



Youth CareerConnect
REDMOND



INTERNSHIPS (Educator)

What is an internship?

An internship is a temporary position created by a business that benefits the host business and provides valuable work experience to a young person.

Role of the Internship Coordinator

Acts as the liaison between the schools and area employers cultivating the relationships that leads to successful internships.

Overview

- **Hours per week:** 4-16 hours (variable)
- **Total Hours:** 65+ hours (minimum for high school students to receive school credit; College students can also receive unit credits based on type of internship)
- **Period:** 10-12 weeks (variable and can continue if all parties agree)
- **Paid/Unpaid Internship:** Employer's discretion for paid or unpaid internships

Steps to Placing Internship

- **Internship Coordinator:** Works with local employers to create hosting opportunities for internships.
- **Internship Coordinator:** Meets with Career Advisor(s) to review internship process and required documentation.
- **Internship Coordinator:** Provides list of current Internships to Career Advisors
- **Career Advisor:** Meet with students and reviews the Internship Forms and current available Internships.
- **Student:** Students complete Student Internship Form, Resume and Data Release Form and submit to Career Counselor for review.
- **Career Advisor:** Sends reviewed forms to the Internship Coordinator
- **Internship Coordinator/Career Advisor:** Discuss current internship postings and students in candidate pool for pre-screening matching
- **Internship Coordinator:**
 - Presents candidates (Student Internship Profile and Resume) to employer for consideration to interview
 - Presents opportunity for selected candidates to interview to Career Advisor
 - Presents selection decision from employer to Career Advisor
- **Career Advisor:**
 - Initiates the execution to completion of the Parent-Student Internship Agreement. (High School Only)
- **Internship Coordinator:**
 - Initiates the execution to completion of the School District-Business Internship Agreement. (High School Only)
 - Coordinates the start of first day of internship
 - Checks in with employer on the status of internship. Provides feedback and evaluations received from employer and student
- **All:** Evaluates whether to continue internship or start with new
- **All:** Learn and make the process better!

Contact Information

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