

Resource: VALEES, CAST, IVVC

Internship micro-credential

Developed by Valley Education for Employment System, CAST, and Indian Valley Vocational Center, the IL Internship Micro-Credential is a course designed for employers to complete before hosting a high school intern. By earning a micro-credential, employers feel more prepared to take on an intern, and as an added benefit, the credential is a signal to local high schools that employers have done their homework and can be trusted with students.



I-WIN

Illinois Work-Based Learning
Innovation Network

Videos



Onboarding and Engaging Employer Partners



CAST: Top 10 Tips for Having a High School Intern

Hyperlinks

- [Internship Micro-Credential Learning Module for Employers](#)
- [Article: Inclusive Strategies in CTE Courses Improve Student Engagement](#)
- [2023 VALEES Summer Internship Commitment Form](#)

Attachments

1. Job Description Template
2. Job Description Examples
3. Organizational Chart Examples and Resources
4. Orientation Plan

Job Description Template

Despite knowing the benefits of creating an internship program, many organizations struggle to develop a program that aligns with the organization's goals, is meaningful for the intern, and meets the learning objectives and Recommended Technical and Essential Employability Competencies (RTEEC). Write an internship plan with details that will provide guidance and support to both members of the organization and the intern. This document will be read by mentors, managers, the intern, and local high school staff such as principals, transition coordinators, school counselors, CTE teachers, and internship coordinators; it will help clarify what type of student is most appropriate for placement in your internship program. This document will include a detailed job description based on learning goals for the intern, the needs of the organization, and the applicable RTEEC. In order to improve the likelihood of success for your internship program, please complete the following tasks.

Job Description Template

Set Goals

Outline Tasks and Activities

1

1

2

Set Goals

1. What is the learning goal(s) of this internship? Please include how it connects with the mission of the organization.
2. Please list at least 2 and no more than 4 of the [Cross-sector Essential Employability Competency](#) statements (pg. 6) this internship aligns with.
 - 1.
 - 2.
3. Please list 2 of the specific [Technical Competency Statements](#) in alignment with this internship's career pathway (pgs. 6-12).
 - 1.
 - 2.

Outline Tasks and Activities

Is this your first time hosting a Career Development Experience? Yes No

Site Information

Name of Business: _____

Address: _____

What are your standard business hours? _____

Is there any flexibility in Participant work hours? Yes No

If yes, please explain: _____

Please provide a brief description of your company or organization below:

How would you describe the dress code?

Business Professional

Business Casual

Casual

Required Uniform

Other: _____

Are there any specific requirements or types of clothing that are not allowed? (e.g. open toed shoes)

How would you describe the office environment? (select all that apply) (For example - is it loud, quiet, casual, conservative?)

Contact Information

Initial Host Contact

Name: _____

Department & Title: _____

Phone number: _____

Email address: _____

Primary Supervisor for Participants*

(check here if same as above)

Name: _____

Department & Title: _____

Phone number: _____

Email address: _____

Secondary Supervisor for Participants (if applicable)*

Name: _____

Department & Title: _____

Phone number: _____

Email address: _____

*If primary and/or secondary supervisors are not known at this time, they must be determined and communicated at least one week before a Participant's first day of the CDE.

Industry Information

National Career Cluster(s) (mark all that apply):

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

Career Development Experience

Which of the below levels of supervision best describes how Participants will typically be completing tasks and projects?

- Independently with minimal guidance or oversight
- Independently for some tasks but closely with supervision for others
- Closely with Host staff at all times

Please describe the tasks and projects that Participants will be expected to complete:

Please list any particular skills/personality traits that will be necessary or helpful for a Participant to complete tasks and projects:

Are there any onboarding requirements before a Participant's first day? € Yes € No

If Yes, please describe and include any relevant paperwork or links to be completed:

If applicable, please describe any of the following regulations and/or requirements of the following:

Safety regulations

Age requirements

Required certifications/training

Additional Information

What else should we know about you to help identify a Participant to be placed at your site?

