



**I-WIN**

Illinois Work-Based Learning  
Innovation Network

# Learnings from California: Mentoring & Internships

November 2, 2022



**Education Systems Center**  
NORTHERN ILLINOIS UNIVERSITY  
SHAPING & STRENGTHENING EDUCATION & WORKFORCE SYSTEMS

**Who's here today?**

**Please use the chat to write  
your name, title, organization**

**&**

**Any questions tops of mind for  
you about  
mentoring/internships!**

- Please mute computers and/or phones during the presentations
- Please use the chat to provide any comments or questions throughout

[Link to I-WIN Resource Hub](#)



**I-WIN**

Illinois Work-Based Learning  
Innovation Network

[Subscribe to the I-WIN Newsletter!](#)



Highlight and explore innovative models for work-based learning, initial focus on virtual



Engage in conversations on creating sustainable, high-quality models that provide broader and more equitable access, with a focus on building social capital for Black and Latinx students



Build connections among communities to share best practices, learnings and resources



Identify needs for state policy changes or support systems

# Illinois' Work-Based Learning Continuum



*Definitions: Illinois Career Pathways Dictionary*

# Upcoming I-WIN Sessions

## Thursday, November 17th (3:30-4:30p)

- Health Sciences Career Exploration - learn from 3 Illinois communities who piloted a multigenerational event for students and families
- [Link to register](#)

## Wednesday, December 14th (10:30-11:30a)

- Onboarding and Supporting Employer Partners: VALEES region shares their model and resources
- [Link to register](#)

# Virtual Cybersecurity WBL Opportunity

**Promoting Cybersecurity awareness through free virtual Work-Based Learning:** The Work-Based Learning Alliance has partnered with IBM SkillsBuild and Education Systems Center to provide high school students across Illinois with unique virtual work-based learning opportunities as part of Cybersecurity Awareness Month.

## Opportunities include:

- Access to IBM SkillsBuild for all participating high schools
- 250 paid cybersecurity capstone project spots for students across the state

[Link to recording and presentation](#)

Register your interest and estimated student numbers via email to [hello@wblalliance.org](mailto:hello@wblalliance.org) by Monday Nov. 14th



# I-WIN Webinar Mentor & Internship Programs

November 2, 2022

Presenter: Liz Rush



San Diego Unified  
SCHOOL DISTRICT

connect<sup>ED</sup>

The National Center for College & Career



“

**“A structure is a bit like a story. People will go along with you - when they see where you're going.”**

**- Melvyn Bragg, English Journalist**

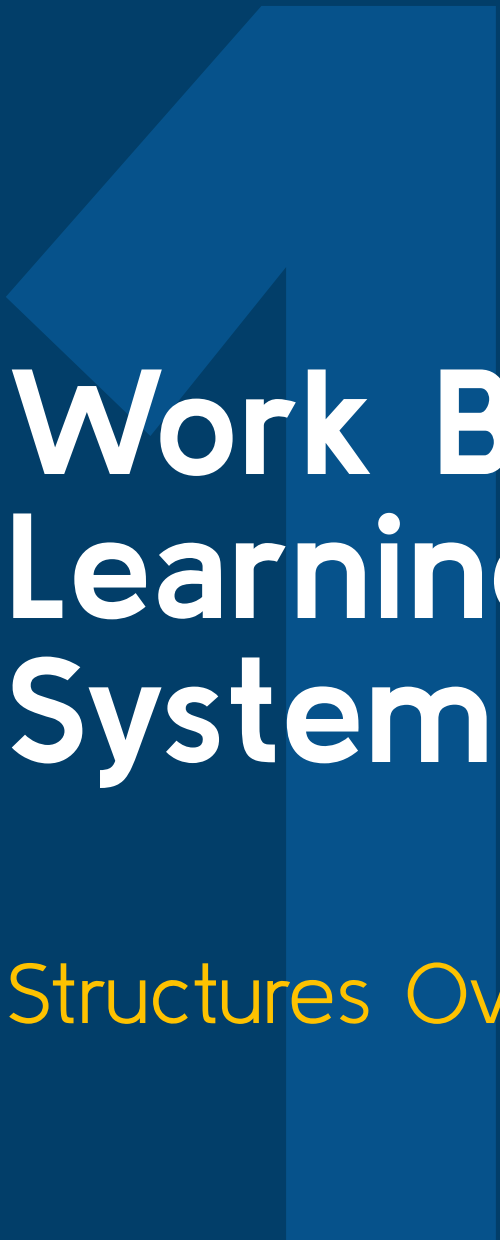




# The Secret Is...

A structured system for everything!





