Student Internship Guide

Handouts Included:

- Internship Program Overview
- Internship Career Opportunity
- Parent or Guardian Internship Support
- CTE Student Pre Assignment (2 pages)
- CTE Dress Code for Work Based Learning
- Talking Points
- 21st Century Skills
- Internship Orientation Checklist
- Internship Evaluation
CTE Internship Programs

Internships provide full career immersion with responsibility for real, necessary tasks that matter to an employer.

CTE is committed to offering challenging and empowering real-world application of its career programs.

CTE is committed to providing work-ready students the opportunity to apply their skills in an internship. Internships are a powerful form of work-based learning involving meaningful work with responsibility and accountability. An internship should challenge the student to apply and build on their academic, technical and employability skills. Unlike youth employment, internships are highly structured learning programs where workplace supervisors are responsible for student development and workplace performance. Balancing this dynamic is what transforms entry-level work into a stepping stone for student career development.

What’s the Difference between an Internship and a Job?

CTE programs are delivered over a three year continuum from sophomore to senior year. Internships target the summer after Junior year. By this point, CTE students have completed two years of CTE curriculum where they focused on technical and employability skills development. The internship marks the transition from a highly structured classroom to an independent workplace. Students work with their supervisor to complete concrete work tasks and are held accountable for their work and behavioral performance.

Internships are on the critical path to students’ development, marking entrance into the adult world of external accountability.

Student Goals for Internships:

• Youth are engaged in meaningful, responsible adult work supporting their path to maturity
• Youth increase their career preparedness and knowledge of the habits (skills and competencies) of compensated work
• Youth understand their own interests and abilities as they relate working in the 21st century economy
• Youth are motivated to be successful in school as they contextualize their work in a results-oriented environment
• Youth understand the relationship between work, personal income and lifelong earning
• Youth strengthen and improve their academic, technical and employability skills
• Youth understand the importance of relationships with people different from themselves
• Youth build self-confidence and maturity by working with adults in a business environment
• Youth include their families in the learning experience by sharing what they have learned and discussing future educational and professional plans

Internship Program Best Practices:

• Internships drive education equity assisting them in achieving their full intellectual and social potential.
• Internships are part of a continuum of Work-Based Learning
• Internships are based on Identified Youth Interests and Learning Objectives
• Internships experiences align with academic learning
• All participants are prepared for and reflect upon internship experiences
• Systems are in place to support internship participants throughout the experience
• Internships are assessed against identified youth interests and learning objectives
• Internships produce valuable work that furthers employers’ organizational goals
• Internships are compensated
• Internships occur in safe and supportive environments

Source: National Academy Foundation | Preparing Youth for Life: The Gold Standards for High School Internships
CTE Students: Internship Career Opportunity

Internships are a highly effective way of helping you become college and career-ready.

**What Is An Internship?**
An internship will provide you the opportunity to independently test out your life as a career professional without a teacher or parent managing you. This is a higher-stakes real world opportunity. Your internship has goals, tasks, responsibility and accountability. You will develop a deeper understanding of the duties, responsibilities and opportunities within a career path. You will use these new insights to analyze and revise your future educational and career plans.

**Why is an Internship not like a regular job?**
Unlike a job, internships are highly structured learning programs where supervisors support and challenge you to strengthen your academic, technical and employability skills. The difference between an internship and a job is this:
- When a company invests more money in your development than you make for their company, then it is an internship... and your pay is a stipend.
- When you make more money for a company than they invest in your development, then it is a job....and your compensation is in return for this contribution.

**What do I get out of it?**
- Chance to engage in meaningful, responsible adult work supporting your path to independence
- Strengthen and improve your academic, technical and employability skills
- Understand your own interests and abilities as they relate to work in the 21st century economy
- Gain an understanding of how school relates to work as you use your academic, technical and employability skills in the work world
- Gain a better understanding between work, personal income and lifelong earning
- Understand the importance of relationships with people different from yourself

