship site and must maintain an average grade of at least a B or better in their CTE program and NCC English coursework. The student needs to keep their CTE instructor and internship supervisor/mentor aware of any hardships or concerns. Interns must complete weekly employability form and Student Internship Evaluation and Reflection electronic form.

**WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.**

Employer		Date	NCC Instructor		Date
Student		Date	Parent/Guardian		Date
Sending School Principal		Date	NCC Assistant Director		Date

# Student Internship Checklist

Date: \_\_\_\_\_

- Your resume is current
- Program instructor recommendation
- NCC program grade B or better (or pre-approved by Assistant Director) \_\_\_\_\_ initials
- NCC English grade of B or better (or pre-approved by Assistant Director) \_\_\_\_\_ initials
- Attendance within NCC guidelines or approved improvement
- Approved internship site by NCC instructor
- Attendance at NCC internship PD training
- Approval from home high school Principal
- Approval from parent/guardian
- Talked with Internship Coordinator to review plan
- Read Student & Employer's Guide to Internships
- Fill out a weekly employability form (use "initial entry" as a test)
- Agree to attend NCC every designated day, unless other arrangements have been made
- Agree to follow NCC Employability Standards
- Agree to complete Student Internship Evaluation
- Approval from NCC Assistant Director after all of the above is done



**Weekly Employability Form is on NCC Website, under Student Life Section**

for office use only:

NCC Assistant Director approval \_\_\_\_\_ Employability Form Initial Entry Completed \_\_\_\_\_

Student Name: \_\_\_\_\_

<b>Descriptor:</b>  <b>Criteria:</b>	Exceptional/ Beyond Expectations	Proficient/Meeting Expectations (This is the target to hit to be successful) Strive to get above the target	Basic/Near or Approaching Expectations	Below Expectations/ Needs Improvement/ Lack of willingness or Effort	Unacceptable Concerning Behavior or Attendance	SCORE	Please provide feedback on each criteria for student while participating on internship:
<b>Internship:</b>	20	18	15	13	11		<b>Internship Supervisor Feedback</b>
<b>Attendance and Punctuality (Supports Standards 1.1, 1.2)</b>	Exceeds expectations, will stay late or come in early.	Proficient - Always on time.	Occasionally late or absent.	Often late and/or has multiple absences.	Has unacceptable attendance, constantly late.	0	
<b>Work Ethic/Personal Responsibility (Supports Standards 3.1, 3.2, 3.3, 8.1, 8.2, 8.3)</b>	Exceptional work ethic and personal responsibility, always goes above and beyond expectations.	Proficient - Always demonstrates excellent work ethic and personal responsibility.	Approaching expectations with work ethic and personal responsibility, occasionally needs guidance and supervision.	Occasionally demonstrates good work ethic and personal responsibility but needs redirection and monitoring.	Does not demonstrate good work ethic and personal responsibility, needs constant supervision.	0	
<b>Attitude and Willingness to Learn/Leadership and Teamwork (Supports Standards 4.1, 4.2, 4.3, 7.1, 7.2, 7.3)</b>	Exceptional attitude and willingness to learn. Goes above and beyond when demonstrating leadership and teamwork.	Proficient Attitude and willingness to learn. Meeting expectations on leadership and teamwork.	Mostly has a positive attitude, willingness to learn, and leadership. Approaching expectations when working with teams.	Needs improvement on attitude and willingness to learn. Doesn't initiate leadership and lacks effort when working with teams.	Has a poor attitude and willingness to learn. Never takes on leadership roles and is unwilling to work with teams.	0	
<b>Critical Thinking and Problem Solving/ Organization and Prioritizing (Supports Standards 2.1, 2.2, 2.3, 5.1, 5.2, 5.3)</b>	Demonstrates exceptional problem solving and critical thinking skills, Seeks additional tasks, highly motivated and organized.	Proficient problem solving and critical thinking. Mostly organized and prioritizes work with little supervision & direction.	Sometimes makes accurate, well informed decisions. Occasionally disorganized and needs help with prioritizing work.	Needs improvement on problem solving and working through critical thinking, Needs direction on staying organized and prioritizing.	Rarely makes accurate, well-informed decisions. Disorganized work station and often needs explanations of routine work.	0	
<b>Communication (Supports Standards 6.1, 6.2, 6.3, 6.4)</b>	Exceptional communication both verbal and written. Goes above and beyond expectations when communicating.	Proficient communication skills with supervisor and others.	Approaching expectations when communicating to supervisors and others. Needs some improvement on communication skills both verbal and written.	Does not always effectively or appropriately with supervisor and others.	Needs constant reminding to contact supervisor.	0	

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_