Learnings from California: Mentoring & Internships
November 2, 2022
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
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

Link to I-WIN Resource Hub

Subscribe to the I-WIN Newsletter!
Illinois’ Work-Based Learning Continuum

- Career Awareness
- Career Exploration
- Team-Based Challenge
- Career Development Experience
- Pre-apprenticeship / Youth Apprenticeship
- Apprenticeship

Definitions: Illinois Career Pathways Dictionary

Increasing Intensity of Employer Engagement
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 by Monday Nov. 14th
I-WIN Webinar
Mentor & Internship Programs
November 2, 2022
 Presenter: Liz Rush
“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!
1. 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 4: Execute with Purpose!**
- Clear start & end
- Clear expectations
- Name tags, folders, materials, snacks!

**Step 5: Follow Up & Feedback!**
- Celebrate Success
- Thank Yous
- Debrief & survey for feedback

**Step 6: Track It & Systemize It!**
- Record what was done for future use
- Add contacts to database
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!
Focused Topics: monthly agenda

Job Shadow individualized field trips

Mentor Program Coordinator - on site,

Teacher Support - in class prep

Mentor-Facilitated meetings

- **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
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.

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

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-earned 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!


Hearing 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

Above, students spend a day job shadowing at TSB San Diego Headquarters with their Mentor.
MENTOR PROGRAM SYSTEM

1. Create Mentor Handbook, Calendar
2. Recruit, Register Mentors
3. Mentor Profiles & Background
4. Collect Student Profiles
5. Orientation for Mentors & Staff
6. Orientation for Students & Parents
7. Match Mentors & Students
8. Forms & Contracts
9. Hold Structured Meetings
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
1. Prepare Interns for workplace

2. Create an Internship Handbook

3. Recruit & Register Supervisors

4. Orientation with interns & supervisors

5. Intern Interview Fair (on campus)

6. Match Interns to Supervisors

7. Send interns out 3 days/wk-10 weeks

8. Interns reflect & collect data

9. Thank you & Exit Presentations
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 6 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) Thu 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 - Thu May 26, 2022

INTERN 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
Exploratory Work Experience
(The Internship Class)

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

Jeanne Cantwell
Internships Instructor
Intern Interview Fair

- Single Day Event on campus
- Resumes tailored to “Job Postings”
- Students interview for 3–5 positions
- Ranking forms for students/ supervisors
Placement Process & Dates
Example: Spring 2022

- **Feb 17**: Zoom Supervisor Orientation
- **Feb 18**: Interns start class “bootcamp”
- **Feb 25**: Deadline to complete Intern Request Form
- **Mar 7**: Intern Interview Fair & Orientation
- **March 1-6**: Intern Supervisors contacted with recommended placements
- **Mar 28 - Apr 1**: Intern Start Date - 1st Day of work
- **Apr 15**: Formal Supervisor Evaluation
- **Jun 6-8**: Intern Final Presentations
- **May 26**: Interns Last Day of Work
BUILD YOUR SYSTEM - CREATE AN ACTION PLAN

Use our Action Plan Design Template to help create your own action plan.
Visit the Clairemont High Website!

https://clairemont.sandiegounified.org/
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
- 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!