**What Employability Skills Must I Show To Be Considered Work-Ready?**
- **Appearance:** Do you dress as required when you are asked to wear specific attire?
- **Attendance:** Do you show up on time for school, work and family functions?
- **Oratory/Speaking:** Do you use appropriate language and friendly tone when talking with others?
- **Attitude:** Do you bring a positive outlook to school or work and sustain it throughout the day?
- **Accountability/Integrity:** Do you take responsibility when you make mistakes?
- **Ambition Initiative:** Do you show that you are self-motivated and take on extra work even when not required?
- **Self Control:** Do you maintain a professional manner even in stressful situations?
- **Verbal Communication:** Do you effectively express your ideas in a clear and logical manner?
- **Active Listening:** Do you focus on the conversation you are having and ask clarifying statements?
- **Feedback:** Do you respond to helpful feedback without getting defensive or mad?
- **Teamwork:** Do you complete your assigned functions on the team as well as work collaboratively with others?
- **Supervision:** Do you complete required tasks without needing to be reminded?
- **Procedure/Rule Following:** Do you follow your teacher’s or supervisor’s directions when completing tasks?
- **Problem Solving:** Do you methodically work through problems or just attempt to “wing it”?
- **Information Management:** Do you seek out resources to compete tasks or do you overly rely on others for the answers?
- **Computer Literacy:** Are you able to communicate using email in a timely manner without spelling or grammar mistakes?

**How Do I Secure An Internship Through CTE?**
- Complete the CTE Student Interest Survey
- Know whether or not you are being rated as work-ready by asking your teacher for any areas in which you need to improve
- If you are rated as work-ready and meet other interest and availability requirements (via the Student Interest Survey) you may receive an offer via email from a CTE Partnership Development Liaison
- Respond in a timely manner to offer communication from CTE Partnership Development Liaisons and Teachers and submit any necessary permission forms
- Complete your pre-internship assignment
- Attend all pre-internship workshops and orientations
Student Name:

CTE Program:

__________________________
Instructor Signature verifying that all items are complete

In preparation for your CTE Internship Orientation, you will need to complete this assignment and bring all of the items on the checklist to the orientation session.

**INTERNSHIP PRE-WORK ASSIGNMENT CHECKLIST**

- [ ] 2 Copies of your Resume
- [ ] A Copy of your Internship Offer Agreement
- [ ] Copy of Internship Contact and Company in your wallet or bag
- [ ] School and Parental Permission Forms
- [ ] Your Transportation Plan to reach your Internship
- [ ] Answers to your Company Research Questions
- [ ] Internship Questions for your Employer
- [ ] Personal Elevator Speech
- [ ] Dress Code Contract
- [ ] Pen and Paper

**INTERNSHIP TRANSPORTATION PLAN**

1. Where is my internship company located? What are the cross streets?
   
   Street 1 _______________________ and Street 2 ___________________

2. What types of transportation will I need to use to get to my internship?
   
   Take ____________________ transfer to ____________________ transfer to ____________________

3. How long will it take to get from my house to the internship? ____________________
   (Did you allow for the time it might take you to wait for each train or bus?)

4. What time will I leave the house in order to arrive 15-30 minutes before my scheduled start time? _______ AM/PM

5. Who will I call if for any reason I have difficulty making it to my internship?

6. CPS Contact: ____________________________
   
   CPS Contact’s Phone: (                  ) ___________ - ___________
   
   Internship Company Contact: ____________________________
   
   Internship Company Number: (                  ) ___________ - ___________
   (Company main number can be found on the company contact page of the website)

Now, text your own phone the address and phone number of the Internship Company so you have it in your phone in case you lose this piece of paper.
COMPANY RESEARCH

Go online and look up the Company where you will be interning.

1. Is there any information about your internship supervisor on the Internet? Is their bio on the company website? Do they have a profile on LinkedIn?

2. What type of business is your Internship Company in? Who are their competitors?

3. What goods or services do they provide?

4. Create three questions to ask your Internship supervisor:
   - Question 1
   - Question 2
   - Question 3

5. Print the Company information so that you will have it to study before the first day of your internship.

ELEVATOR Speech

When you introduce yourself to your host and others at your Internship Company, what are you going to say?

Create a brief introduction for yourself. We call this an elevator speech. Elevator speeches are useful when you only have a brief moment to make a positive first impression. Your elevator speech should proceed as follows:

1. Give your name
2. State what program you are in (“I am a Chicago Public Schools, Career and Technical Education Student“)
3. State your chosen career path (for example Culinary Arts)
4. Tell them what school you attend
5. Tell them what year you are (Junior)

So, when you meet your supervisor for the first time, you will shake the person’s hand, maintain eye contact and give your elevator speech. For example-

“Hello Mr. Host, it is nice to meet you. My name is Sheryl Johnson. I am a Chicago Public Schools CTE student and a junior at Dunbar Vocational High School. My chosen career path is Culinary Arts. So, I am really looking forward to learning more about food preparation during the course of this internship.”

Practice your elevator speech with family and friends prior to the first day of your internship.
CTE Dress Codes for Work-Based Learning

Appearance is part consumer marketing and part professional armor.

