



# Guidelines for Internship Hosts

## Developing Local Talent Pipelines



### What is an Internship:

- A structured work experience empowering “*Future Ready Students.*”
- A professional learning experience that offers meaningful, authentic work aligned with a student’s career interests.
- A **40+ hours experience**, students can earn their “Career Readiness” designation.
- A **120+ hours experience**, students can earn a Work-based Learning high school course credit.

### Internship Host Checklist

#### Initial Steps:

- Name a Supervisor for the internship experience. This will be the main point of contact that guides and mentors the student, and holds the student accountable, in alignment with the Training Agreement.
- Create a clearly defined timeline and list the desired competencies for each internship position.
  - Description of Tasks
  - Skills student will gain
  - Application timeline
  - How to Apply
  - Start & End Dates
  - Compensation
- Create a flyer to promote the internship opportunity.

This important summary of the internship opportunity & action steps will be shared with educators, published on the CCSD CTE [Career Opportunities List](#), and social media. Internship opportunities are also often posted on the host’s website.

#### During the Internship Experience

- Schedule a 1:1 meeting at the midpoint and end of the experience to complete the required Supervisor Evaluation Form.
- Notify the CTE Support Team if any changes are required to the Training Agreement during the internship experience.

#### After the Internship Experience

- Ensure Supervisor Evaluation forms are completed and submitted to the CTE Support Team.
  - Students can turn in their forms or they can be shared directly with a CTE Support Team member.
- The internship experience can be extended or part-time / full-time employment can be offered
- Share any pictures and stories with the CTE Support Team to be added to the CTE Student Success Stories page on the CTE website, [CharlestonEmpowered.com](http://CharlestonEmpowered.com).