

Faculty Internship Tip Sheet

Internships are designed to ...

- ✓ Promote hands-on experience in a field of interest.
- ✓ Provide productive value for the employer.
- ✓ Provide exposure to a wide range of careers and jobs within the industry.
- ✓ Offer opportunities to develop, practice and demonstrate employability skills.
- ✓ Build occupational knowledge.
- ✓ Create awareness of the education needed to be successful in the industry.

Did You Know?

Internships can support classroom curriculum and allow for students to see and apply practical applications of key academic concepts.

Students who participate in internships pay more attention in class, enjoy higher graduation rates and better employment outcomes later in life.

Interns make more informed choices about their course of study, and make better employees when they complete their education or training.

Before the Internship ...

- ✓ Give the coordinator information about students who are ready for an internship. Talk about how you can best support students in reflection and other activities.
- ✓ Help refer students to specific internship opportunities based on their skills and interests and the employer's needs.
- ✓ Help students prepare for the interview, including their "elevator pitch" and how to dress.
- ✓ Have students research the employer and identify career options or pathways that are of interest.
- ✓ Work with the student to define learning objectives and create a WBL plan.
- ✓ Let students know how they'll be evaluated on their performance.
- ✓ Explore what concepts discussed in the classroom might be demonstrated in the workplace.
- ✓ Distribute and collect all required forms.

During the Internship ...

- ✓ Work with the work-based learning coordinator to document learning objectives.
- ✓ Design and coordinate concurrent learning activities in the classroom.
- ✓ Provide opportunities for students to reflect on their internships in the classroom, both verbally and in writing.

After the Internship ...

- ✓ Review completed evaluations with students. Discuss and record next steps.
- ✓ Work with the coordinator to finalize documentation of student learning. Together, assess the effectiveness of the internship and make recommendations for adjustments.
- ✓ Provide opportunities for students to reflect on their internships or showcase their work through presentations or demonstrations.
- ✓ Check in and see if students need assistance with updating their career plan.

Go deeper

- ✓ Guide students through a comparison of the culture and style of the workplace with others they have observed, including behavioral and communication expectations.