

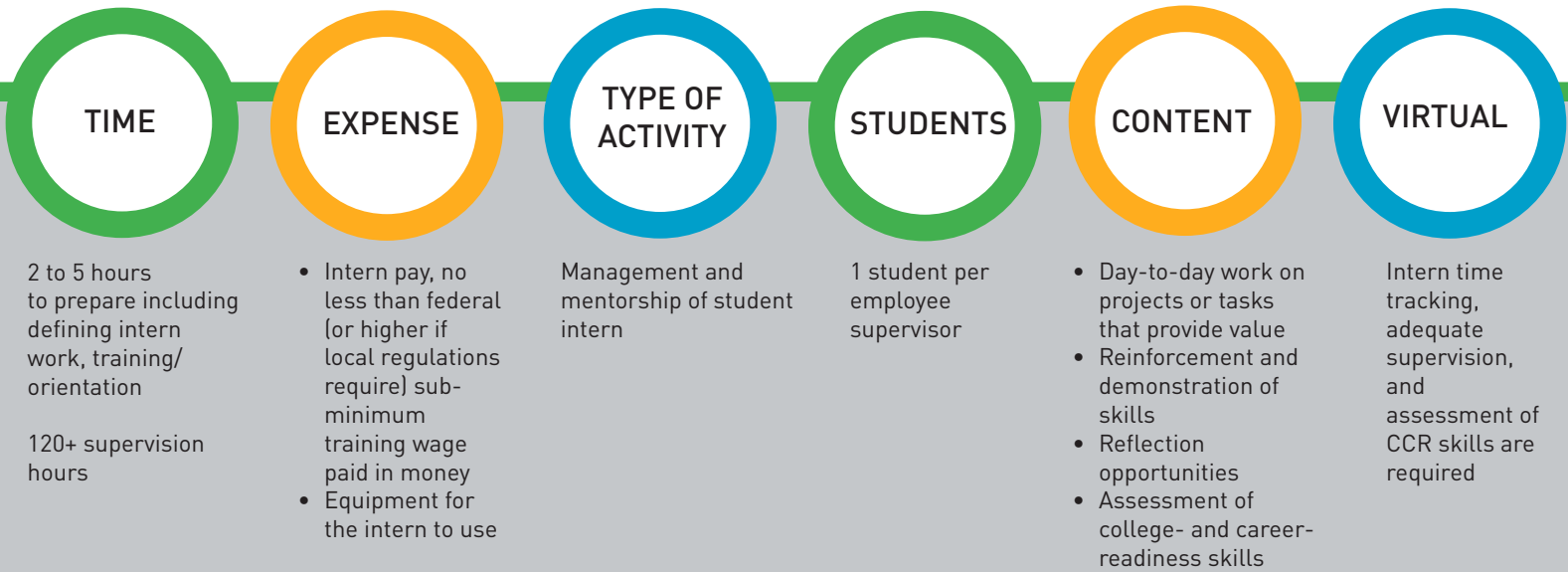
## PREPARATION GUIDE

Internships are the culminating work-based learning experience and play a critical role in NAFTrack Certification. NAF strives for all students to have a high-quality internship defined by the following criteria:

- Pay no less than federal (or higher, if local) sub-minimum training wage paid in money (\$510 value in 2016)
- Duration of 120 hours or two 60+ hour internships
- Direct supervision by an accountable adult who is not the student's teacher
- Production of work of value to an employer
- Written individualized learning plan connected to targeted student learning outcomes
- Completion of the Internship Assessment by the student intern's supervisor at the conclusion of the internship. The Internship Assessment is a critical part of a student's attainment of NAFTrack Certification.

Hosting an intern for the first time requires more planning than other work-based learning experiences or subsequent interns.

## WHAT TO EXPECT



When preparing to engage with students, you should connect with the academy contact to acquire the following information. Partners should reference the Internship Playbook for more information about working with NAF to plan for and manage an internship program.

The following items help you design the internship. To help identify and select the most appropriate intern for your needs, please complete and share the following with NAF and/or the academy:

- Brief description of the projects or tasks the intern will complete. Intern assignments should provide value to your strategic goals. The Intern Work and Learning Plan provides an easy-to-use template.
- Identify specific skills required for the internship
- Confirm date, times, and location
- Any work documents or forms required for employment

You will be assessing the intern on the following college and career readiness skills at the end of the internship. On the Work and Learning Plan, you should identify which skills are demonstrated or reinforced while completing the projects or tasks you assign.

Collaboration & Teamwork	Communication	Creativity & Innovation	Critical Thinking & Problem Solving
Information Management	Initiative & Self-Direction	Professionalism & Ethics	Quantitative Reasoning

Additional consideration to help design the internship experience:

- Schedule Weekly Check-In Meetings with the intern for the duration of the internship. The Weekly Check-In Meetings resource provides a sample agenda for the time. These meetings help manage and track deliverables, as well as provide time to discuss the skills assessed at the end of the internship and time for you to mentor and reflect with the intern.
- Identify employee meetings or trainings that may be valuable for the intern to attend.
- Prepare the intern workspace with equipment that will be required.
- Prepare security documentation required for the intern to enter the workplace.
- Inform colleagues that you are hosting an intern and about any protocols they should follow during the internship.

## DESIGNING THE EXPERIENCE



Dates of internship: \_\_\_\_\_

Days and hours:

M\_\_\_\_\_ T\_\_\_\_\_ W\_\_\_\_\_ T\_\_\_\_\_ F\_\_\_\_\_

Number of interns \_\_\_\_\_

Location address: \_\_\_\_\_

Procedures for entering worksite: \_\_\_\_\_

Parking instructions: \_\_\_\_\_

Primary intern supervisor: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Secondary intern supervisor: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Primary academy contact: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Will you want to interview the intern? \_\_\_\_\_

Seek the following information about the prospective intern:

- Intern name
- Intern grade
- Intern academy theme
- Intern interests and skills
- Intern resume
- Any additional information that may assist you in designing the internship

MAKING IT HAPPEN

The following items will help deliver a rewarding internship:

### *Beginning of the Internship*

- Conduct an orientation to the workplace. The **Intern Orientation to the Workplace** provides a sample checklist. Part of the first day should be reviewing and discussing the **Work and Learning Plan** and **Internship Assessment** conducted at the end of the internship.
- Reconfirm the intern schedule, discuss any challenges and plan accordingly.
- Confirm weekly check-in times and review expectations for the time allotted.
- Discuss the work styles and protocols you expect to manage expectations.

### *Middle of the Internship*

- Discuss the **Internship Assessment** to identify potential scoring and develop plans to improve specific skills, as needed.
- Communicate with academy staff throughout the internship.

### *End of the Internship*

- Complete the **Internship Assessment**. A link to the assessment will be emailed from the NAFTrack system in the last week of the internship.
- Close the internship with time to reflect on the experience. Letters of recommendation are at your discretion and should be requested by the intern.
- Complete an evaluation of the program and provide feedback as requested.
- Commit to hosting future interns and work-based learning experiences.
- Share your experience within the organization and to your networks advocating for other professionals to be involved.

**DELIVERING  
THE  
EXPERIENCE**