



Career Internship Total Package:

Cedar Valley West Career Internships enable students to learn new skills, apply classroom knowledge in a real-world setting, develop employability behaviors which will better prepare them for the workplace and gain insight that will help them make a more informed career choice.

In General:

- The Internship Program is available to all high school juniors and seniors.
- Internships are scheduled year round.
- Students apply and interview for acceptance to the career internship program according to the descriptions written by the sponsoring employers.
 - Job descriptions are available on the CVW website.
- Students will complete an estimated 10 hours each week for approximately ten weeks.
 - Summer sessions are not held to the estimated 10 hours a week but will be on an individual basis.
- Hours are arranged between the student and the employer to fit the student's schedule and business needs. (Students: your guidance counselor at your high school can help you with scheduling during traditional school hours.)
- Students must maintain a workplace log and participate in workplace readiness prep classes.
 - These times will be scheduled and posted on the CVW website.
- Students do not expect to be paid a wage during their internship.
- Transportation to and from the work site is the responsibility of the student, unless determined otherwise.
- After a student applies, they will meet with the CVW Coordinator to outline the expectations, goals and specifics on the career internship program.

Matching up Interns and Employers

- Employers will create a job description which lists the functions and requirements of the position. The job positions and descriptions will be posted on cedarvalleywest.org. Students will browse for interested careers/industries and apply. Students will be matched based on interests, abilities and student/employer needs.

Benefits for Sponsoring employers

- The internship helps prepare our future area workforce. Employers may recruit students before graduation and college. Students could potentially remain in the area or return after college to seek full-time employment.

In addition:

- Student interns become ambassadors for the sponsoring employer.
- The internship is well structured so students follow a job description and must meet the requirements of the sponsoring employer.
- Participating employers invest in the education system.
- The program improves the quality of employee being recruited by employers.
- Interns provide a means to tackle temporary work projects.
- Potential full-time employees can be previewed through the program
- The program helps prepare young people for the future.



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School's Benefit

- The CVW Program is an active application of classroom academics in the “real-world.” Internships tie curriculum to actual business practices. All subject areas can be applied during the internship experience.

In addition:

- Offers a new way to learn.
- Provides a smooth transition from classroom to career.
- Prepares a more mature student for the post-secondary level.
- Helps students identify careers they may or may not be interested in pursuing.

Student Benefits

- Opens doors to a competitive work environment that might otherwise be closed.
- Is a chance to explore a profession and learn at the same time.
- Provides an opportunity to work with and learn from professionals (supervisors, mentors, managers, and other professionals)
- Helps interns understand the impact education has on their adult life.
- Reveals the realities of a profession.
- Is a practical application of communication, teamwork, problem solving and goal setting skills.
- Develops essential skills like punctuality, reliability and appearance.
- Gives interns an edge after high school graduation.
- Builds self-esteem by giving interns the change to achieve.
- Enhances applications for scholarships.

Requirements of the student intern:

Must be a high school junior or senior, demonstrate responsibility and accountability.

To apply, a student must:

- Complete the application
 - Have a parent sign the Parent Release Form
 - Ask a teacher to fill out the Teacher Recommendation Form located on our website.
 - Have a Non-Teacher/Personal Letter of Recommendation.
- Attend the informal meeting on expectations and goals.
- Complete an interview.

Once placed students are expected to:

- Maintain a Workplace Readiness Log
- Attend Workplace Readiness Prep Classes
- Meet the expectations of the employer.
- Provide their own transportation to and from the work site.
- Complete the Student Career Internship Survey
- Make a video or write a reflection paper about their experience and turn in to the CVW Coordinator.



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Role of the School:

- Help refer students to Cedar Valley West for participation in opportunities.
- Post Cedar Valley West materials as needed.
- Announce program application due date reminders.
- Provide student's attendance record, G.P.A. and other pertinent information that has been signed for release.
- Keep a mailbox or file at each school for the students to drop materials off or incoming mail addressed to CVW.
- Volunteer when extra chaperones are needed for events/field trips.

Worker's Compensation:

According to Chapter 37: School to Work Programs Senate File 361, students injured while participating in a job shadow or internship program can recover Worker's Compensation claims from that private employer just like any other employee when they are paid a wage by the employer. Worker's Compensation is covered under the school's policy when the student is not being paid.

Role of the Sponsoring Employer

- Designate a primary business contact for Cedar Valley West.
- Provide a written job description for each internship position. CVW has a template and example if you would like to use them.
- Complete an Employer Profile Form and update as needed.
- Identify a Supervisor for the intern who will:
 - Supervise the intern throughout the program.
 - Develop a work schedule that meets the needs of both the intern and the employer.
 - Introduce the intern to the organization's structure and people.
 - Explain work expectations including work hours and duties.
 - Meet with the intern as needed to review progress, plan work and discuss potential or actual problems.
 - Communicate concerns and successes with the CVW Coordinator as needed.
 - Allow the CVW Coordinator to drop by to check in on the intern.
 - Complete the on-line or written evaluation of the intern and the Career Internship program.
 - The evaluation serves as a review of the students' performance and contributions to the workplace. It is also used to assist the student in identifying his/her strengths and weaknesses. The evaluation also helps the CVW Coordinator continue to improve the Career Internship Program.