

A red pencil is positioned diagonally across the lower-left portion of the image, pointing towards the center. The background is a blurred document with a grid pattern, a ruler, and some faint numbers. The text is overlaid on the right side of the image.

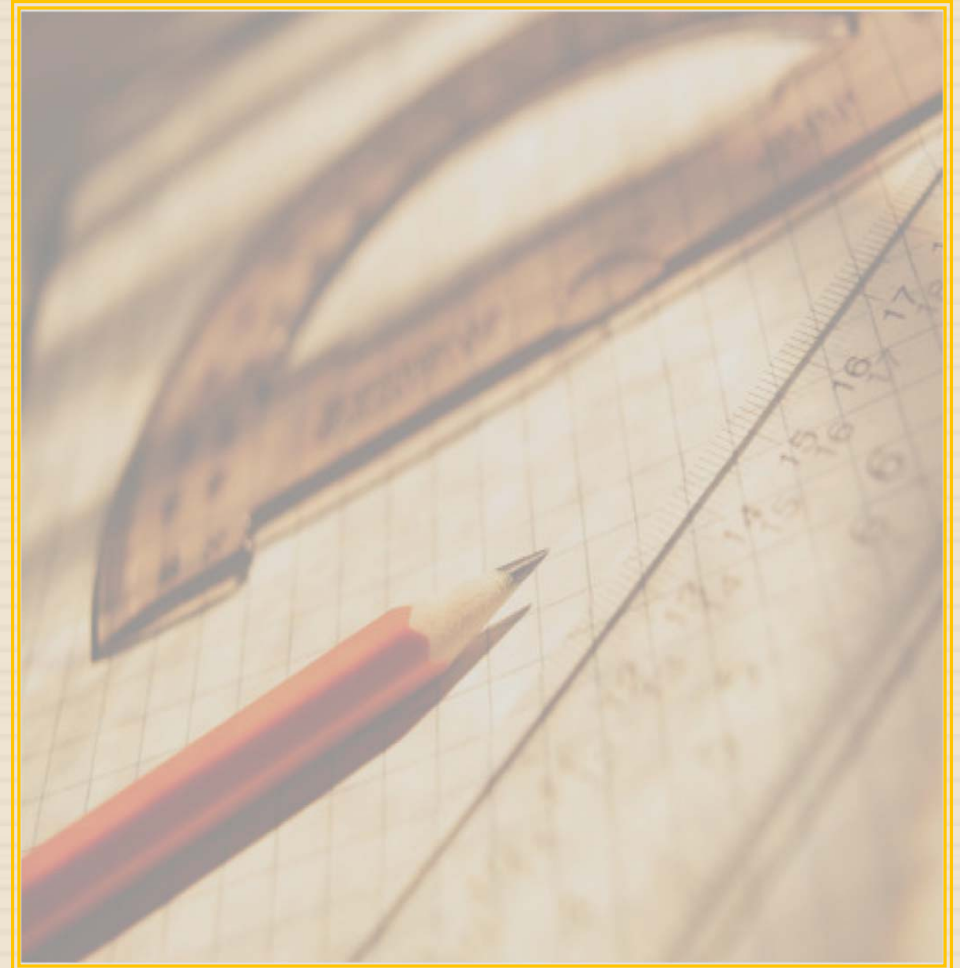
DEVELOPING AND RETAINING GOLD STANDARD INTERNSHIPS

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Agenda

- Internship Gold Standards
- Group Session: Implementing Gold Standards
- Developing and Sustaining Internships
- Wrap-Up
- Questions

➤ Internship Gold Standards



Need for Gold Standards

- Differentiate Between “Job” and “Internship”
- Ensure Consistent, Quality, Experience for Students
- Clarify Internship Expectations
- Develop a Stronger Workplace
- Continuum of WBL Opportunities

Internship Gold Standards Task Force

American Youth Policy Forum	Ford Motor Company Fund
WestEd	University of California, Berkeley
Urban Education Partnership	National Association of State Directors of Career Technical Education Consortium
ConnectEd	Philadelphia Youth Network
National Academy Foundation	National Career Academy Coalition
Research Alliance for New York City Schools	Communities In Schools of Philadelphia
Philadelphia Academies, Inc	Maryland State Department of Education
Los Angeles Area Chamber of Commerce and UNITE-LA	California Department of Education, CPA
James Irvine Foundation	Jobs for the Future
U.S. Department of Labor	Boston Private Industry Council
New Ways to Work	MDRC
Next Step Associates, LLC	Collaborative Communications Group

Internship Gold Standards

- **Internships are Part of a Continuum of Work Based Learning**
- Internship Preparation is Incorporated Into Curriculum
- Internship Preparation Begins as Early as Freshman Year
 - Internship “Building Blocks”
- Nurture Relationship Between Business Professional and Student
- Bring Lessons Learned Back to the Classroom

Internship Gold Standards

- **Internships are Compensated**
- Students Are Rewarded For Their Efforts
- Compensation May Include
 - Salary
 - High School Credits (ROP)
 - Payment for College Credit
 - Other Appropriate Solutions
- Internship Providers Comply With All Components of the Fair Labor Standards Act

