

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

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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: _____

