



Township High School District 211

Extraordinary Opportunities. Innovative Teaching. Exceptional Learning.

Dear Potential Internship Host,

Thank you for considering the possibility of hosting an internship for a high school student. Students face many choices and challenges after high school graduation. District 211 is striving to help ease the selection of a college major and career through high school internship opportunities. A student gains invaluable knowledge, experience and confidence in future decisions after a career-specific work internship.

By hosting an internship, you are giving back to the local youth and inspiring students to explore their interests. You are also helping our communities by building our future workforce. The high school career advisors are working to communicate the internship opportunities available and assist students in preparation for their initial contact with the company. With the assistance of the career advisor, the student is responsible for preparing a resume, contacting the company for a meeting and/or interview (company choice) and if accepted, following all company expectations and guidelines. Students must provide their own transportation.

These internships are a tremendous opportunity for students. Our hope is that District 211 students will not only gain career insight from the internship, but also expand their career network for future opportunities.

Sincerely,

A handwritten signature in black ink that reads "Lisa Small". The signature is written in a cursive, flowing style.

Lisa Small
Associate Superintendent for Instruction

Helpful guidelines as you decide on how to offer a D211 High School Internship

Introduction

There are numerous benefits to beginning an internship program: It enables employers to find future employees; test-drive talent; increase productivity and employee retention rate; and revitalize an organization with fresh perspectives and specialized skill sets.

Furthermore, internship programs are not just for large companies and mega corporations. Small- and medium-sized businesses can benefit as much, if not more, from the up-to-date knowledge, boundless motivation, and extra sets of hands...whether it's one intern or a team of ten. In our survey of businesses, we found that small businesses used interns as frequently as large corporations.

Creating the Intern Manual

The Intern Manual is a helpful resource for your internship program. This section will take you step by step through creating this resource. Use existing company forms and knowledge or take advantage of internships.com's ready-made templates and be up and running in no time!

Steps:

1. Include a Company Profile Sheet

Studies have shown that interns who are familiarized early on with their host organizations are more productive sooner than those who are not as well orientated.

Pull information from sources already likely in existence – a sales brochure, the company website, company profile, etc. and you are on your way.

2. Include a Position Profile / Intern Job Description Sheet

Similar to a job description, the position profile sheet will have an overview of the intern's roles and responsibilities.

3. Include Company Policies

Share your standard company policies. Include any intern specific policies you may have.

4. Discuss Intern Etiquette

Your interns may be new to the workforce or your business, and it may benefit both parties to informally (verbal) or formally (written) communicate company etiquette.

A good way to brainstorm what should be included in your company's etiquette briefing is to ask yourself the following: What do *I* wish someone had told *me* on my first day of work?

5. Create an Intern Timesheet form

Use an already existing timekeeping system in place for hourly employees.

Pre-arrival Preparation

Preparation *prior* to the arrival of interns is a great way to get your program off to a smooth start. Not only does it enable your staff to feel organized and in control, it makes interns feel welcome and appreciated. You probably already do this for your new hires.

Steps:

1. Send a Welcome Packet confirming start date and communicating key first-day information

This packet may include:

- A copy of an internship agreement, typically drafted by the company if intern is paid, and any other HR documents the intern needs to sign ahead of time.
- A welcome letter containing any information necessary for the first day at work, etc.

2. Touch base with intern coordinator and supervisors

3. Alert employees

- Send a company-wide email alerting employees to the arrival of interns. You could provide a brief, generic biography about the interns – their school and interests.
- Ask employees to make interns feel welcome by initiating introductions and answering questions when possible.

Onboarding & Orientation

You've interviewed, hired, prepped and planned...and now your interns have arrived at the office. You probably already do this for your new hires.

Steps:

1. Greet interns

2. Tour facility and make introductions to managers and colleagues

3. Turn in Internship Agreement and other employment paperwork

4. Conduct intern orientation meeting

5. Distribute badges, key cards, or other necessary entry items

6. Instruct how to use office equipment

7. Hand out additional materials

Examples of Potential Intern Projects for Business-Related Experiences

The following is a list of potential intern projects:

- Researching the viability of a new program or campaign
- Compiling and presenting statistics
- Evaluating potential social media platforms
- Proposing a social media strategy
- Building a company sales database
- Cleaning up an existing database
- Critiquing the company's website from a user perspective
- Brainstorming ideas for boosting site usability
- Evaluating some area of IT functionality
- Generating cost-cutting ideas
- Preparing budgets, reports, plans, or proposals
- Creating materials (marketing, collateral, etc.)
- Sourcing lower-cost supplies
- Developing process directions for tasks with high employee turnover
- Competitive analysis / product comparisons

Potential Intern Learning Exercises for Business-Related Experiences

The following is a list of potential intern learning exercises:

- Inviting an intern to observe an internal meeting, client meeting, or sales call
- Teaching an intern how to prepare a budget, report, or plan
- Training an intern in how to use a piece of equipment or software
- Helping an intern use their PowerPoint skills to create a company presentation
- Role-playing with an intern on how to make client follow-up calls or close a sale

Potential Intern Daily/Weekly Responsibilities for Business-Related Experiences

Additionally, the following is a list of potential intern daily/weekly responsibilities and tasks:

