

# Internship Guide

## 1. Define Program Goals and Structure

Before launching an internship program, businesses should determine the objectives. Goals may include introducing students to the industry, developing basic workplace skills, and providing real-world experience. Decide on the program length, typically ranging from a week to a couple of months, and whether it will be paid or unpaid (ensure compliance with labor laws).

## 2. Develop a Learning Plan

High school interns should gain meaningful exposure to business operations. A structured learning plan can include:

- **Industry Overview:** Provide interns with a broad understanding of the company and its role in the industry.
- **Job Shadowing:** Allow students to observe different departments to understand various career paths.
- **Skill Development:** Assign tasks that build practical skills, such as data entry, customer service, marketing assistance, or project coordination.
- **Workplace Etiquette:** Teach professionalism, communication, and teamwork skills.
- **Project Participation:** Encourage interns to contribute to a small project where they can apply what they learn.

## 3. Assign a Mentor or Supervisor

Designating a mentor or supervisor ensures the student has guidance throughout the program. The mentor should:

- Provide clear instructions and expectations.
- Offer constructive feedback.
- Encourage questions and career discussions.

## 4. Treat the Student as a Team Member

Interns should feel included in the workplace culture. Businesses should:

- Introduce interns to staff and involve them in meetings where appropriate.
- Give meaningful work instead of menial tasks.
- Foster a supportive and positive environment.

## 5. Ensure Compliance with Labor and School Requirements

- Check local labor laws regarding youth employment and internship stipends.
- Coordinate with the high school to align with any academic requirements or credits.
- Obtain parental consent if necessary.

## 6. Evaluate and Provide Feedback

At the end of the internship, conduct a brief evaluation, discussing strengths, areas for improvement, and career aspirations. Ask for feedback from the intern to improve future programs. Consider writing the student a letter of recommendation. By following these steps, businesses can create a valuable short-term internship experience that benefits both the student and the company.