Please list anyone (full name and email address) who should be included in any communication regarding the CDE:

Are you interested in learning more about and/or participating in any of the following other work-based learning opportunities? (audiences for these may be Participants or Managing Organization staff as applicable)

€ Career Fair

€ Guest speaking

€ Job shadows

€ Site visits

€ Advising on curriculum

€ Career Mentoring

€ Other: _____

Examples

Internship Job Descriptions and Tasks

Suggested Tasks Organized by Career Cluster 1

Sample: Internship Description 5

 Research and Analytics with a venture capital firm 6

 What are the learning goals of this internship? Please include how it connects with the mission of the organization. 6

Suggested Tasks Organized by Career Cluster

Manufacturing, Engineering, Technology & Trades	Finance & Business Services
<ul style="list-style-type: none"> ● Material and equipment inspection ● Study plant safety and suggest recommendations for improvement ● Read and interpret drawings ● Develop, prepare, and/or review engineering plans ● Develop basic detail and assembly drawings for products and equipment ● Review applications and issues permits ● Perform physical and chemical tests for quality control ● Conduct research and provide technical assistance as needed ● Create 3-D models from 2-D drawings ● Test prototypes and standard products and write reports to document the results ● Maintain clean and orderly work areas ● Develop and write manufacturing process instructions ● Manage vendors; follow-up on purchase orders ● Receive and/or inspect parts ● Collect and record measurements and other data 	<ul style="list-style-type: none"> ● Attend client meetings ● Analyze data to identify areas of opportunity & efficiency ● Generate financial forecast and cost recovery reports ● Engage in activities related to accounts payable/accounts receivable ● File and process applications from prospective candidates ● Schedule interviews and generate letters of receipt of application ● Prepare materials for new hire orientations ● Prepare and review financial statements ● Attend networking events to develop new client relationships and strengthen existing ● Perform membership and sponsorship tracking and follow-ups ● Log media requests ● Assist in the coordination of volunteer activities ● Organize and inventory gifts for charity events ● Research and gather documentation on company position in the industry

<ul style="list-style-type: none"> ● Review plans and/or maps of structures for inspections, troubleshooting, and/or repair ● Participate in developing and implementing SOPs (Standard Operating Procedures) and WIs (Written Instructions) ● Maintain and prepare reports on inspections, as well as completed and pending work ● Assist with identifying and assessing technical problems; learn and apply techniques and methods using the necessary tools and equipment ● Assist with the installation of necessary equipment for maintenance and/or repairs 	<ul style="list-style-type: none"> ● Interview customers, stakeholders and business partners to gather details about current perspectives and/or problems ● Create support materials such as charts and graphs and take notes at meetings ● Review business processes and make recommendations for improvement ● Help launch new initiatives ● Produce and develop monthly reports ● Compile industry press clips ● Create presentations for clients
<p>Health Sciences & Technology</p>	<p>Information Technology</p>
<ul style="list-style-type: none"> ● Monitor, record and report symptoms and changes in a patient's conditions* ● Clean and maintain a sterile space ● Set up laboratory equipment and assist in testing ● Conduct and participate in research projects ● Attend patient consultation or procedures* ● Develop a wellness plan for a recovering patient* ● Assist staff to help scribe notes of patients* ● Prep patient charts* ● Learn regulatory guidelines to help ensure materials and practices comply with regulatory restrictions and guidance ● Participate in healthcare-related brainstorm* ● Perform routine maintenance and validation of research equipment ● Assist in the collection of data as designated in study protocols ● Inventory management and supply ordering ● Implement program curriculum and health & fitness activities 	<ul style="list-style-type: none"> ● Take Helpdesk calls/ tickets and provide customer service ● Perform equipment maintenance ● Troubleshoot equipment issues ● Migrate data from a user's old device to their replacement device ● Diagnose and repair hardware and software ● Virus/malware clean-up ● Install/configure software ● Analyze returned/old equipment to determine if it's eligible to be reissued or utilize for parts ● Weigh, package and setup completed equipment for delivery ● Assess IT security risks and identify meaningful solutions to mitigate ● Performs analytical reviews and participates in root cause analysis ● Create and maintain troubleshooting procedures and issue resolution documentation ● Support on documentation of projects ● Coordinate events like workshops, lessons learned, testing ● Service and move hardware