# Work Based Learning as a System

Structures Overview



# STEPS TO BUILD A STRUCTURED SYSTEM

## Step 1: Organize!

- Calendar dates
- Create guides
- Create a flyer
- Post info on website

## Step 2: Recruit & Train!

- Send emails
- Google Forms & Sheets
- Do orientations

## Step 3: Set Up Communication!

- Send "Canned" emails
- Use Google Calendar
- Use Agendas & schedules

## Step 6: Track It & Systemize It!

- Record what was done for future use
- Add contacts to database

## Step 5: Follow Up & Feedback!

- Celebrate Success
- Thank You
- Debrief & survey for feedback

## Step 4: Execute with Purpose!

- Clear start & end
- Clear expectations
- Name tags, folders, materials, snacks!



# WBL Continuum

**12th**

Career Pathways Internship  
Personal Finance Course  
Digital Portfolio Senior Defense

**11th**

Mentoring Program  
Job Shadow Trips, Professionalism  
Digital Portfolio Work

**10th**

Mock Interviews Experience  
Resume & Interview Workshops  
Digital Portfolio Work

**9th**

Freshman Foundations  
Guest Speakers, Career Exploration  
Create Digital Portfolio

# Tips To Find Industry Partners

- ▶ Tap past volunteers
- ▶ Advertise in local paper
- ▶ Use your staff and parent personal contacts
- ▶ Recruit for a specific big event first
- ▶ Teach students to write letters
- ▶ Partner with large companies
- ▶ Beg, borrow & steal!



# Mentoring Program

Structures Overview





# CLAIREMONT HIGH SCHOOL

Mentorship Program

- **All 11th Graders** by pathway
  - **4 Students** per 1 Mentor (4:1 ratio)
  - **During School Day** by academy class
  - **Monthly Meetings** on campus, in library
- 
- Focused Topics: monthly agenda
  - Job Shadow individualized field trips
  - Mentor Program Coordinator - on site,
  - Teacher Support - in class prep
  - Mentor-Facilitated meetings



# CLAIREMONT HIGH SCHOOL

## Mentorship Program

4150 UTE DRIVE | 619-605-2600  
[HTTPS://CLAIREMONT.SANDIEGOUNIFIED.ORG/](https://clairemont.sandiegounified.org/)



### Mentoring Matters

Make a difference!  
 Be a mentor for a small group of high school students!

## Time Well Spent

What is the commitment?

- 90 minute in-person meetings with students
- Thursdays, once per month
- 9 Meetings (September - May)
- Meetings at Clairemont High
- 2-4 students matched to each mentor for the year
- Follow structured pre-set meeting agendas in our handbook

Can you think of a mentor who influenced your decisions, habits, or future for the better? You could be that mentor to a high school student!

Our goal is to connect every 11th grader at CHS with a mentor who can share their interests and hard-won wisdom as they guide students through the challenges of career preparation.

Volunteer Mentors coach students in soft skills and meet monthly with them to discuss meaningful topics (see scheduled sessions on back).

If you believe that society has a responsibility now more than ever to be the "village" that supports students in becoming the best versions of themselves, join us!

Visit our website: <http://bit.ly/CHSMentor>

## Mentor-Student Sessions 2021-2022 Schedule

### OCTOBER 14, 2021 - Intro and Communication

Mentors meet student matches, do an all-group intro, and then complete an activity about communication styles and plan out a Team Communication Agreement for the year.

### NOVEMBER 18, 2021 - Goal-Setting

Mentors and students will do an activity about self-esteem, set SMART goals and create an action plan for the year.

### DECEMBER 16, 2021 - College Panel

Mentors sit as panelists and students rotate around to ask them questions about college experiences.

### JANUARY 13, 2022 - Roadmap Interviews

Students will formally interview their mentor about his or her life "roadmap." Mentors in turn will interview the students about their long-term "roadmap" plans.

### FEBRUARY 10, 2022 - Mentor Mingle

Mentors will have a chance to mingle, network with other mentors, and brainstorm job shadow experiences.

### FEBRUARY 1-25, 2022 - Job Shadow Window

Mentors will schedule a field trip job shadow day (during window left), for students to visit their place of work or other career-related location.

