



# Internships

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# Alignment to Learning Forward Standards Internships for Students

- The new education law, *Every Student Succeeds Act (ESSA)*, redefines professional development with a purposeful influence from *Learning Forward*.
- *Learning Forward*, a national association recognized as leaders in professional learning, has established standards for professional learning that set a high bar for quality learning experiences.
- This session aligns to the following standard:

## Resources

***Professional learning that increases educator effectiveness and results for all students*** requires prioritizing, monitoring, and coordinating resources for educator learning.



# WHY INTERNSHIPS?

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**“Go confidently in the direction of your dreams. Live the life you’ve imagined.”  
Henry David Thoreau**

# New Skills for Youth Objectives

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## The Vision

To ensure all students have the opportunity and support to successfully secure a postsecondary degree and/or industry certification that reflects each individual's passions and skills.

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Objective 1 – Employer Engagement

Objective 2 – Rigorous and Quality Curriculum

Objective 3 – Career Focused Accountability – Postsecondary Indicators

Objective 4 – Multiple Pathways That Culminate in Credentials of Value

Objective 5 – Aligned Funding

Objective 6 – Cross Institutional Alignment

Objective 7 – Strategic Communication

# WHY INTERNSHIPS?

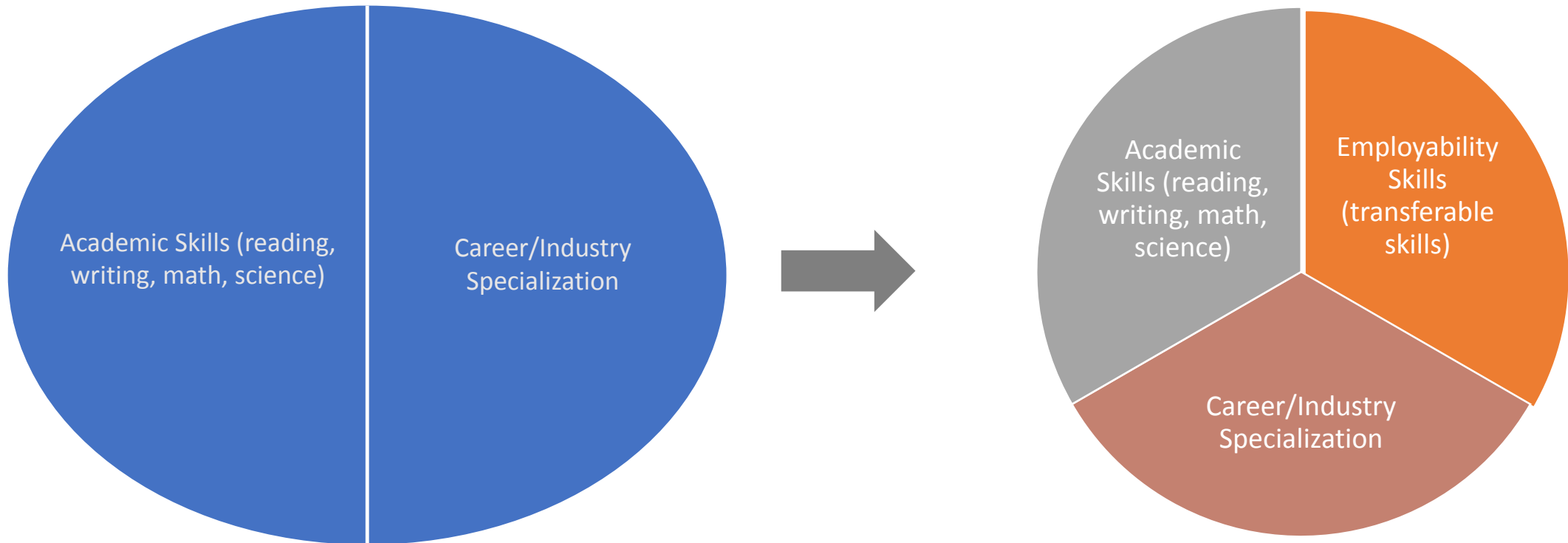
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## GOALS

