



Career Internships

Everything You Need to Know:

WHO CAN PARTICIPATE?
Juniors & Seniors

HOW OFTEN?
Estimated 10 hours per week

One internship per trimester

Must participate in Workplace Readiness Prep Classes

STUDENTS APPLY AT:

www.cedarvalleywest.org

ALL application materials must be turned in 4 weeks before the upcoming trimester.

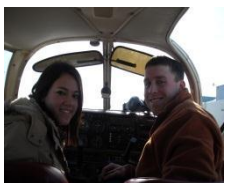
WHAT IS REQUIRED?

Small Reflection Paper or Video Project

Thank-You Note

Career Internship Evaluation Survey (Student & Business)

Job Descriptions (Business will create)



CONTACT THE COORDINATOR:

Sherri Walker
CVW Coordinator
P: 515.681.0725

sherriwalker5@gmail.com
www.cedarvalleywest.org

WHAT IS AN INTERNSHIP?

- An internship is a learning experience that takes place in a business setting rather than a classroom environment.
- Internships connect the schools to the business community. It is an opportunity to gain skills, knowledge, and explore careers.
- Internships are well planned and supervised while providing the students career development experience related to their learning and career goals.
- The student interns will follow duties outlined in a job description and will work approximately 10 hours per week over a ten week period.

STUDENT BENEFITS

- Gain related experience and skills
- Build a resume that can put you ahead of the curve
- Build networking and mentoring relationships
- Learn more about the company
- Apply classroom learning
- Integrate experience into class work
- Find out if this is the right field (industry) or company for me
- Can do a summer internship to avoid a busy schedule during the school year

EMPLOYER BENEFITS

- Someone to work on short term projects during your busy season
- Develop a partnership with your local high schools and students
- Reduce training time and cut recruiting costs by hiring former interns
- Gain insight into what students are learning in high school and possibly provide insight into what is going well or what is missing
- Help keep the local economy and community strong by strengthening job opportunities for young professionals

***Career Internship Total Package** has more information. View handout or online.

OTHER COMMON QUESTIONS?

Paid or Unpaid?

It is up to the business if they decide to pay their interns. A lot of times, your first internship will be unpaid.

How is an internships structured?

The CVW Coordinator will work with the schools to make sure students are prepared for the working environment.

Can businesses have more than one intern?

As long as you have valuable opportunities/activities for students we will try to fill your request with an interested student.

Do businesses have to hire students? Do they typically get hired?

The business is not expected to hire their interns nor are the interns required to apply for jobs. These are educational opportunities. Typically those that have successful internships are more likely to be hired upon fulfilling any educational requirements.

Unexpected Circumstance: Cannot make it to the scheduled career internship.

1. Call Mrs. Walker at 515.681.0725 and your Business Host as soon as possible.
2. If school is cancelled due to inclement weather, your job shadow is canceled.
 - a. **Call** your business host to inform them school is closed today.
3. If school is delayed, base your decision on safety. We want you to be safe.

The important factor is to **communicate your decision** with your business host and Mrs. Walker.