



## FUTURE READY WORKFORCE FUND

# LAKEVILLE CAREER EXPLORATION PROGRAM

### PART ONE:

Part one of the Lakeville Career Exploration Program consisted of 27 Lakeville high school students participating in a camp style program. Students learned from guest speakers on topics such as financial literacy, selling yourself, mentorship, and personality assessments. Students also went on eight local business tours to hear from a number of career fields within each business.

### PART TWO:

Part two of the Lakeville Career Exploration Program will consist of students being placed in a minimum 20-hour internship at a local business. Students spent time during camp identifying career fields they are interested pursuing and would like to gain experience in.



**LOCAL BUSINESS  
TOURS**



**CREATING A  
SUCCESS TOOLKIT**



**HANDS ON WORK  
EXPERIENCE**

Brought to you by:



**Career  
Academies**

Greater Twin Cities United Way

# INTERNSHIP REQUIREMENTS

- **Employers must onboard student(s) as a W-2 employee, per United Way.**
- **Employers can work with their student(s) to determine the minimum 20-hour schedule.**
- **Employers must pay a minimum of \$12.50/hour for 20 hours, equivalent to \$250.**
- **All hours must be completed prior to October 31, 2024.**

# INTERNSHIP IDEAS

You may utilize the intern as you would a standard employee; however, we do ask that they spend no more than 20% of the internships doing basic administrative tasks. Below are some ideas that you can incorporate into their internship, if you do not already have a structured internship outline.

## INTERVIEW

- Have intern participate in a mock interview and give constructive feedback.
- Have intern interview employee and/or leadership within the company. You give the intern a topic, and ask them to develop the questions and reach out to coordinate a time with the interviewee(s).

## LEARN

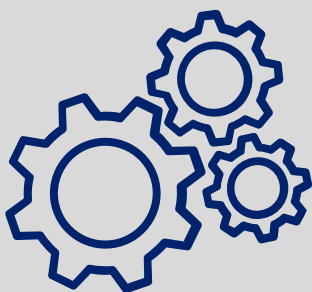
- Bring intern on an in-depth tour of the facility.
- Have intern learn relevant software.
- Have intern create and give a presentation.
- Have intern research and propose a new idea and/or project.
- Have intern learn how to use industry specific tools.

## OBSERVE

- Have intern job shadow a number of different positions within company.
- Have intern attend a team meeting and take minutes.

## PARTICIPATE

- Have intern attend a team lunch.
- Have intern do a "Social Media Takeover."
- Have intern critique company website and/or marketing materials and give feedback.
- Have intern plan a company event.
- Have intern create a budget for a project.



## PROGRAM CONTACT:

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