### MARCH 17, 2022 - Future & Finance Planning

Mentors will guide students through a "Future Plan" template to promote discussion of student plans for summer, grade 12, and financial planning.

### APRIL 14, 2022 - Resume & Interview Skills

Students will each bring Mentors a draft of their resume for review and revision. Mentors will also go over interview tips.

### MAY 19, 2022 - Closing Celebration

Mentors and students will celebrate achievements of the year with recognition, and refreshments.

“*Having a mentor has been such an amazing experience and has opened my eyes to new careers. I think what I truly appreciated the most was the advice. I want to thank my mentor for believing in me and thinking I'm capable of doing anything I set my mind to.*”  
 - 11th Grade Student Nancy Roman

## How to Volunteer as a CHS Mentor

Follow these steps (links to forms on our website: <http://bit.ly/CHSMentor>)

- STEP 1: Fill out Mentor Application Profile Form Online
- STEP 2: Submit Volunteer Paperwork with Proof of Clear TB Test
- STEP 3: Present proof of cleared LIVESCAN fingerprinting
- STEP 4: Attend Mentor Orientation in September
- STEP 5: Calendar scheduled meetings (left) for the year

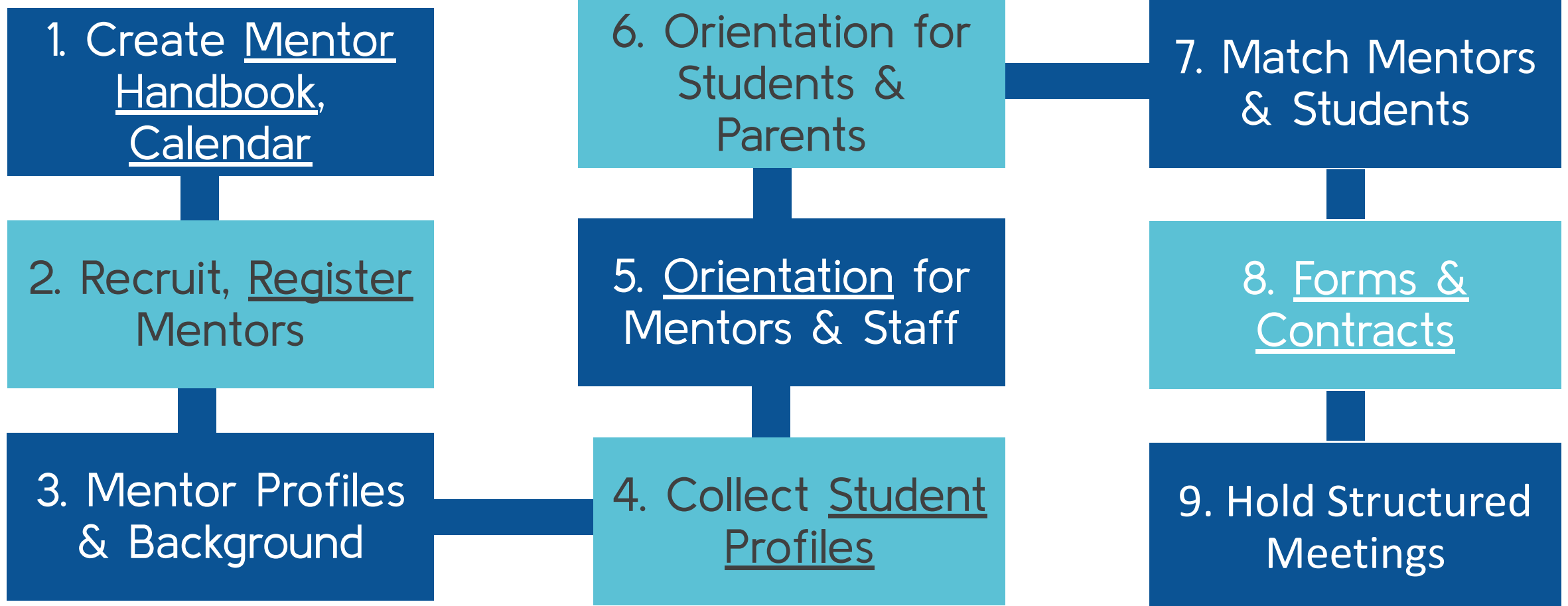


Above, students spend a day job shadowing at FBI San Diego Headquarters with their Mentor.





