



Work-Based Learning Program (WBL) - INTERNSHIP 101

What is a Work-Based Learning Experience?

A Work-Based Learning Experience provides students with the opportunity to gain real world, hands-on experience in a professional environment. It provides you with tools and lessons that enable you to work as an intern in a chosen career before making a long time commitment. You will be able to deepen your knowledge and learn from your experiences to prepare you for your future.

Student Internship Best Practices - What do I need to know?

- **ATTITUDE**

- o Have a positive attitude and always conduct yourself in a professional manner. Refrain from using slang, curse words or poor grammar. Show respect for colleagues, do not engage in office gossip, or make inappropriate jokes or make fun of or tease anyone in the workplace.
- o Be respectful by saying “thank you” and “please” and communicate professionally. Express gratitude towards your employer and colleagues. Maintain a clean workspace and pick up after yourself in shared spaces. Be helpful and mindful.

- **ATTIRE**

- o Ask your supervisor what the required dress code is **before** you start and adhere to the guidelines. Your attire is based on where you are placed. If you are in a medical setting, you may be required to wear scrubs, and an office setting may require business casual attire. If you are not sure, it is best to arrive to work in business casual attire. Inappropriate attire could result in you being sent home.
- o Arrive to work clean, neat and well groomed.

- **PUNCTUALITY**

- o Always arrive on time. If you are unable to make it for any reason or running late let your site supervisor know immediately. Ask how they would like to be contacted.
- o Your attendance will affect your placement. *They depend on you!* Any punctuality issues could be grounds for termination of your Work - Based Learning Experience.

- **NETWORKING**

- o First impressions are very important, and you only get one shot to SHINE! Make it a positive one! Statistics show you have less than 30 seconds or in some cases less than seven seconds, to make a good impression! Take the initiative to network with business professionals. This is your opportunity!
- o It matters how you present yourself as you may cross paths with this person in the future. Have good posture, make eye contact, give a firm handshake and speak clearly, *and smile!* End your conversation politely such as “it was nice to meet you” or “thank you for your time.”

- **CELL PHONES**

- o Use your personal cell phone for important calls or texts *only*. Put your phone on silent.
- o Be mindful of the cell phone rules at your job placement and ask about their cell phone policy. If you need to make or receive a call or text, be sure to let your supervisor know ahead of time.

- **SOCIAL MEDIA**

- o Practice good judgement posting on social media. Think before you post and comment. Be kind. Be appropriate.
- o If it is posted or printed it is there forever. Just because you delete something doesn't mean it is gone from others.
- o Businesses will also browse and search your social media. Will you be proud of what is seen?

◇ **Internship Preparation CHECKLIST**

During your junior year start the following:

- o Create your resume using Career Cruising or use another resume template. Have your facilitator or parent review it ***before*** you upload it to the WBL application link. Always keep your resume current!
- o Attend a Skills for YOUR Success Workshop in the fall or spring.
- o Apply for a WBL placement in the spring. You will need to list your top three choices related to your academy content.
- o Do research on the companies you are applying to and have your 30-second elevator pitch ready.
- o Practice interviewing with a parent, teacher or friend and ask questions in your interview. The more you practice you will be more comfortable answering and asking questions.
- o Follow up after the interview and write a thank you letter to the person(s) who interviewed you. In some cases, more than one person will interview you.
- o If your WBL was successful, ask your supervisor if they would write you a letter of recommendation in the future.

◇ **HELPFUL TIPS**

Your attendance today is the first step in preparing for your future. Below are helpful **TIPS** to make your workshop a success. You will use the information provided to you in the breakout sessions throughout the entire workshop. Ask. Ask. Ask Questions!

1. Listen carefully and take notes during the breakout sessions. If time allows, ask questions, talk to the presenter after the session, or ask for their business card to follow up with a phone call or email.
2. Take your Mock interview seriously. Use what you learned during the breakout sessions. You will be evaluated and receive the Resume Rubric and Interview Feedback forms after the workshop. We will send them to your school. Read the comments to prepare you for future interviews.
3. Network with the business professionals (not your friends) during lunch. This is a great opportunity to gain more knowledge and to ask more in-depth questions about your career field. Ask for a business card if you would like to follow up with a phone call or email to discuss your interest further.
4. Have fun and be yourself! This WORKSHOP is for you!

THANK YOU FOR ATTENDING THE SKILLS FOR YOUR SUCCESS WORKSHOP!