<ul style="list-style-type: none"> ● Help coordinate and participate in health and well-being promotional efforts ● Assist with clinical rounds* ● Observe patients and medical procedures* ● Attend interactive lectures and labs ● Collect and present own research ● Maintain, troubleshoot, and provide day-to-day support within Information Systems for processes, systems, applications, computers, networks, and other devices ● Maintain technical documentation of support issues and identify undocumented problems and solutions ● Document technical diagrams, policies and/or procedures <p>*These items may require patient permission</p>	<ul style="list-style-type: none"> ● Provide training on how to use applications and software ● Provide and maintain basic network connectivity for desktops, laptops, printing and plotting devices, phones and field offices ● Document common processes and draft protocol if needed ● Run software updates as needed ● Communicate with third-party vendors related to setting up new work orders and troubleshooting existing work orders ● Assist in the research of unusual bugs or other IT issues ● Perform daily SQL & Network Backup Operations for all offices in cloud and On-Premise
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Agriculture, Food & Natural Resources	Arts & Communication
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<p>These tasks may be completed through a Participant's own entrepreneurial activities or assisting a Host:</p> <ul style="list-style-type: none"> ● Keep financial records to determine profitability ● Plan and conduct a major agricultural experiment ● Design a plan to investigate and analyze a problem ● Research and determine needs in the community for interests, services and/or products ● Develop a marketing plan ● Write a newsletter article/press release to promote business ● Develop a land use plan and/or design ● Create an advertising campaign ● Determine areas of continuous improvement and renovation ● Design computer programs to address production and any associated concerns ● Offer customization for services and/or products 	<ul style="list-style-type: none"> ● Assist in creating material to post; monitor content ● Develop logos or images to represent Host and/or a special event ● Attend client meetings and develop draft design/ concepts ● Proofread communication materials ● Design email/blog templates and graphics ● Conduct market research and brand outreach ● Create newsletters and client communications ● Prepare press releases ● Manage weekly social media calendar and create strategies to increase brand visibility ● Write and produce news content ● Edit videos and photos ● Conduct interviews ● Develop social media content ● Collaborate with and interview key business stakeholders in Marketing,
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<ul style="list-style-type: none"> ● Document processes and procedures for common tasks ● Construct prototypes ● Design and/or build products, equipment, and/or facilities ● Perform maintenance and installation as needed of materials ● Keep and update customer records ● Research potential partners to grow and/or inform business to provide product and/or service needs ● Study the effects of a substance or procedure over time and determine its effectiveness ● Raise and/or train animals for competitions/business needs ● Grow crops for research or sale purposes ● Develop multi-year plans for business ● Determine community needs and areas able to provide assistance in developing/supporting with business 	<p>Sales, and Operations to identify business data and information for case study and collateral development</p> <ul style="list-style-type: none"> ● Prepare calendars and agendas for events ● Assist with research, field recording, script writing, and audio editing ● Digitally archive and organize past programs ● Create content for website, including, but not limited to, conducting and transcribing interviews ● Outreach to organizations for purposes of scheduling/booking arts education programs ● Attend/assist in workshops ● Obtain/process follow-up evaluations with participants of programs and events ● Prepare and review drawings, documents, data sets and other digital design assets
<p>Human & Public Services</p>	<p>General Suggestions for all Pathway Endorsement Areas</p>
<ul style="list-style-type: none"> ● Conduct bi-lingual outreach through verbal and/or written materials ● Research opportunities to promote access and equity in practices and procedures ● Assist in establishing program standards and goals and in the evaluation of program results ● <u>Education:</u> <ul style="list-style-type: none"> ○ Create and implement lesson plans ○ Decorate/organize classroom ○ Assist students with projects ○ Attend and participate in teacher/staff meetings ○ Monitor student progress ○ Communicate with parents and other school/program staff and administrators 	<ul style="list-style-type: none"> ● Use Excel to find trends in data; create charts and transfer to PowerPoint ● Conduct analysis and make recommendations for new social media strategies ● Organize inventory of materials ● Participate in the set-up and operation of special events and program activities ● Opportunities to work directly in customer service related tasks ● Shadow various departments/staff ● Special projects/research (think about all the things that would be great to know or do but there just doesn't seem to ever be enough time in a day! Participants can help get this work jumpstarted and developed)