# MENTOR PROGRAM SYSTEM



# Intern Program

Structures Overview

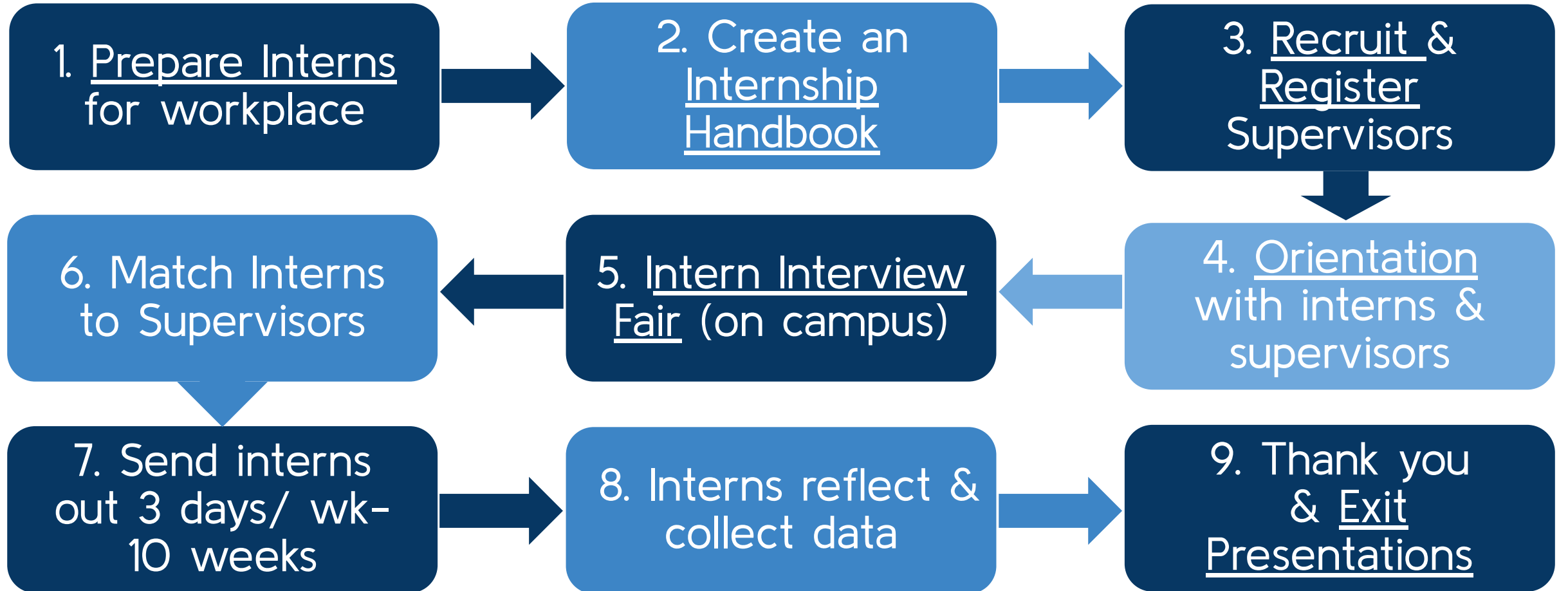




- **All 12th Graders is the goal (115 interns)**
  - **Exploratory Work Experience** - block course
  - **5-Week Intro** - “Essential Skills Bootcamp”
  - **One Semester** - academy teacher
- 
- 10-12 Weeks of Work - off campus
  - 75 Hours Total Minimum - 7-10 hrs/wk
  - Unpaid or Paid
  - Graded On: reflections, evaluations, timesheets, final
  - Intern Program Coordinator & Teacher



