

Intern Ready!

Friday, November 18, 2022



**VALLEY
INDUSTRIAL
ASSOCIATION**



bit.ly/InternReady_11_18_22

CONTINUUM OF EMPLOYER ENGAGEMENT & WORK-BASED LEARNING EXPERIENCES



Increasing Intensity of Employer Engagement



DETAILS

When

Friday, November 18, 2022
8:30 a.m. - 12:00 p.m.

Where

Valley Industrial Association
2000 Batavia Ave. Suite 110
Geneva, IL

Who

Employer partners in the VALEES region interested in developing a school year or summer internship for a high school CTE student.

Why

To prepare for a high school intern.

Register Today!

<https://bit.ly/3P7PXU>



Intern Ready!

Is hosting a high school intern of interest to you or your company?

Is the topic of internship development on meeting agendas frequently, but going nowhere?

Does the idea of having a high school intern excite you and make you anxious at the same time?

Join Us!

Bring a team (2 - 4 staff) from your company that would be key internship supporters.

Develop an intern job description, organization chart and orientation plan during the workshop.

Leave the workshop with a game plan written to host your first high school intern.

Meet high school teachers and staff that coordinate work-based learning.

Open to companies from all industries. VIA members and non-members welcome. Free to attend!

FAQs <https://bit.ly/3Aiz317>



Intern Ready!

When: Friday, November 18, 2022
8:30 a.m. - 12:00 p.m.

Where: Valley Industrial Association,
2000 S. Batavia Ave. Suite 110, Geneva

Who: Employer partners (teams of 2-3 from each employer partner) in the VALEES region interested in developing a school year or summer internship for a high school student.

What: Be guided through a [process for creating an internship job description, intern orientation plan and organization chart](#) that will prepare your team to confidently host a [summer internship](#) for a VALEES regional high school student.

Agenda

- 8:30 a.m. Introductions and purpose
- 9:00 a.m. Building background and *teaching people how to think*
- 9:30 a.m. First draft of intern job description
- 10:00 a.m. Break
- 10:10 a.m. An organizational chart for the intern
- 10:40 a.m. Orientation planning
- 11:40 a.m. Sharing and closing comments

Invitation and Agenda

Good morning,

Thank you for registering for tomorrow's Intern Ready Forum at the Valley Industrial Association (2000 S. Batavia Ave., Suite 110, Geneva)! We are super excited to support you and your organization as you develop opportunities for high school interns.

To maximize your time, please bring a device like a laptop or tablet. Our goal is for you to leave with a plan for hosting a high school intern!

[Agenda](#)

[Attendee registration list](#)

See you tomorrow morning!

Cassie Blickem

Director

Valley Education for Employment System (VALEES, EFE #130)

630-466-2905 office

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Sugar Grove, IL 60554

Email to attendees

Cassie Blickem <cblickem@waubonsee.edu>

Wed 11/16/2022 9:29 AM

To: Melissa Wojowski <mwojowski@y115.org>; Quinn, Deb J. <DQuinn@sd129.org>; Williams, Mark A.

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<mborneman@waubonsee.edu>; Heather Penczak <hpenczak@niu.edu>

Hi all,

Wanted to send a quick note about your role on Friday, November 18 from 8:30 a.m. - 12:00 p.m. at the [Valley Industrial Association](#) and VALEES Intern Ready! event. If you could please review the notes below before Friday and if your plans have changed - I know there is a lot of sickness going around right now - *let me know if you won't be there.*

[Registered attendees](#)

[Agenda](#)

The overall goal for the morning is to:

1. get companies to feel excited about and capable of [hosting a paid high school summer intern](#) from IVVC or West Aurora HS in a Manufacturing Engineering Technology and Trades program

2. companies should leave with: **an intern job description, an org chart for the intern, and an onboarding plan for the first week or two**

How you help:

1. Be positive. This is a solution's focused morning. I will need help if folks get off track complaining about parents, counselors and this generation of kids. **Please talk about how great kids are, how capable, how ready to learn, please don't get sucked into any of complaining.** 😊

2. I will limit my talking and will rely on our [internship micro credential learning platform](#) and give LOTS of time for companies to get to work putting their internships on paper. Please circulate the room and help companies.

3. How you help - you're the expert on kids! Help them if their expectations are too low or too high. Help them understand how to communicate with teenagers. If you've organized WBL in the past (Wojo), give them examples of what you've seen work well and what doesn't. Basically, circulate the room and give support to companies.

Thank you! Let me know if you need more information.

Cassie Blickem

Director

Valley Education for Employment Page 1 of 1 | VALEES | EFE #130 🔍 +

630-466-2905 office

[Prep email to educators](#)

Who's here today?

VIA and GCAMP

VALEES, secondary school educators, EdSystems

Manufacturing, Engineering, Technology and Trades companies interested in having high school interns!

Why are we here?

- Because we are **solutions** focused **educators and manufacturers** that believe in the potential of high school students to become successful and valued members of the future workforce in the Fox River Valley area.
- To leave today with a high school intern job description, organizational chart, and orientation plan.
- To feel prepared to host a paid high school summer internship in 2023 with a [commitment](#) made by mid-January.



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16 and 17 year olds

Department of Labor: Can 16 and 17 year olds be employed in Manufacturing?