<ul style="list-style-type: none">● <u>Government:</u><ul style="list-style-type: none">○ Attend committee meetings○ Write meeting minutes○ Research legislative and regulatory issues○ Assist lobbyists in campaigns and materials● <u>Non-Profit:</u><ul style="list-style-type: none">○ Coordinate and participate in fundraising and donor activities○ Draft program materials○ Assist with programs and events○ Provide direct assistance and support to clients● <u>Law:</u><ul style="list-style-type: none">○ Analyze and identify legal issues in cases○ Organize case files/notes○ Review and approve proposed contracts○ Draft/prepare legal documents○ Research and suggest methods of acquiring further evidence	
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Sample: Internship Description

Research and Analytics with a venture capital firm

Start Date: Mar 1, 2022

End Date: May 20, 2022

Hours: Monday-Friday 12:15pm-4:15pm

What are the learning goals of this internship? Please include how it connects with the mission of the organization.

To give you a crash course in venture capital that will consist of definable accomplishments as well as transferable skills that you can use throughout your career while also finding ways for you to add value within our organization and current workflow (see below). In this role, you will do a lot of number crunching, industry research, and support work, such as helping Associates with due diligence and internal processes. The intern will report to the XYZ Venture Partners Investment Team and be managed directly by Joe Supervisor.

Technical Goal: Learning how to conduct online market research using Google's advanced search capabilities as well as media-specific search tools and various financial, business, and public data sources. Access to good data is essential to any market research project, and an intern will equip herself with valuable skills that can be applied to any high-tech related occupation as well as supporting current team projects.

Background Knowledge Goal: Learn how venture capital works – the different functions of the staff at a venture capital firm, the roles of different teams, how the firms are operated, and the drivers of success.

1. Please list 2 of the [Cross-sector Essential Employability Competency](#) statements (pg. 6) this internship aligns with.
 - 1. **Critical Thinking** - Students can use their understanding of logic and reasoning to analyze and address problems.
 - 2. **Problem Solving** - Students can use their critical thinking skills to generate and evaluate solutions as they relate to the needs of the team, customer, and company.

2. Please list 2 of the specific [Technical Competency Statements](#) in alignment with this internship's career pathway (pgs. 6-12).
 - 1. **Entrepreneurial Competencies:** Innovation & Invention - Students can use their understanding of idea generation, design thinking, product and business development in order to introduce and process new and effective ideas.
 - 2. **Finance and Business Competencies:** Cash & Capital Principles - Students can use their understanding of the nature of cash, monetary systems, and the value of money in order to recognize the risk, return, and opportunity cost associated with capital.

Job Description:

We are seeking an upperclassman (rising Juniors, rising Seniors, or graduating Seniors) looking for specific industry experience in venture capitalism as well as strong financial and analytical skills to develop and review excel financial models and valuation models that will directly contribute to the team's current workflow. Expect to draft information memorandums and management presentations, and manage due diligence efforts while working directly with management teams. You should be smart, articulate, and passionate about startups and venture capital.

Write out a general daily task list for the intern. Consider the goals listed above, simple timelines such as arrival and departure, complex timelines such as project goals, where the intern will be working on these projects, who will be supervising, and how/when feedback will be delivered and by whom.

12:15pm Arrival (in the office at your desk, not pulling in the parking lot)

Review Daily Meeting Notes on Teams, check for assignment(s)

12:45 10 Minute Meet with Joe Supervisor to review tasks for the day, short term and long term project progress

1:00 Set priorities and begin work based on daily meeting notes, and meeting with Joe Supervisor

2:15 Break

2:30 Resume work on daily task(s)

4:00 Submit priority list and tasks accomplished on the Daily Tasks document

4:15 Departure (leaving the office, not pulling out of the parking lot)

Weekly

3:30pm on Friday meet with Joe Supervisor to review effectiveness and efficiency of completed work, identify process goals and glitches, set new goals and/or tasks for the following week

Monthly

12:15 First Monday of the month, attend the Team meeting. Joe Supervisor will communicate what is expected of the intern (where to sit, how to participate, etc.).

End of Internship

Last monthly team meeting will include a 10 minute presentation from the intern to be focused on the growth of the intern on both the technical and background goals and/or on the goals of the company. If you have down time during this internship we expect you to be working on this presentation.

Exit interviews and forms that will collect data on the success of the internship from both the organization's and intern's perspectives.