# INTERN PROGRAM SYSTEM





# CLAIREMONT HIGH SCHOOL

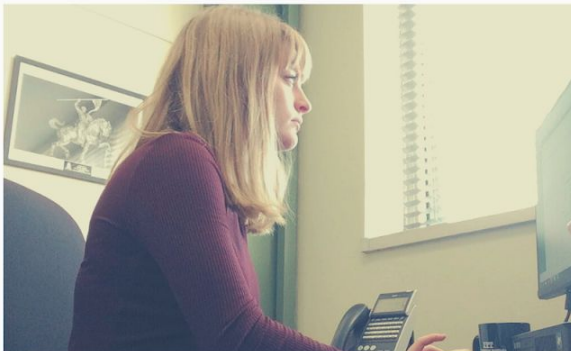
## INTERNSHIP PROGRAM

Overview 2021-2022

### Our Goal

#### INTERNSHIPS FOR ALL CHS 12TH GRADERS

CHS is committed to providing our senior students a quality internship: a meaningful, hands-on work experience outside of the classroom designed to prepare them for life after high school. We believe internships are the most valuable way for 12th graders to explore a field of industry interest. They learn how their course of study applies to the real world and build up their resumes and essential soft skills, making them stronger candidates for jobs after graduation. Our local industry and community benefit from the CHS Internship Program as well. The opportunity to inspire and develop potential future employees allows them to build a "pipeline" of bright minds who are interested in the field and more prepared for their world of work.



### How it Works

#### INTERNSHIP CLASS

12th grade students enroll in our CHS semester course: "Career Pathway Internship"



#### PREPARATION

Students spend 5 weeks exploring work-readiness skills and researching positions. Interested industry and community partners request interns by registering with CHS.



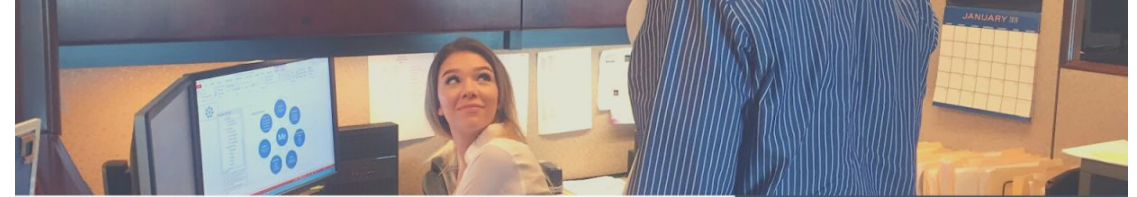
#### PLACEMENT

Students interview for internships at our CHS-hosted interview fair. Intern supervisors select and rank intern candidates; CHS staff make final placement matches.



#### WORK ON SITE

Students complete 70+ hours of work over 10-12 weeks in either an unpaid or paid position. Intern supervisors train, mentor, and evaluate interns.



### READY, SET, GO!

IT'S NEVER BEEN EASIER TO MAKE AN IMPACT

Clairemont High has gone to great lengths to make our internship program an easy win-win for students and industry partners alike. We have planned all the logistics for you! Clairemont staff has already created an Internship Handbook, prepped interns on workplace etiquette, secured free public transportation passes for interns, and carries liability insurance through our school district. The structure of our program provides the foundation for a rewarding experience.

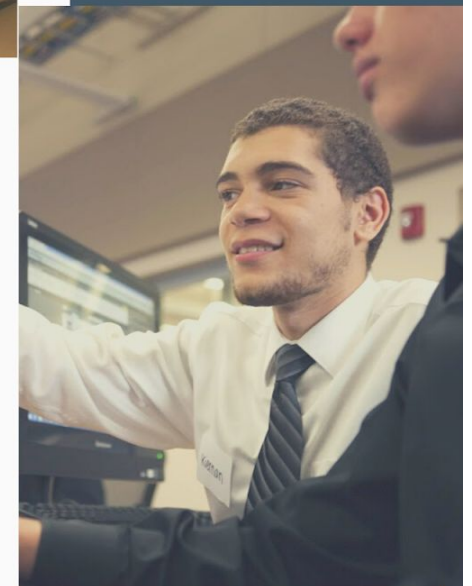


"My experience was beyond great because everyone treated me like an employee. I got to do what I love, and learn more about what I'm interested in."

-JAMES ALVAREZ, CLASS OF 2018  
INTERNSHIP AT MOSSY TOYOTA

### Important Dates for the 2021-22 School Year

- **SUPERVISOR REQUEST FOR INTERN REGISTRATION**  
Complete online form on CHS Internships Page  
(Semester 1) Mon Aug 23, 2021 - Fri Sept 24, 2021  
(Semester 2) Mon Jan 24, 2022 - Fri Feb 18, 2022
- **INTERN SUPERVISOR ORIENTATION & INTERVIEW FAIR**  
Event at Clairemont High School  
(Semester 1) Th Sept 30, 2021  
(Semester 2) Fri Feb 25, 2022
- **INTERN WORK START & END DATES**  
First Day and Last Day of Work at Placements  
(Semester 1) Tu Oct 12, 2021 - Fri Jan 14, 2022  
(Semester 2) Mon Mar 7, 2022 - Th May 26, 2022
- **INTERNS' FINAL EXHIBITION PRESENTATIONS**  
Supervisors, teachers, and families invited on campus.  
(Semester 1) Wed - Fri Jan 19-21, 2022  
(Semester 2) Wed - Fri, Jun 6-8, 2022