- [Presentation slides](#) from VIA and TMA workshop
- [One-page document](#) that summarize the presentation
- Both include references, including direct quotes, to the Department of Labor regulations

VALEES pitch for including 16 and 17 year olds

For the largest pool of high school interns, please consider students who are 16 and 17 years old. All students applying for internships have 1 - 2 years of career focused instruction at either Indian Valley Vocational Center or West Aurora High School Weisner Center in Manufacturing, Engineering, Technology and Trades. By increasing flexibility on age requirements, you will increase the pool of interns for your company!

For example, at IVVC of the 565 students,

- only 34% will be 18 years old by June 1, 2023;
- If a company permits a 17-year-old intern, 84% of students will be 17 years old by June 1, 2023; and
- all of IVVC's 565 students will be 16 years old by June 1, 2023.

Students from IVVC and West Aurora Weisner Center are career focused students. Create strong relationships with them earlier in their career!

Department of Labor (DOL) References

DOL allows 16/17 year old students to be employed to use machines in very specific areas.

- HO5 Power Drive Woodworking Machines
- HO8 Power Driven metal-Forming Punching, Shearing Machines
- HO 14 Power Driven Saws, Abrasive Discs

DOL requires student be enrolled in training program authorized and approved by a **state board of vocational education**

- Supplemented by and integrated with a definitely organized plan of instruction designed to teach technical knowledge and related industrial information given as a **regular part of the student learner's course** by an accredited school, college, or university.
- Provides for **part-time employment training** which may be scheduled
 - part of the work day
 - part of the work week
 - alternating weeks
 - other limited periods during the year (summer)

Source: 29 CFR 520.300 – Definitions

DOL Definition of a Student Learner

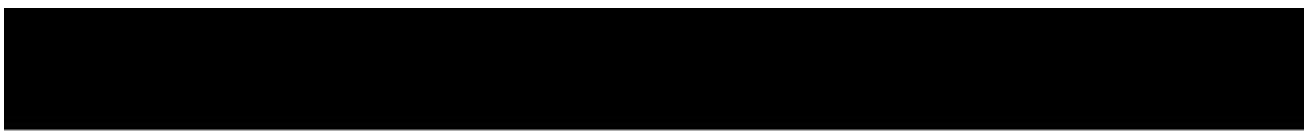
- At least sixteen years of age
- Is receiving instruction in an accredited school, college or university
- Is employed by an establishment on a part-time basis, pursuant to a bona-fide vocational training program.

Source: 29 CFR 520.300

16 and 17 year olds - Department of Labor



CTE Educator, WBL Coordinators, Counselor



LEARN from EXPERIENCE



TEENAGERS



REWARDS

SELF-CONTROL



DAPHNA SHOHAMY, PHD
NEUROSCIENTIST
COLUMBIA UNIVERSITY'S
ZUCKERMAN INSTITUTE



experiences & memories



Platform

- [IL Internship Micro-Credential](#)

The **Internship** Credential



INTERNSHIPS 1 0 1



Job
Description

Intern Job Description

Illinois competency statements for secondary students:

[Essential Employability Skills](#) - page 6 - handout

[Manufacturing, Engineering, Technology & Trades](#) - page 7 - handout

Intern Job Description

Information to be included:

[Examples](#) page 2

- Location
- A brief description of your company
- Intern duties and responsibilities
- Requirements and qualifications - a note on age requirements
- Rate of pay and other benefits
- Schedule and duration - [see example from Perfection Servo](#)

Get started!



CTE Educator, WBL Coordinators, Counselor



Business and Industry Teams

RESTAURANT ORGANIZATIONAL CHART

- These are common questions within a restaurant that can be answered by viewing the responsible party

Narration by
Rowdy F

© Study.com

Organizational Chart

Why have an organizational chart for the intern?

- If the intern completes an activity early and you aren't available, what should they do?
- If they arrive and you're in a meeting, who can help them get started?
- What if they decide to knock on your boss' door and ask him/her what they should be doing?
- When they show up, will the secretary stare at them blankly and wonder who they are?

Get started!



CTE Educator, WBL Coordinators, Counselor



BAD ONBOARDING



GOOD ONBOARDING

PeopleStreme Video

**GOOD VS BAD
ONBOARDING!**

Orientation Plan

Orientation plan [reflection questions](#) - handout

[Orientation plan](#) example & template - handout

Tennessee Department of Education [Internship Orientation Checklist](#) - handout

Get started!



Grouping like industries

Top 10 Tips for Having a High School Intern



Summer 2023 High School Internship

[Internship commitment form](#) - **priority** commitment January 10, 2023, final commitments due February 10, 2023

VALEES will create **one regional application** for all internship opportunities

Internship application opens for students - February 24, 2023

Internship applications due - March 17, 2023

Companies **receive top 10 applicants** for each position - April 1, 2023

Companies interview interns - month of April

Companies select intern and notify school and intern - May 15, 2023

Internships start - June 1, 2023

Intern Ready!

Keys to success

- Organization, who's coming, name tents, advanced communication
- [Resources and examples](#)
- Partnership with VIA and GCAMP and existing relationships
- WIFI and bring your device
- Giving time to complete tasks
- Strategic grouping
- Educators to circulate in the room
- Follow-up, follow-up, follow-up
- Call to action!



Celebrate!

Microcredential application

[Microcredential application](#)

Code for fee waived: VALEES_MC