Useful Resources:

[DAY IN THE LIFE OF A VENTURE CAPITAL ANALYST INTERN AT ESPLANADE VENTURES](#)

[Examples of Internship Goals - OpenView Labs](#)

[Clayton Associates Venture Capital Analyst Summer Internship | SmartRecruiters](#)

[Venture Capital Careers: Work, Salary, Bonuses and Exits](#)

Template

Internship Title:

Start Date:

End Date:

Days and Hours:

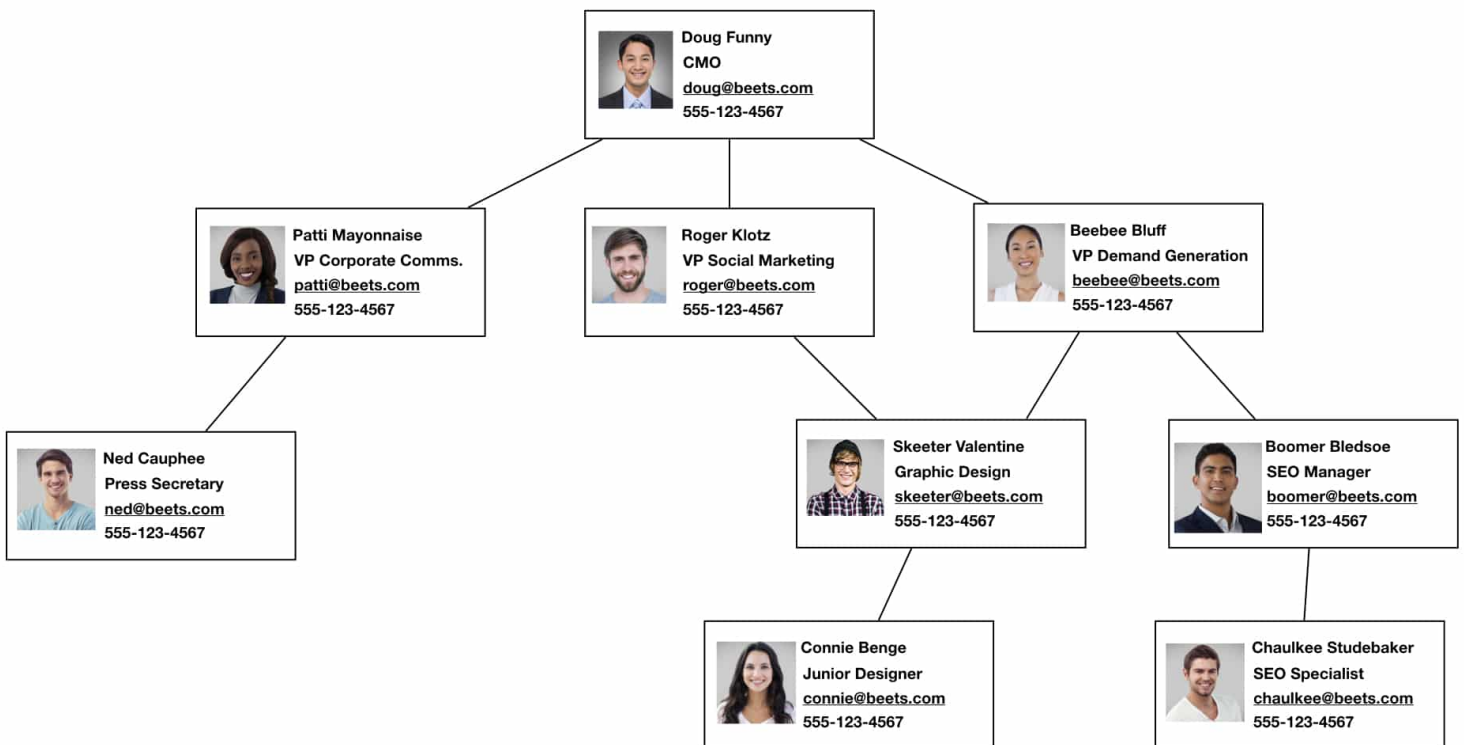
1. What are the learning goals of this internship? Please include how it connects with the mission of the organization.
2. Two [Cross-sector Essential Employability Competency](#) statements (pg. 6) this internship aligns with
3. The specific [Technical Competency Statements](#) in alignment with this internship's career pathway (pgs. 6-12).
4. Job Description - using specific examples, language tied to the RTEEC identified above, and connected to the mission of the organization.
5. Write out a daily task list for the intern. Consider the goals listed above, simple timelines such as arrival and departure, complex timelines such as project goals, where the intern will be working on these projects, who will be supervising, and how/when feedback will be delivered and by whom.
6. List the end of internship milestones, tasks, and feedback activities.

