

# INTERNSHIPS (Business)

## About Us

The mission of Youth Career Connect is to nurture a culture of internships, ensuring the quality and increasing the number of opportunities young people have to apply their academic experiences in workplace settings.

## 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.

## Great benefits for starting an internship program

- Find Future employees
- Test-drive the talent
- Increase productivity
- Increase employee-retention rate
- Give back to the community
- Support students
- Benefit your business

## Community Benefits from Internships

By hosting an intern, you will join partners in our community to collectively support and develop the next generation of local workers.

## Prepare for Hosting an Internship

- Can you support an internship?
- Is the Internship paid or unpaid?
- What efforts will be assigned to the intern(s)?
- What training will be offered to the intern(s)?
- Who will be assigned to supervise the intern(s)?
- Understand state labor laws regarding hosting interns.

## 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)
- **Paid/Unpaid Internship:** Employer's discretion
- **Student Age Range:** 16-24 years

## Steps to Take

- Meet with Internship Coordinator determine desire to host Internships.
- Complete the Internship Request Form providing the details of internship.
- Review candidates provided by Internship Coordinator
- Interview selected candidates
- Communicate the results of interviews to the Internship Coordinator
- Complete High School District Internship Agreement. (Applicable to High School students only)
- Communicate with Internship Coordinator on intern's progress
- Complete periodic evaluations

## Internship Coordinator Can Help!

The Youth Career Connect Internship Coordinators are connected to the local high schools and colleges and will find you a good set of candidates to interview.

### Bend Internship Coordinator

**David Haines**

Phone: 541-382-3221

Email: david@bendchamber.org

### Jefferson County Internship Coordinator

**David Plaisted**

Phone: 541-475-2350

Email: youthcareerconnect@509j.net

### La Pine Internship Coordinator

**Steve Parnell**

Phone: 541-355-8400

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### Redmond Internship Coordinator

**Larry Holeman**

Phone: 541-815-5005

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### General Information or Questions?

**Contact Youth Career Connect**

Phone: 541-693-5678

Email: info@youthcareerconnect.org