Checking voicemail and email

Replying to messages

Filing

Scheduling meetings

Following up with potential clients

Scanning industry blogs and reporting on competitor activities

D211 INTERN ORIENTATION CHECKLIST

<input type="checkbox"/>	Review organization and department missions
<input type="checkbox"/>	Explain need-to-know items <ul style="list-style-type: none"> <input type="checkbox"/> Parking <input type="checkbox"/> Workstation <input type="checkbox"/> Specific Work Dates/Times <input type="checkbox"/> Office Hours/Breaks/Lunches <input type="checkbox"/> Pay Period and Payment Information (if applicable) <input type="checkbox"/> Receive Contact Information from the Intern(s) <input type="checkbox"/> Computer Use Policy
<input type="checkbox"/>	Review the internship <ul style="list-style-type: none"> <input type="checkbox"/> Job Description <input type="checkbox"/> Expectations <input type="checkbox"/> Action Plan
<input type="checkbox"/>	Review company standards <ul style="list-style-type: none"> <input type="checkbox"/> Performance Standards <input type="checkbox"/> Attendance and Punctuality <input type="checkbox"/> Conduct in a Corporate Environment <input type="checkbox"/> General Appearance and Expected Attire
<input type="checkbox"/>	Explain the work process <ul style="list-style-type: none"> <input type="checkbox"/> Job Authority and Responsibility <input type="checkbox"/> Open Door Policy <input type="checkbox"/> Two-way Communication <input type="checkbox"/> End of Internship Evaluation
<input type="checkbox"/>	Orient the intern to the work area <ul style="list-style-type: none"> <input type="checkbox"/> Notify All Staff of the New Intern <input type="checkbox"/> Give a Tour <input type="checkbox"/> Introduce the Intern (Name, School, Department, Applicable Projects/Duties) <input type="checkbox"/> Make Personal Introductions and Explain Work Relationships <input type="checkbox"/> Allow Time for Them to Meet with Their Mentor (If Not Already Done So) <input type="checkbox"/> Provide a clock in badge (if applicable)
<input type="checkbox"/>	Begin the internship

INTERN PERFORMANCE APPRAISAL FORM

Intern Name:	
Department:	Supervisor:
Start Date:	End Date:

RATING SCALE:

1 – Unacceptable

Does not meet job standards.

2 – Needs Improvement

Performance not up to standard for some important aspects. Requires improvement.

3 – Good

Achieves the objectives and requirements of the position.

4 – Very Good

Achieves all major objectives and requirements and sometimes exceeds them.

5 – Outstanding

Regularly exceeds all major objectives and requirements of the position – role model.

JOB REQUIREMENTS	RATING
<p>CHARACTER/QUALITY OF WORK:</p> <p>General assessment of quality of work and judgment. Consider effort and good use of time. Consistently provides quality work.</p>	<p><input type="checkbox"/> 1 Unacceptable</p> <p><input type="checkbox"/> 2 Needs Improvement</p> <p><input type="checkbox"/> 3 Good</p> <p><input type="checkbox"/> 4 Very Good</p> <p><input type="checkbox"/> 5 Outstanding</p>
<p>TECHNOLOGY COMPETENCIES/SKILLS AND KNOWLEDGE:</p> <p>General assessment of knowledge and skills. Possesses adequate knowledge and skill levels when completing tasks. Is able to successfully apply skills to different situations.</p>	<p><input type="checkbox"/> 1 Unacceptable</p> <p><input type="checkbox"/> 2 Needs Improvement</p> <p><input type="checkbox"/> 3 Good</p> <p><input type="checkbox"/> 4 Very Good</p> <p><input type="checkbox"/> 5 Outstanding</p>
<p>COMMUNICATION//RESPONSIBILITY:</p> <p>General assessment of goal completion, ability to maneuver obstacles, and solve problems. Consider attitude and initiative.</p>	<p><input type="checkbox"/> 1 Unacceptable</p> <p><input type="checkbox"/> 2 Needs Improvement</p> <p><input type="checkbox"/> 3 Good</p> <p><input type="checkbox"/> 4 Very Good</p> <p><input type="checkbox"/> 5 Outstanding</p>

<p>WORK ETHIC/WORK HABITS:</p> <p>General assessment of communication style, flexibility and organization. Follows instructions, able to prioritize and organize tasks. Consider attendance and tardiness.</p>	<input type="checkbox"/> 1 Unacceptable <input type="checkbox"/> 2 Needs Improvement <input type="checkbox"/> 3 Good <input type="checkbox"/> 4 Very Good <input type="checkbox"/> 5 Outstanding
<p>COLLABORATION/TEAMWORK:</p> <p>Supports supervisor, shows respect for fellow employees and supervisors/managers, assists others in accomplishing projects and tasks, and communicates in a positive manner. Exhibits positive workplace behaviors that improve working relationships.</p>	<input type="checkbox"/> 1 Unacceptable <input type="checkbox"/> 2 Needs Improvement <input type="checkbox"/> 3 Good <input type="checkbox"/> 4 Very Good <input type="checkbox"/> 5 Outstanding

OVERALL RATING:

Supervisor: Provide an overall rating of intern performance based on general performance objectives.

- 1 Unacceptable
- 2 Needs Improvement
- 3 Good
- 4 Very Good
- 5 Outstanding

SUPERVISOR FEEDBACK (Advice for Future/Opportunities for Improvement):

INTERN COMMENTS:

SIGNATURES

Intern Signature	Supervisor Signature
Date	Date