Organizational Chart

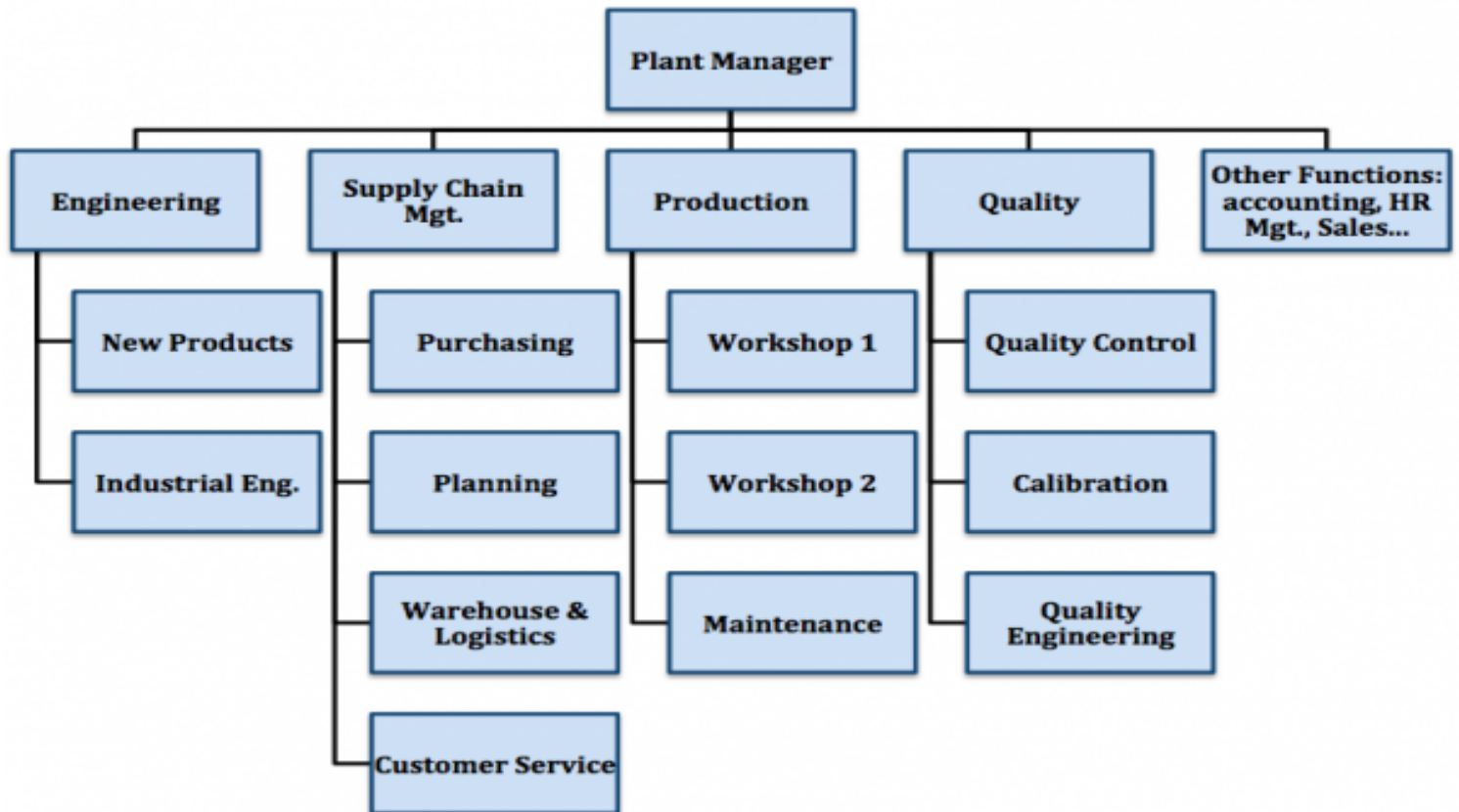
Why and How

There are several formats of organizational charting. Consider the examples below. The first is a hierarchical chart with the CMO at the top and flowing down the levels of responsibility, each person connected to their supervisor/supervisee. The second example is of an organizational chart for a manufacturing company. Using this template, a company maps out the structure of the organization, then adds in the names, contact information, pictures, or other pertinent information such as location within the facility. Organizational charts can be fully encompassing or reflect a specific slice of the company the intern will be working with, or even the work shift the intern will be working. **The organizational chart artifact is to help the intern understand the full scope of the company, their role within it, and who to contact for what.** An organizational chart can also help the company find the best fit for an intern. Taking a look at workflow from an organizational chart perspective may allow a company to shift or increase their use of interns. *The organizational chart artifact functions to provide clarity for both the organization and the intern, helping to stay focused on the learning objectives and the goals of the internship itself.*

Example 1



Example 2



Online templates for creating your own organizational chart.

[Types of organizational charts and how to use them](#)

[Manufacturing Organizational Charts](#)

[Create an Org Chart | Lucidchart Blog](#)

[Internship Report Org Chart | Creately](#)

[Create an organization chart](#) - for Microsoft users.

Videos

[How to Create an Org Chart in Powerpoint](#)

[How to Create an Org Chart in Excel](#)

[How to Create an Org Chart in Google Sheets](#)

Orientation Plan Example & Template

Remember your first day on the job? You may have been nervous, excited, lost, scared, or all four! Your high school interns are no exception. For many this may be their first work experience. The work it takes to complete the Orientation Plan will have you walk through a day in the life of your high school intern and design a product, and a first day experience, that will help your internship experience be successful for both the organization and the intern.

Example

Day 1

- 8:00 Welcome and Introduction (Emily Donner, CEO)
What it means to work at this company

- 8:30 Workplace Tour (Shane Took, Internship Supervisor)
Overall tour of facility
