

Internship Fact Sheet

Internships

An internship is a highly structured, time-limited, Career Preparation activity in which students are placed at a worksite to participate in and observe work first hand.

Internships provide students the opportunity to learn by doing real work, addressing specified learning objectives and being productively engaged in the workplace. They may provide the opportunity to work in teams, work on a project, or rotate through a number of departments and job functions.

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.

Internships are structured to ...

- ✓ Enhance workplace knowledge and career awareness.
- ✓ Help build the skills required for specific occupations.
- ✓ Expose students to a wide spectrum of workplace activities.
- ✓ Support key academic concepts, as well as technical and occupational skills development.

Internships are supported by ...

- ✓ Student preparation in the classroom.
- ✓ Internship design with the employer partner.
- ✓ Employer host orientation and ongoing troubleshooting.
- ✓ Multiple opportunities for reflection on the experience, both verbally and in writing.
- ✓ Employer assessment of skills acquisition.

Internships are connected to ...

- ✓ Classroom learning.
- ✓ Individual career development/training plans.
- ✓ A sequence of educational, training and workplace activities.
- ✓ The student's next steps.

Internships take place for a minimum of 60 hours with more hours being optimal. They may be paid or unpaid, depending on whether the student is performing productive work for the employer and other factors.¹

Internships are one activity in the continuum of authentic work-based learning experiences provided to all students engaged in career-related programs or course of study in the Los Angeles/Orange County Regional Consortium colleges.

¹ See USDOL Internship Factsheet #71 <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Internship Support Materials

Checklists, Tip Sheets and Fact Sheets

- ✓ Coordinator Internship Checklist
- ✓ Student Internship Checklist
- ✓ Faculty Internship Tip Sheet
- ✓ Employer Internship Tip Sheet
- ✓ Employer Internship Fact Sheet

Implementation Tools

- ✓ Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act
- ✓ WBL Plan and Evaluation Tool
- ✓ Internship Student Research Activity
- ✓ Intern Orientation to the Workplace
- ✓ Internship Student Reflection Worksheet