



INTERNSHIP

An **Internship** is a career preparation activity in which students are placed in a business for a defined period of time to participate in and observe work firsthand within a given industry. Internships are highly structured, time-limited experiences that occur at a worksite. Unlike work experience, internships often allow students to rotate through a number of departments and job functions. Internships may be paid or unpaid, depending on whether the student is performing productive work for the employer. They are designed to give students hands-on experience, providing them a deeper understanding of the occupation and industry.

Internships are designed to promote:

- Exploration of a field of interest;
- Exposure to careers and jobs;
- Building occupational knowledge; and
- Building technical skills.

Success Factors

- Develop and use a learning contract that details learning objectives and roles of all parties.
- Obtain clear and specific information from the workplace partners about the expected projects and duties the intern will perform.

Key Legal, Safety & Health Issues

- If the student is paid by the workplace, the employer is responsible for all wages and taxes as well as liability and workers' compensation coverage.
- If the school pays the student, the school district is responsible for all wages and taxes as well as liability and workers' compensation coverage. (*CA Labor Code Section 3368*)
- Interns should receive training about potential workplace hazards and how to protect themselves.

Resources (to locate a resource visit stc-clearinghouse.com or nww.org)

School-to-Career Work-Based Learning Employer Handbook – San Diego School-to-Career Partnership

BayScholars Employer Handbook – Workforce Silicon Valley

BayScholars Student Handbook – Workforce Silicon Valley

California Law, Education and Labor Code

<http://www.leginfo.ca.gov/calaw.html>

REMEMBER... *All Work-Based Learning Experiences Should:*

- Be developmentally appropriate;
- Include an orientation for all parties;
- Identify learning objectives;
- Explore all aspects of the industry;
- Develop the SCANS¹ competencies;
- Assess student performance;
- Provide opportunities for reflection;
- Link to the student's next step;
- Be documented and recorded; and
- Comply with state and federal labor laws.

¹SCANS is an acronym for the Secretary's Commission on Achieving Necessary Skills, which created *The SCANS Report for America 2000*, issued by the US Department of Labor, April 1992. The report defines a set of skills and competencies necessary for success in the workplace.