Tour of work area
Fire extinguishers, fire escapes, exits, evacuation routes

- 9:15 Introduction to staff (Shane Took)

- 9:30 Tour of Daily Work Space Facilities (George Ashult, Facilities Manager)
Rest Rooms, Parking, Lunch Rooms, Telephones, Storage for personal belongings

- 10:00 About The Company (Shane Took and Sue Stitz, Production Team Leader, and Jem Cho, Sales Team Leader)
Discussion of company structure
Key people in the company
Type of business, products, services
Who our customers are
Other branches or divisions

- 11:00 Department Specifics (Addie Kotelnikoff, HR Intern)
Telephone Number and address
Explanation of work schedule
Location of time clock/sign-in
Attendance requirements
Working with other departments /employees
Hours
Break times

Lunch time

- 12:00 Lunch with supervisor (Shane Took)
Lunch will be provided on first day
- 12:30 Safety Training (Bob Corsum, Safety & Environmental Protection Intern)
Stairwell/fire exits
Special hazards
Accident prevention
Safety Training Log, updated as needed
- 1:00 Supervisor's Expectations (Shane Took)
Dress code (hair, clothing, jewelry, etc.)
Performance expectations
Company culture (teamwork, service, values, etc.)
- 1:45 Materials (Addie Kotelnikoff, HR Intern)
Personnel handbook
Organization chart
Telephone directory
Security procedures
Required Documentation

Example based on the [Work Based Learning Internship Checklist](#) and [Template](#)

Participant Orientation at Host Site

Please complete the following form within the first day/week of a Participant's Career Development Experience with your Host site.

This form should be completed and returned to the Managing Organization by the Participant.

 Name of Participant: _____

Name of Host Supervisor: _____

Date(s) of Orientation: _____

Background & Culture		
Orientation Item	Participant Initials	Host Staff Initials
History, mission and values		
Type of business, products, services		
Structure: Department roles and related key staff within		
Structure: Other branches or divisions		
Who is affected by the work (customers)		
How Participant will contribute to the Host		

Tour of Facilities		
Orientation Item	Participant Initials	Host Staff Initials
Spaces, materials and equipment they will interact with		
Location of their work station and/or area to store personal items		
Introduction to Host staff they will be working closely with		
Parking, lunch rooms, rest rooms, telephones		
Procedures/needs for arrival and departure (ID badges, clocking in, etc.)		