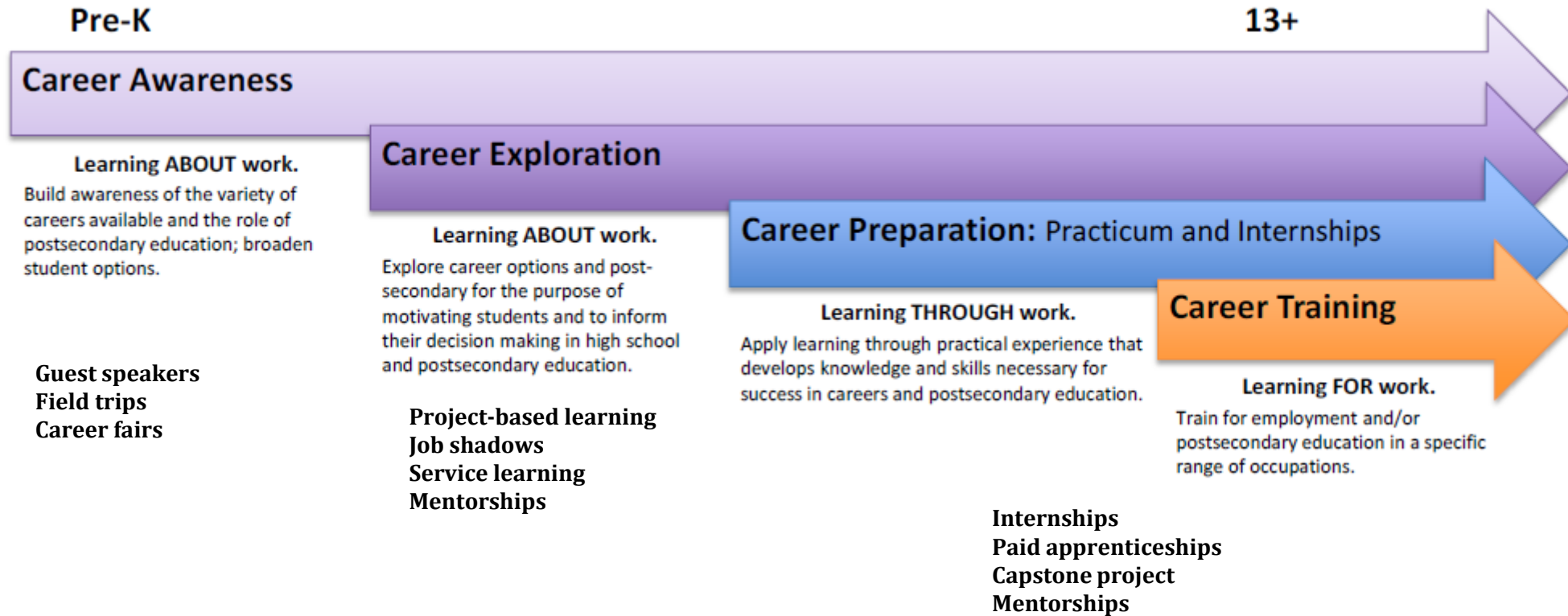
- Provide hands-on experience for students in a career technical program
- Prepare students for a career by experiencing employability skills
- Prepare students for postsecondary education

# Why Internships? Ability to Adapt to New Work Demands Is Critical

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# HOW?



# What is an internship?

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- An **internship** is a form of **structured and supervised experiential learning that provides students practical experience** in their chosen fields. Internships illustrate classroom relevance in the professional world. They include learning objectives, observation, reflection, evaluation and assessment.
- An internship offers students **career exploration and skills application** while providing employers creativity, enthusiasm and assistance with project work.



# What Is Included in an Internship?

## Advanced Learning Opportunities

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### Academic Opportunities

- Advanced academic knowledge and skills in core content areas including arts and world languages

### Technical Opportunities

- Technical knowledge and skills within a specific industry or discipline

### Employability Skills Opportunities

- Cross-cutting knowledge and skills needed to be successful in the labor market at all employment levels and in all sectors.

# WHAT?

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**The Oklahoma State Department of Education will be finalizing rules concerning Internships, Mentorships, and Apprenticeships.**

**Early guidelines are:**

- Students must be juniors or seniors to participate in an internship, mentorship, or apprenticeship.
- A maximum of 2 hours can be used for such programs.
  - A senior student may petition their local school board to increase to 3 hours if that fits into the students schedule.
- Districts need local policies and guidelines in place to govern such programs.
  - Memos of Understanding (MOU) between the school and businesses
  - Grading rubrics for school, student and business.
  - Feedback forms for businesses.



# Internships – Employer Involvement

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**Internships** provide students with **opportunities to experience “hands-on” learning in the area of their career interests**, and apply classroom learning in a real-life environment.

In addition to exploring a particular career pathway, industry, or occupation, **students learn workplace readiness** and entry-level skills, building their portfolio and their professional network.

# Example of Possible Student Requirements

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1. Provide Teacher Recommendation.
2. Provide "Statement of Agreement" signed by student and parents on file.
3. Attend intern training as arranged by your internship teacher.
4. Develop a resume and attend a mock interview appropriately dressed.
5. Agree to complete journal assignments and prepare a presentation as outlined by your teacher at the completion of your intern experience.
6. Keep up with all course work and due dates during the internship, as this course results in a grade for an elective.

