

Career Internships

Who can participate?
Juniors & Seniors

How often?
About 10 hours a week

One Internship
Per trimester

Must participate in
Workplace Readiness
Prep Classes

What is an Internship?

~An internship is a learning experience that takes place in a business setting rather than a classroom.

~They connect the schools to the business community, It is an opportunity to gain skills, knowledge, and explore interests

~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 outlines in a job description and will work approximately 10 hour per week over a ten week period.

Other questions:

~**Paid or unpaid?** It is up to the business if they decide to pay their interns. Many first internships are unpaid.

~**How is an internship structured?** The CVW Coordinator will work with the schools to make sure students are prepared to working environment.

~**Can businesses have more than 1 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?** They are not expected to hire interns nor are interns required to apply. These are educational opportunities. Typically, if you have a successful internship you are more likely to get hired upon fulfilling any educational requirements.

Student Benefits

~Gain related experience and skills

~Build networking and mentoring relationships

~learn more about company

~apply classroom learnings

~find out if this is the right field/company for me

~Can also do summer internships to avoid busy school schedule

Employer Benefits

~Someone to work on short projects when busy

~Develop a partnership with local students

~Reduce training time and cut recruiting cost by hiring interns

~Gain insight into what students are learning and what is going on

~Help keep local economy and community strong and have job opportunities for young professionals

Students Apply At:
www.cedarvalleywest.org

All application materials must be turned in 4 weeks before upcoming tri.

What is required?

~Online Application,

~Training Agreement,

~Training Plan,

~Related Assignments

~Thank you note

~Career Internship Evaluation Survey

Job Description
(Business will create)

Contact the Coordinator:

Stacy Ascher
CVW Coordinator
P: 319-239-2864
cvascoordinator@gmail.com

www.cedarvalleywest.org

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

1. Call Mrs. Ascher at 319.239.2864 and your Business Host as soon as possible
2. If school is canceled due to weather, your job shadow is canceled
 - a. **Call** your business host to inform them school is closed.
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. Ascher.