Participant Experience		
Orientation Item	Participant Initials	Host Staff Initials
Who to report to/how to mark attendance and hours completed		
Contact information of Supervisor		
Goals and objectives of the CDE <ul style="list-style-type: none"> - Plan for training - Review of assessment process 		
Daily responsibilities/schedule (break times, logging in to computer, etc)		
Schedule/procedure for check-ins with Host Supervisor		
Technology usage (personal cell phone, email, internet)		

Policies & Procedures

(provide printed materials when applicable)

Orientation Item	Participant Initials	Host Staff Initials
Review of any nondisclosure/confidentiality items		
Rules of conduct		
Dress code		
Communicating absence or tardiness		
Protocols for use of common spaces (break room, reception area, etc.)		

*Note to Managing Organization: Host may require Participants to sign documents related to items listed above - determine how completion of these items will be confirmed

Safety

Orientation Item	Participant Initials	Host Staff Initials
Fire extinguishers, fire escapes, fire exits, evacuation plan		
Special hazards, first-aid kit		
Accident prevention		
Security procedures		
Emergency contact information of Participant provided		

*Note to Managing Organization: Host may require additional safety training specific to their site - determine how completion of this training will be confirmed and/or collected from Participants

Orientation Plan Reflection Questions

Daily Expectations

What are arrival and departure times?

What entrance should the student drive through and where should they park?

Where should an intern enter the building?

Who should the intern check in with? Is this different on the first day?

Where should the intern store their items (coat, purse, lunch, etc.)?

Who will give the intern a tour of the facilities and when? What are the expectations of the tour?

When will the intern complete any necessary paperwork? Who will review the organizational chart with the intern?

Who will train the intern? Will that change with different projects assigned?

Is the person training the intern the same as the supervisor of the intern? Which person do they go to for what reasons?

Project/Job Expectations

What are the daily responsibilities?

Who is the daily supervisor?

What are the project/job goals and deadlines?

What is the feedback loop for the intern?

What is the final assessment to determine if the internship was successful for both the organization and the high school intern?

Rules, Policies, and Processes

What paperwork does the high school intern need to bring (driver's license, transcript, student identification)?

What are the specific dress code expectations and limitations?

Are there safety protocols to be aware of? Security or confidentiality expectations?
What industry or company jargon will they need to know immediately?
Where do they ask for, get, or order supplies?
Will you provide email and phone etiquette training?
Are there specific expectations for break rooms or communal areas (use of refrigerators, microwaves, coffee pots, etc.)?
What specific language or behaviors are not tolerated in your organization and workplace?

Other Considerations

Has your whole staff been made aware of the addition of an intern?
Does your staff understand the role and responsibilities of an intern?
Will you be able to provide the necessary technical (phone, computer, etc.) and safety (hard hat, safety glasses, etc.) equipment to your high school intern?
Is your internship accessible to all high school students capable of the learning objectives of the internship? (Students with physical disabilities, hearing or sight impairments, students who do not drive/don't have a vehicle, students who speak a language other than English)

Overall, consider what you would like to know if you were walking into a company and expected to perform a job without having had much experience, limited working knowledge of the organization, and the developmental skills of a high school student. Give meaningful information in bite-size chunks. Maybe even send a welcome package to your high school intern with a company t-shirt, a list of the items they will need for the first day, and a first day schedule with names, activities (facility tour, paperwork, meetings, etc.) included. Be sure to have an employee designated to meet the intern and start the internship experience successfully for both the organization and the intern.

Resources and Ideas

Take a look at the resources below. Listen to how some major companies and corporations utilize their interns and prioritize internship orientation and training, and consider putting some or all of your orientation plan in video form in addition to a text format.

[7 Onboarding Video Examples That \(Actually\) Work \[+How to Make One\]](#)
[Hathaway Dinwiddie Internship Program - Company Culture Video](#)

[The Comcast Internship Experience](#)

[Planning a Successful Internship Orientation](#) This is a good, short video, but there's an error in the text toward the beginning

[MS Companies Orientation Video](#)

[Union Pacific Railroad Jobs - Internship Orientation Video](#)

[How to Make an Employee Onboarding Video](#) - Applies to interns too!

[Onboarding New Employees](#) - Considerations for Interns too!

[Good VS Bad OnBoarding](#)

[Your First Day at J.P. Morgan | Intern Stories | J.P. Morgan](#)