**Career Internship Program:**

Cedar Valley West career internship program 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 makes a more informed career choice.

**In General:**

* The internship program is available to all high school juniors and seniors.
* Internships are scheduled during the school year.
* Students apply
* Students will complete an 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.)
* Students must maintain a workplace log and participate in workplace readiness activities assigned by the CVW Coordinator.
  + Activities will be posted on the school’s management system or through student email.
* 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 position as and descriptions will be posted on www.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 out 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 tacked temporary work projects.
* Potential full-time employees can be previewed through the program.
* The program helps prepare young people for the future.

**Career Internship Program:**

**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 career 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/training 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.

**Role of the School:**

* Help refer students to Cedar Valley West Coordinator for participation in opportunities.
* Post Cedar Valley materials as needed.
* Announce program application and 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 addresses to CVW Coordinator.
* 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 form 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.

**Career Internship Program:**

**Role of the Sponsoring Employer:**

* Designate a primary business contact for Cedar Valley West.
* Provide a written job description/training plan for each internship position. CVW will provide template and example.
* Complete a training plan 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 success with the CVW Coordinator as needed.
  + Complete the on-line or written assessment and evaluation of the intern.
  + Complete a survey on CV Connects system of career internship program.