



MUSTANG EDUCATION CENTER

Empowering Today to Achieve a Better Tomorrow

Internship: General Information

ABOUT Internships

MEC Internships are work-based learning experiences for high school students between their junior and senior year that provide great value to both students and businesses. Students come to the field experience prepared by a continuum of previous career awareness and exploration experiences that are essential stepping-stones to their real work as an employee. This ensures that students graduate high school with greater understanding and connection to college and careers.

MINIMUM REQUIREMENTS FOR Internships

- A minimum of 70 hours – student produces work of value to an employer.
- Direct supervision by a working professional employed by the same organization employing the student intern.
- There is a formal evaluation by the work-site supervisor with a feedback loop to school staff.

TIMELINE FOR STUDENT Internships

Step 1 – Sign Internship Agreement

Step 2 - Supervision Orientation – Prior to start of semester – plan program/invite supervisors

Step 3 – Student Orientation & Training – First day of Field Experience – approximately 1st Week of the semester

Step 4 – Review Assessment – to know what to look for throughout field experience

Step 5 – Supervisor assigns & observes student work & progress – throughout semester

Step 6 – Check in – meeting/phone call to ensure the needs of business/student are met – mid-semester

Step 7 – End of Field Experience Presentation – last day of field experience if feasible

Step 8 – Supervisor completes assessment & program evaluation that will be emailed to them



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WHAT'S IN IT FOR ME?

Participating in this program will enable many benefits to business & industry partners including:

- Creating a pipeline of potential employees
- Motivating students to build skills and learn about opportunities in our community
- Enhance the capacity to manage a diverse workforce
- Establish meaningful relationships with young people
- Generate positive publicity

BENEFITS TO STUDENTS

- Apply academic and technical classroom learning
- Develop workplace competencies
- Reinforce connection between education and work
- Explore possible careers
- Improve post-graduation options for employment/further education and training
- Practice positive work habits and attitudes and understand the expectations of the workplace
- Provide motivation to earn a diploma, and pursue post-secondary education
- Establish professional contacts for employment, mentoring and networking

MINIMUM REQUIREMENTS

- 70 hours of which the student produces work of value to an employer
- Direct supervision by a working professional employed by the same organization employing the student
- Formal evaluation by the work-site supervisor with a feedback loop to school
- Written individualized learning plan connected to target work-based learning outcomes, including career themed-specific technical knowledge and skills

NEXT STEPS

- Contact Kirk Wilson, MEC Principal at WilsonJo@mustangps.org or (405)376-7322 for help in planning or questions.
- Complete Employer Profile to create job description



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Internship Rules & Procedures

All stakeholders (students, field experience coordinator, school staff, and employers) must be aware of and comply with **non-negotiable** rules and procedures.

Supervisor

- Make note of or keep supervisor/supervising teacher's contact information in your mobile phone in case of an emergency.
- If you are ill and cannot work, contact your supervisor and supervising teacher as soon as possible.
- If you become sick at work, contact your supervisor and ask permission to leave. Contact your supervising teacher.
- Listen carefully when instructions are given. Take notes and ask questions when you are not sure what they are asking you to do.
- If you are not familiar with equipment you are instructed to use, ask for instructions. Do not risk hurting yourself or damaging the equipment because you are not sure how to use it.
- The records you handle are confidential. Do not disclose information to anyone.
- Ask your supervisor for more work if you finish a task early.

Students

During the Internship

1. Work the entire length of the internship (no excuses).
2. Report on time every day and dress appropriately.
3. Attend orientation on the first day (no exceptions).
4. Follow the work schedule assigned to you and keep an accurate time sheet.
5. Conduct yourself in a professional, courteous manner at all times.
6. Follow all company procedures and policies.
7. Complete all assignments as required by your instructor.
8. Make up hours missed due to illness.
9. Do not invite friends to the worksite.
10. Remember you represent not only yourself in the business community, but also our school and district. Your behavior will impact whether companies will continue to host other interns so make a good impression and provide excellent service to your company.
11. Attend Last Day Presentation (no exceptions).

After the Internship

1. Write a thank you letter to your supervisor.
2. Complete the Internship Project.
3. Complete Internship Assessment



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Students Cont.

Integrating into the Work Environment

Do:

Be on time.

Be responsible.

Be dependable.

Be cooperative.

Be honest.

Be pleasant and polite.

Dress for success.

Be a team player.

Be professional.

Don't:

Come late to work.

Don't eat at your desk/workspace.

Use the Internet for personal use.

Check personal emails.

Chew gum.

Play personal music devices.

Text on the job.

Wear too much makeup

Dress inappropriately.

Using the Telephone/Mobile Phone

- Ask permission to make personal calls; keep it short.
- Do not make any long distance personal calls.
- Do not take or make personal calls from your mobile phone.

Getting Along with Co-workers

- If a problem arises, try to solve it with your co-workers. If not ask for help from your supervisor and/or supervising teacher.
- If you are given an assignment by more than one person, check with your supervisor to determine priority.
- Pitch in and help others when it is busy. Be willing to stay after work if necessary, but stay alert and be safe.
- Observe others as they work. What characteristics do they possess that make them successful? Work on acquiring those traits.



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Work-Based Learning Experience – Helpful Hints!

- Please make sure that the students feel welcome. Let them know where restrooms are, break times, lunch, and any special rules that your company may have.
- Ensure that the student is well supervised.
- Try to have the student perform and observe a variety of tasks to help provide the student with real-world situations
- If the Internship will extend through the lunch/dinner hour, arrangements should be made for the student to have lunch at your facility. If an on-site lunchroom is not available, parental permission is necessary for a student to have lunch away from the Work-Based Learning site.
- Complete the Work-Based Learning Experience evaluation form and return to Kirk Wilson, WilsonJo@mustangps.org
- Complete the student evaluation survey that will be emailed to you.

Thank you for your participation in this activity!