



What is an Internship?

The internship is perhaps the most memorable and critical component of an MC2 STEM High School Student's education. It is also one of the most rewarding, as it is the opportunity for students to apply, in a real-world setting, what they've learned in their preceding years.

To ensure that the students' internship lives up to expectations, all stakeholders must invest an appropriate amount of time and resources.

An internship is not just a summer job. It is an extension of The MC2 STEM High School classroom instruction and curriculum, further developed and challenged in a STEM environment, supervised by STEM leaders in a real-world setting, and resulting in a broad, relevant, enriching educational experience for the student. Done correctly, internships provide the context in which a student's school experiences are tested. But, the internship doesn't stop there. It also exposes the student to a broad view of work experiences and situations which could be expected if the student were to pursue a career in that field. And, it exposes the intern to a broad array of soft, workplace skills: critical thinking, teamwork, decorum, ethics, creativity, time management, ingenuity, honesty, problem-solving, comportment, and a solid understanding of the importance of excellent written and oral communications skills. This combination of benefits provides a valuable foundation for any career the student chooses to pursue in the future.

Why intern in high school?

The idea of pursuing an internship probably doesn't cross most high school students' minds, which is an excellent reason to pursue one. An internship will allow you to explore potential careers and courses of study for college. You might confirm that newspaper journalism is the career of your dreams, or find out that software programming isn't exactly how you'd imagined it. You may also discover other fields and positions you hadn't considered before.

Secondly, work experience at a respected company or organization, especially if it's related to a field you might pursue in college, will only strengthen your college applications. It's a great way to stand out from the crowd.

Finally, an internship can help you understand how a professional organization operates. Within that organization you'll gain access to valuable contacts who may lead you to other opportunities as you progress through school. You might even be able to earn some money while doing it.

Types of Internships:

Because every student has unique needs, there is a continuum of options within the MC2 STEM High School Internship Program.

All Internship opportunities will:

- Provide the intern with a workplace supervisor who will guide the student through the work experience
- Offer the intern opportunities to learn about many aspects of the business
- Challenge the intern to think and solve problems
- Enhance the work experience with professional development seminars or meetings
- Allow students to utilize skills learned at MC2 STEM High School, as well as specific knowledge of the industry and its components gathered through their previous shadowing experiences.
- Include pre-internship preparation activities, instruction during the internship period, and post-internship reflection/summation connected to student work experiences





- Internships will be as short as three week or as long as 52 weeks
- Some Internship positions will be paid positions and some will not (pay will vary depending on industry and location)

Benefits of Internships:

The internship provides benefits for all stakeholders, especially the students and the business partners providing the intern position.

Student Benefits:

There are many benefits to participating in the MC2 STEM High School Internship Program not only for you but for the employer as well. You will:

- Use the skills and information learned in school;
- Learn the importance of good attendance, punctuality, and efficiency;
- Apply both technical and interpersonal skills;
- Possibly earn money;
- Gain references for college applications;
- Make contacts for future jobs.

Corporate Benefits:

When businesses invest in internships, they are investing in the future. It's a great way to give back to the community. Through your support of internships for our students, businesses can take a direct role in schools by:

- Offering students educational enhancements and a bridge to the business and professional world;
- Helping to shape a new generation of worldly, diverse, highly-trained and versatile professionals;
- Utilizing temporary employees during critical periods;
- Selecting from knowledgeable students;
- Recruiting future employees;
- Contributing to public school education; and
- Helping to create a motivated, educated workforce
- Have the opportunity to work with students who care about their community and can be partners in teaching students the skills and competencies needed for their futures. They can also gain workers with new ideas and fresh talents.

Parents gain additional support in helping their children make sound career decisions.

The Community gains a potential pool of productive, quality workers comfortable with local

Student Considerations

Consideration for internships will be based upon:

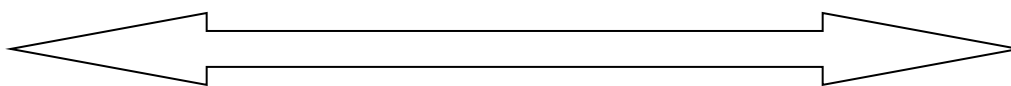
Progress made towards graduation from MC2 STEM High School and successful completion of the designed hiring process.

Students will earn the right to be more flexible the more graduation requirements they have met by the time that they begin to explore internship opportunities. Student flexibility will fall upon a





continuum that will consider graduation requirements met



Mastered All
Passed all OGTs
Yes Sophomore Project

Mastered None
Passed None
No Sophomore Project

	All Graduation Requirements Met	No Graduation Requirements Met
Paid	Yes	Yes
Year long	Yes	Not likely
Multiple 10 week internships	Yes	No
3 week intensive Summer Internships	yes	Not likely to meet competitive requirements

What are the Responsibilities Associated with an Internship?

Intern

- Agrees to serve in a general capacity as an intern at the agreed upon site, after conferring with counselor and program coordinator.
- Prepares resume and letter of introduction.
- Agrees to learning objectives and duties.
- Reports to site for the agreed upon dates and times.
- Adheres to MC2 STEM High School attendance and dress code policies.
- Notifies supervisor of absences before scheduled time of arrival.
- Demonstrates responsibility, self-esteem, sociability, self-management, integrity, honesty, common sense, and problem solving skills.
- Completes and submits weekly on-line timesheet/journal evaluation and end-of-semester projects.

Business Internship Supervisor

- Serves in the general capacity of a mentor/supervisor and develops list of duties and responsibilities with Intern.
- Assists intern in attaining a measure of success in the program.
- Evaluates the performance of the intern during the assignment.

High School Internship Coordinator

- Conduct orientation sessions for students and businesses interested in the internship program;
- Assess the needs of the Business Partners for internship placement;
- Conduct individual student interviews;
- Attend MC2 STEM High School Advisory Board meetings;
- Plan and implementing workshops for internship students;
- Conduct one-on-one counseling sessions with students;





- Coordinate and conducting tours with partnering businesses and colleges;
- Coordinate internship recognition night and the MC2 STEM High School Senior Banquet
- Attend any seminars or dinners indicative of providing resources for MC2 student internships.
- Visit each student at the workplace
- Work closely with the workplace supervisor to monitor the completion of the required internship activities and to resolve any complaints.
- Evaluates the performance of the intern during the assignment.
- Responsibilities may be added and/or deleted at the discretion of the supervisor and coordinator.

Student Advisor

- Know the student well
- Conduct one-on-one counseling sessions with students
- Facilitate weekly small peer group experience sharing during advisory time
- Communicates with the parents/guardian of students within advisory

Resources Reference in this document:

AN INTERN PROJECT OF FIRST COAST HIGH SCHOOL & GOVERNMENT & EXTERNAL AFFAIRS @ JAXPORT COMMUNITY OUTREACH PROGRAM

www.tccp.org

<http://www.fastweb.com/college-jobs-internships/articles/205-internships-for-high-school-students>