I. You represent not only yourself but CPS, CTE, and your school. We strive to impress on employers that you are young professionals as well as students.

II. Your dress can be a bridge to a new culture and protect you from feeling uncomfortable in a new environment.

DRESS CODES

1. All clothes must be clean and wrinkle-free.
2. Men’s shirts such as Polo or Button-Up Shirts must have a collar and sleeves.
   • Shirts should fit correctly; not oversized or tight
   • No graphic prints on shirts or undershirts
   • Shirts must be buttoned except for the collar button
   • Shirts must be tucked in and stay tucked in when moving and bending. Skin must NOT be visible between the pants and the shirt.
   • No hoodies should be worn
3. Men’s pants must be properly fitting slacks
   • Pants cannot be baggy, sagging or tight
   • A belt must be worn properly
   • Jeans or shorts are not appropriate *
4. Women’s shirts must have a tailored collar and sleeves.
   • Shirts must fit correctly; not too oversized or tight
   • No graphic prints on shirts, undershirts or undergarments for women
   • Shirts must be buttoned except for the collar button. No cleavage for women
   • Shirts must be long enough to be tucked in. Skin must NOT be visible between the pants or skirt and the shirt
   • No cropped sweaters, vests or jackets for women
   • No hoodies can be worn
5. Women must wear an appropriate skirt or well-fitting pants
   • Pants and skirts cannot be baggy, sagging or tight
   • Women may not wear wide belts
   • Jeans, shorts and capri pants are NOT allowed
6. Skirts must be to the knee and not high-waisted or form-fitting

7. Professional grooming is required. This includes:
   • Showering
   • Using deodorant
   • Brushing your teeth
   • Using no or minimal cologne or perfume
8. Hair should be kept clean and neat.
   • No wild hairstyles
   • Should not be dyed an unnatural color
9. Men should be clean shaven and facial hair should be neatly trimmed
10. Visible body jewelry and tattoos are NOT allowed.
    • Men’s jewelry should not be visible except for a ring and watch
    • Men should not wear earrings
    • Women may wear 1 ring per hand, a watch or bracelet and 1 simple necklace, one set of earrings no longer than 1 inch
11. Shoes must be clean and of a business design.
    • Athletic shoes/sneakers/tennis shoes are NOT allowed*
    • Women’s open-toed, knee high or backless shoes should be left at home
    • Winter boots should not be worn
    • Women should wear heels that are less than 2 inches
    • Men should wear dark colored socks
12. Fingernails should be kept clean, trimmed and have no color, or neutral color without designs or embellishments
13. Women’s make-up should be natural looking with neutral colors
14. Music playing devices (such as iPods) should NOT be seen or used
15. Cell phones should be turned off or set on silent, and should not interrupt for any reason

* Items are NOT allowed unless specified by Host Company as appropriate.
Talking Points

Most opportunities are generated from an enthusiastic, informative and honest conversation between two people.

**STUDENT TO HOST**
1. What did you want to do for a career when you were my age?
2. What was your first job?
3. How many jobs have you had?
4. How did you get the job you have now?
5. What was your favorite job?
6. What is the part of the job you love the most?
7. What is the part of the job you dislike the most?
8. What type of education did you need to get your job?
9. Where do you want to be in five years?
10. Is there anything you would have done differently?

**HOST TO STUDENT**
1. What about your future excites you most?
2. What do you think your strongest skills are?
3. What are the various careers you are thinking about besides this one?
4. What is it about these career choices you think would be interesting?
5. Do you have an idea of what type of education you might need?
6. Do you have a plan to achieve these career and education goals?
7. Are you worried about being able to achieve your goals?
8. Is there any advice or information I can give you to help you make a plan or achieve your goals?
9. Where do you want to be in five years?
10. Is there anything you would have done differently?
Industry Partners: Driving 21st Century Skills

Industry Partners should develop and hold students accountable to 21st century skills demanded by the current economy.

CTE has developed an easy to use Employability Assessment that measures performance on 16 core 21st century skills most demanded by employers.

WHAT ARE THE SIXTEEN 21ST CENTURY EMPLOYABILITY SKILLS AND WHAT ARE SOME SIMPLE EXAMPLES?