Internship Gold Standards

- **Internships Drive Education Equity**
- High Schools Aim to Achieve Excellence and Equity
- Internships are a Part of a High Quality Education
- Internship Experiences are Available for All Students
- Appropriate Supports Are Built Into the Experience

Internship Gold Standards

- **Internships Are Based On Identified Youth Interests and Learning Objectives**
- **Successful Internships Leverage Student Interests**
- **Learning Plans / Internship Objectives**
- **Mentoring Ensures Successful Internship Experience**

Internship Gold Standards

- **Internship Experiences Align With Academic Learning**
- Internships Align With Academic Learning Objectives
- Internships Complement and Support
 - Core Competencies
 - Academic Requirements
- Internships Provide an Avenue to College and Career

Internship Gold Standards

- **Internships Produce Valuable Work That Furthers Employer's Organizational Goals**
- Interns Produce Valuable Work Products
- Interns Support the Goals and Efforts of the Host Organization
- Internships Help Employers to Develop Their Future Workforce
- Internships Create Long-Term Sustainable Partnerships

Internship Gold Standards

- **Participants are Prepared for, and Reflect Upon, Internship Experiences**
- Internship Preparation
- Employers Receive Training About How to Engage Youth
- Youth are Supported by School Personnel, Partners, and Employers
- All Participants Reflect on the Internship Experience

Internship Gold Standards

- **Systems are in Place to Support Internship Participants Throughout the Experience**
- Employer's Point of Contact With the NAF Academy
- Quality Control and Supervision
- A Third Party (Intermediary) or a School District
- Recruiters of New Internship Providers

Internship Gold Standards

- **Internships are Assessed Against Identified Youth Interests and Learning Objectives**
- All Students Have Learning Plans
- Performance is Evaluated
- Assessment Data is Used to Measure Experience

Internship Gold Standards

- **Internships Occur in a Safe and Supportive Environment**
- All Students Have Learning Plans
- Performance is Evaluated
- Assessment Data is Used to Measure Experience

Internship Gold Standards - Recap

- Internships are part of a continuum of work-based learning.
- Internships are compensated.
- Internships address education equity.
- Internships are based on identified youth learning objectives.
- Internship experiences align with academic learning.
 - Internships produce valuable work that furthers employers' organizational goals.
 - All participants are prepared for and reflect upon internship experiences.
 - Systems are in place to support internship participants throughout the experience.
 - Internships are assessed against identified youth learning objectives.
- Internships occur in safe and supportive environments.

➤ Team Time



Team Time

- What Are The Obstacles to Implementation?
- How Can We Overcome The Obstacles?

➤ Break



- Developing and Sustaining Internships



Developing & Sustaining Internships

- Internships: Getting Them and Keeping Them
 - Before
 - Marketing Plan
 - Soliciting
 - During
 - Maintenance
 - Quality Control
 - After
 - Activities
 - Recognition Events

Before

- Marketing Plan
 - School
 - Internship Committee
 - Where Were WBL Opportunities?
 - Develop Marketing Tools
 - Collect Student Success Stories
 - Develop List of Potential internship Providers
 - Cross-Sell Academy Themes

Before

- Marketing Plan
 - Employer
 - Define Roles and Responsibilities
 - Define Time Commitment
 - Develop Job Descriptions
 - Employer Testimonials
 - What's in it For Them?
 - Employer Budget Cycle

Before

- Marketing Plan
 - Student
 - Identify Student Interest
 - Student Preparedness
 - Student / Alumni Testimonials

Before

- **Soliciting internships**
 - Direct Mail Campaigns
 - Opportunity Research Conducted by Students
 - Personal Phone Calls
 - Recruitment Events

During

- **School**
 - Communicate With Provider
 - Monitor Intern
 - Address Issues in a Timely Fashion

During

- Employer
 - Develop Learning Plan With Intern
 - Manage Intern as if an Entry Level Person
 - Mentor Intern
 - Provide Timely Feedback
 - Expose Intern to Several Opportunities Within the Department
 - Expose Intern to Several People Within the Department
 - Complete at Least One Formal Evaluation
 - Discuss College and Career Aspirations

During

- Student
 - Dress, Talk, Act Professionally
 - Be On Time
 - Be Inquisitive
 - Develop Learning Plan With Manager
 - Check in With Manager Regularly
 - Complete Self Assessment & Share With Manager

After

- School
 - Bring Experience Back to the Classroom
 - Review Experience With manager
 - Thank You Letter to Manager
 - Press Release Highlighting Student, Company, School
 - Recognition Event

After

- Employer
 - Complete Intern Evaluation
 - Advocate for Internship Within Company
 - Advocate for Internship With Peer Companies
 - Press Release Highlighting Company, Student, School

After

- Student
 - Complete Intern Evaluation
 - Capstone Project
 - Thank You Letter to Manager
 - Stay Connected With Manager
 - **Ask for Letter of Recommendation**

➤ Wrap Up



Wrap Up

- What Did You Learn Today?
- How Can You Bring This Back to Your School?
- Questions?

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