CLAIREMONT HIGH SCHOOL

For More Info on the Intern Program and to Register for an Intern, please visit:  
[https://clairemont.sandiegounified.org/industry\\_partners/internship\\_program](https://clairemont.sandiegounified.org/industry_partners/internship_program)

PHONE 619-605-2600

FAX 858-272-4219

CONTACT: LIZ RUSH, INTERNSHIP PROGRAM COORDINATOR

ERUSH@SANDI.NET



# Exploratory Work Experience (The Internship Class)



**Jeanne Cantwell**  
Internships Instructor

## **Class Format:**

- 2 Periods blocked together (180 min)
- Weeks 1-5: Students in seat every day
- Weeks 6-17: Students work M -Th
- Week 18: Final Presentations

## **Class Deliverables:**

- Essentials Skills Scenarios
- Letter of Interest to Community
- LinkedIn Page
- Formal Resume
- Formal Cover Letters
- Interview Simulations



# Intern Interview Fair

- Single Day Event on campus
- Resumes tailored to “Job Postings”
- Students interview for 3-5 positions
- Ranking forms for students/ supervisors



**Sonata Hospice**  
 Volunteer Coordination  
 Kathy Fitzpatrick

**LAIREMONT HIGH SCHOOL Internship Program**

CHS Internship Position Posting Spring 2022  
 Steve Lyons State Farm Insurance  
 Steve Lyons

Employer:	Steve Lyons State Farm Insurance	Work Site Area:	University City*
Department:	Main office	Internship Address:	5000 Shoreham Place Ste 108 San Diego 92122
Industry Field:	Personal and business insurance services and sales	Company Website:	www.stevelyonsinsurance.com

**SUPERVISOR INFORMATION**

Supervisor Name:	Steve Lyons	Best Contact Method:	email, text message
Title:	Agent owner	New or Returning?:	Returning: I hosted a CHS intern in a past school year.
E-Mail:	steve@stevelyonsinsurance.com	Orientation:	none
Office Phone:	858-455-9440	Interview Method:	attend Thur 2/25 CHS Interview Fair Session A (10:15 - 11:45 am), attend Session B (12:30 - 2:00 pm).
Mobile Phone:	619-743-4005	How did you hear?:	hosting a CHS Intern before, working with a CHS Academy in another capacity, a CHS Advisory Board member
Preferred Phone:	Mobile		

**INTERN POSITION INFORMATION**

Intern Job Title:	Office assistant	Intern Start Date:	yes, start 3/7/22
Openings:	2	Weekly Hours:	7.5 - 8 hrs per wk
Age Requirement:	17	Non-Work Days:	N/A
Dress Code:	Casual dress - No shorts. Business office building	Work Times:	10am to 3pm

Job Description: Answer office phone, leave messages for our customers. Some filing of documents and organizing materials.  
 Skills Required: Basic helpful attitude and phone skills.  
 Other Info: Interns can work together at same time. There is no direct bus stop.

**LAIREMONT HIGH SCHOOL Internship Interview Fair Intern Ranking Form**

Company/Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
 Interviewer Name: \_\_\_\_\_