1. Appearance: Does your intern dress as required when you are asked to wear a specific attire?
2. Attendance: Does your intern show up on time each day?
3. Oratory/Speaking: Does your intern use appropriate language and friendly tone when talking with others?
4. Attitude: Does your intern bring a positive outlook to work each day and sustain it throughout the day?
5. Accountability/Integrity: Does your intern take responsibility when he/she make mistakes?
6. Ambition Initiative: Does your intern take on extra work even when not required?
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9. Active Listening: Does your intern focus on the conversation you are having and ask clarifying questions?
10. Feedback: Does your intern respond to constructive criticism without getting defensive or mad?
11. Teamwork: Does your intern complete assigned functions on the team as well as work collaboratively with others?
12. Supervision: Does your intern complete required tasks without needing to be reminded?
13. Procedure/Rule Following: Does your intern follow or improve on your directions when completing tasks?
14. Problem Solving: Does your intern methodically work through problems or just attempt to “wing it”?
15. Information Management: Does your intern seek out resources to compete tasks, or does he/she overly rely on others for the answers?
16. Computer Literacy: Does your intern communicate using email in timely manner without spelling or grammar mistakes?
Be sure that your intern is well informed about the following procedures and cultural norms to ensure they understand the rules of your workplace. This is critical to their ability to fit in and become part of the team.

<table>
<thead>
<tr>
<th>COMPANY ORIENTATION</th>
<th>COMPANY POLICIES AND PROCEDURES</th>
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<tbody>
<tr>
<td>□ Provide tour of facilities</td>
<td>□ Appropriate dress and grooming</td>
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<tr>
<td>□ Introduce intern to key people; both managers and potential colleagues</td>
<td>□ Safety rules</td>
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<tr>
<td>□ Explain the company's history.</td>
<td>□ Emergency procedures</td>
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<td>□ Describe the company's product line(s) or service(s)</td>
<td>□ Hours of operation/work</td>
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<tr>
<td>□ Give intern copies of printed materials (when applicable).</td>
<td>□ Parking</td>
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<tr>
<td>• employee handbook</td>
<td>□ Procedures for arrival &amp; departure</td>
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<td>• site supervisor’s/mentor’s business card</td>
<td>□ Procedures for reporting absences</td>
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<td>• internship site brochures</td>
<td>□ Overtime policies</td>
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<td></td>
<td>□ Show intern his/her work station</td>
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<td>□ Describe intern's responsibilities</td>
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<td>□ Explain the importance of the intern’s responsibilities to the organization</td>
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<td></td>
<td>□ Introduce co-workers</td>
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<td>□ Explain job responsibilities of co-workers</td>
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<td></td>
<td>□ Identify training supervisor(s) is applicable</td>
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</table>

OTHER COMPANY POLICIES

□ ______________________

□ ______________________
## CTE Students: Internship Evaluation

### Evaluation Questions

<table>
<thead>
<tr>
<th>Questions</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neither Agree Nor Disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Overall</td>
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<td>Overall, I had a positive internship experience.</td>
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<td>I benefited from my CTE internship experience.</td>
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<td>I would consider future employment with the organization.</td>
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<td>I feel like I can make better choices about my college and career path after having this experience.</td>
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<td>Content/Experience</td>
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<td>My internship experience increased my understanding of what skills are required to pursue a career path in my company.</td>
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<td>My internship experience increased my technical skills (skills related to your specific job).</td>
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<td>My internship experience increased my employability skills (fundamentals, work/ethic, problem solving, interpersonal, computer literacy).</td>
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<tr>
<td>My internship experience increased my understanding of what education is needed to pursue a career path in my company.</td>
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<td>My internship was related to the career program I am studying in school.</td>
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<td>The experience made me more interested in pursuing a career in the field.</td>
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<td>The related CTE course taught in school helped me to succeed on the internship.</td>
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<td>I felt prepared to complete the work asked of me.</td>
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<td>I believe I can apply skills I learned in the internship to success in college and/or career.</td>
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<td>I found myself needing to use skills I learned from core academic classes such as English and Math.</td>
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<td>Coaching / Training</td>
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<td>I was given a coach/supervisor at the work site throughout my work experience.</td>
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<td>My coach/supervisor provided me with the training/feedback needed to do my job well.</td>
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<td>My coach/supervisor helped me network with others within the organization.</td>
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<td>My coach/supervisor was available to answer questions, discuss issues or problems during my work experience.</td>
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<td>My coach/supervisor inquired about my future plans for college and career.</td>
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<td>My coach/supervisor inquired if I would like to work for the organization on a permanent basis after graduation.</td>
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<td>I plan on staying in contact with my coach/supervisor.</td>
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<tr>
<td>My CTE internship contact (Partner Development Liaison) was available to answer questions, discuss issues or problems during my work experience.</td>
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### What did you like about your CTE internship experience?

### What improvements would you recommend?