# An example of what an intern could expect...

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- **Real work!** Some amount of clerical work comes with any internship, but you will experience real hands-on job experience.
- **The employer will give directions and feedback.** Your employer will discuss the company's expectations, and will provide information throughout the process.
- **What if I don't understand the task assigned to me?** The company will assign a staff member to mentor and guide you. Don't be afraid to ask questions.
- **Will I get a grade based on this intern opportunity?** Yes, you will receive an elective course grade.
- **Will the School District be in contact with my employer and me?** Yes, personnel from the district will visit you and your employer at your job site. Contact your teacher if you have questions.
- **Will I be evaluated?** Yes, the employer will complete an evaluation and you will complete an evaluation of your experience.

# Strategies for Successful Intern Experience

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## **Specifics:**

- Be on time! Make sure you have reliable transportation.
- Follow the dress code of the company or program. Always be neat and clean.
- Learn as much as you can about the company. Look at the company's website. Ask questions.
- Use your time efficiently.
- When you are unsure of something, be sure to ask the supervisor assigned to you.
- Alert your employer or teacher of any potential problem.

## **Go Above and Beyond:**

- Display energy! Smile!
- Show enthusiasm. The most successful interns are those who display an upbeat attitude and a genuine interest in performing their role.



# Strategies for Successful Intern Experience

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**Network.** This is your opportunity to:

- Meet people who can assist you in your career choice.

- Learn what skills and education are necessary for this field.

- Learn more about this industry.

**Portfolio** - List your intern experience in your portfolio.

- List summaries of projects completed.

- List positive feedback from your employer.

**Say Thank You.**

- Upon completion of your intern experience, write a thank you to the company and supervisor for giving you this opportunity.



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# What are benefits of internships for students, educators, business?

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Internships

[www.sde.ok.gov/sde/new-skills-youth](http://www.sde.ok.gov/sde/new-skills-youth)



# Internships Benefit Students, Teachers, Schools

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- **Students** benefit from working and learning in a high-skill environment. They observe all aspects of the company's operations and discover how the knowledge they gain in high school is applied in the workplace.
- **Teachers** benefit from a better understanding of what business and industry expect. By observing student interns, teachers can adjust curricula and instruction to the needs of the work site. Educators and employers work together in preparing students for success in the workplace.
- **High schools** benefit because they can assure students and parents that graduates will be well prepared for post-secondary education and promising careers opportunities. Close ties with the local employers enable schools to connect youths with career opportunities in numerous fields.

# Internships Benefit Employers

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**Employers** benefit from the strong, long-term relationships with local schools, which will produce, following post-secondary education, qualified job candidates for the companies.

**Other employer benefits:**

- Obtain assistance with project needs
- Meet staffing needs
- Base permanent future hiring decisions on knowledge and observation of candidate's work
- Increase awareness of your organization to attract additional qualified full-time and internship candidates; and
- Avoid a long-term budget commitment necessary for permanent hires

# Education Connects With Business – Your Feedback...

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**Which activities does your school offer to support Work-Based Learning?**

- 1. Virtual Career Coach from Business**
- 2. Career Guest Speaker**
- 3. Mock or Informational Interviews for Students**
- 4. Job Shadow**
- 5. Career Fair**
- 6. Service Learning Opportunities**
- 7. Internships**
- 8. Mentorships**
- 9. Apprenticeships**



# Internships – Agree/Disagree?

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1. Our school provides internships for students
2. Our school is interested in providing internships
3. Our school participates in business partnerships
4. Identify the largest obstacle to providing student internships
5. Identify the most important reason for providing student internships

# VOICES FROM THE FIELD

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**Hilldale Public Schools** Internship for Seniors – Dr. Kaylin Coody

Elevate Story [www.sde.ok.gov](http://www.sde.ok.gov)

**Union Public Schools** – Career Connect – Dr. Kathy Dodd

[www.unionps.org/union-caree-/connect/](http://www.unionps.org/union-caree-/connect/)

**Oklahoma City Public Schools** – National Academy Foundation – Cindi

Walls <https://okcps.org/Domain/123>

**Lawton Public Schools** – Internship Program [www.sde.ok.gov](http://www.sde.ok.gov)

**Ada Public Schools** – High School Aviation Initiative Paula Kedy

<https://youcanfly.aopa.org/high-school/about>

**Durant Public Schools**

**Weatherford Public Schools**

**Enid Public Schools**

**Your District?**

# VOICES FROM THE FIELD

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ELEVATE: Interning For Success:

<https://youtu.be/SGnCRlxRe3Y>