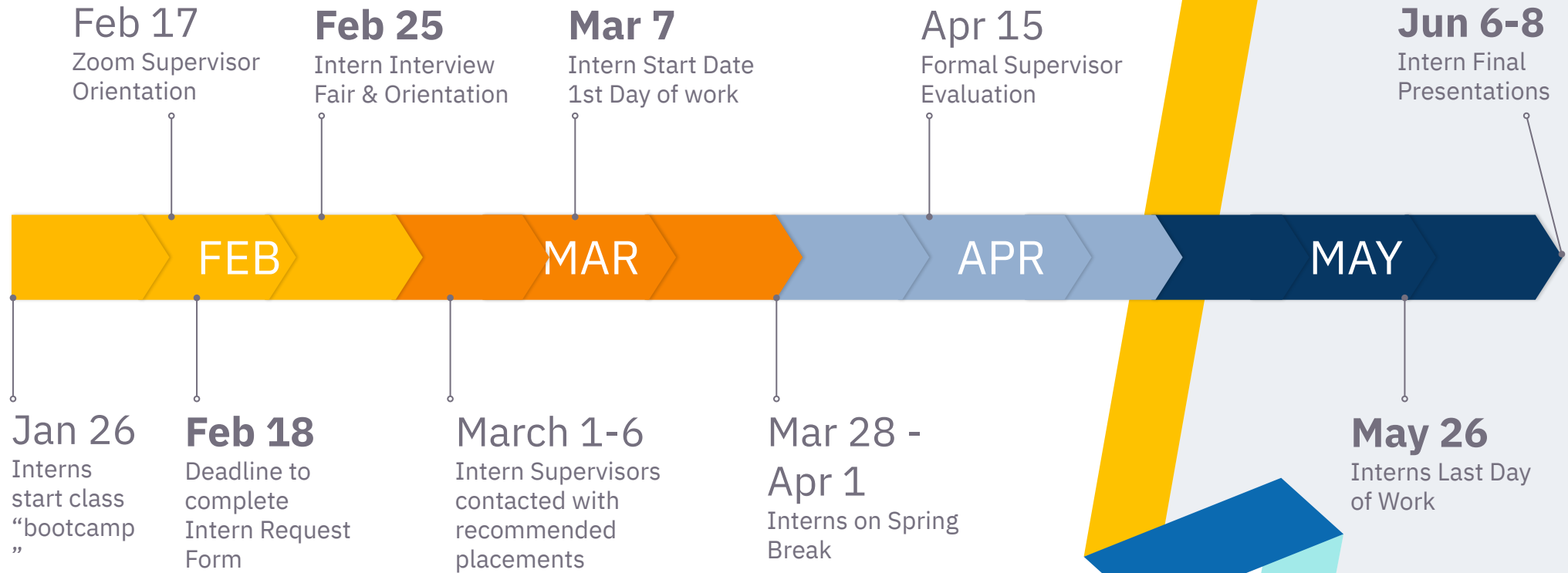
DIRECTIONS: Please fill in the table below with the names of students you interviewed, any notes you wish to share with us (that free to staple or add pages to back). Then, please indicate a + sign if you would be willing to hire or a - if student is not a good fit at all for your company. Finally, make each candidate you interviewed (example: if you interviewed 5 students, then 1= top choice for an intern, 5= last choice. Indicate a 0 if you are unwilling to hire.) You can & should rank multiple candidates the same rank (ie, all could be a 1...which would make our matching job a lot easier). This will be the primary tool we use to determine final intern placements.

	Time	Student Intern Name	Notes/ Comments (this is more for you than us)	Could Hire? + / -	Rank 1= first choice
Interview 1					
Interview 2					
Interview 3					
Interview 4					
Interview 5					

Please provide overall comments or notes to staff (this will not be shared with students) on the back of this page.

# Placement Process & Dates

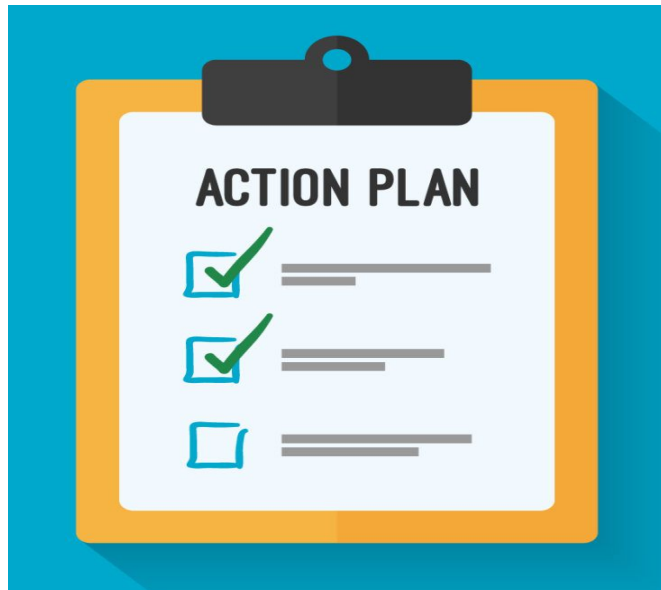
## Example: Spring 2022






# BUILD YOUR SYSTEM – CREATE AN ACTION PLAN

Use our Action Plan Design Template to help create your own action plan.



 **LAIREMONT HIGH SCHOOL** *Secrets of Sustainable Mentorship & Internship Programs*

### Build Your System - Action Planning

Use our "Steps for a Sustainable Structured System" below to help create your own action plan.

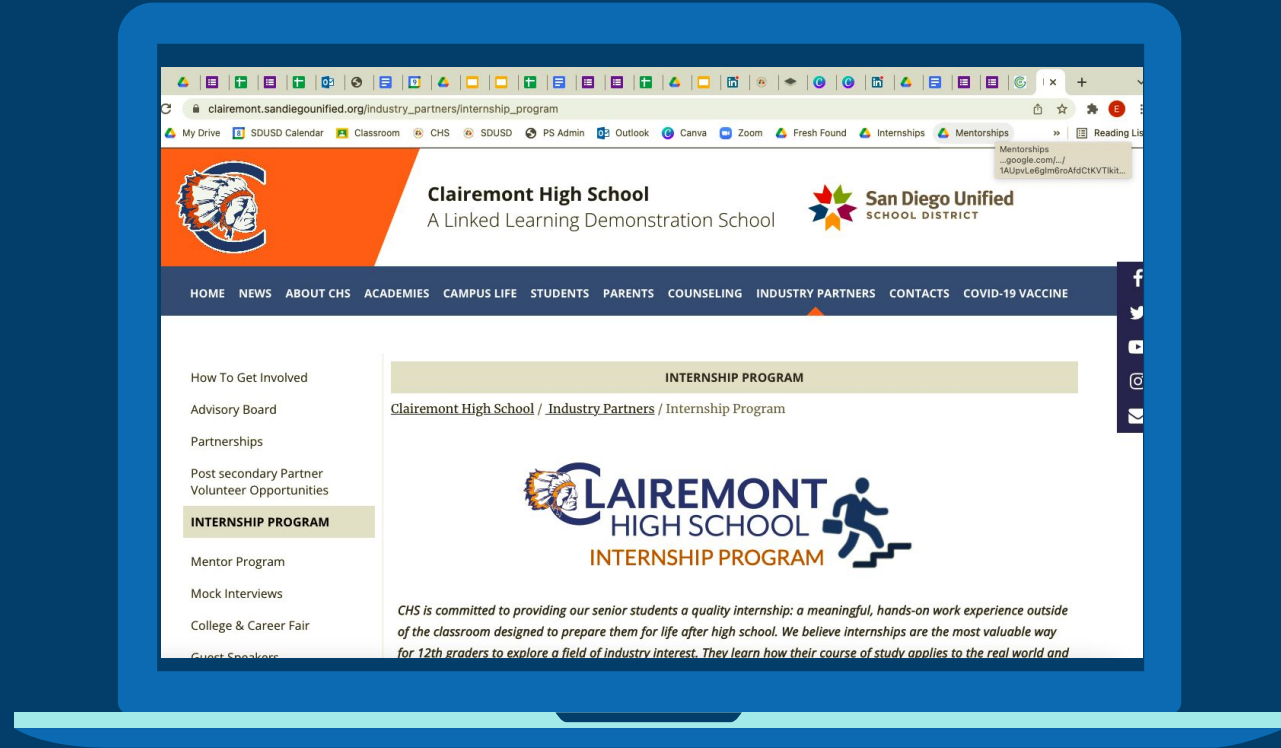
GOAL:

STEP 1: ORGANIZE IT ALL FIRST!	
What needs to get done?	Who will do? By when?
Calendar important dates	
Create an info flyer	
Create guides / handbooks	
Create orientation materials	
Post info on a website	

STEP 2: RECRUIT & TRAIN	
What needs to get done?	Who will do? By when?
Send emails to recruit and inform (partners, students, parents, staff)	
Create Google Forms & Spreadsheets for registration	
Create and do orientations (for partners, students, parents, staff)	

# Visit the Clairemont High Website!

<https://clairemont.sandiegounified.org/>





**Q&A**

Liz Rush - [erush412@gmail.com](mailto:erush412@gmail.com)

# Next Steps

- The recording and materials from today will be sent out shortly
- Submit a resource through the [I-WIN site](#) or directly to [hpenczak@niu.edu](mailto:hpenczak@niu.edu)
- Please let Heather know if you are interested in presenting or have recommendations to share about an innovative WBL model

**Thank you all for joining!**