

**COORDINATOR
OF
INTERNSHIPS**

COORDINATOR CHECKLIST

Action	Time Line	Responsible Party
<p>Create a Liaison Coordinator's position. The liaison coordinates work-based learning between business and education.</p> <p>Identify work-based learning goals Business Teachers Students</p>		
<p>Determine participants level and/or subject area</p>		
<p>Determine an appropriate time period for work-based learning Agenda for business Time line Business activities coordinated with school-based learning experiences</p>		
<p>Determine a stipend amount</p>		
<p>Determine number of participants</p>		
<p>Determine process for application</p>		
<p>Identify clear work-based learning objectives/concepts/skills Develop questions for teachers to explore Develop curriculum lessons Coordinate learning experiences between business and education Consider time limitations Present testimony of successful work-based learning application to other educators Develop and send letters of interest and confirmation letters</p>		

Action	Time Line	Responsible Party
<p>Advertise work-based learning experiences, i.e., local newspaper, T.V. station</p> <p>Establish pre-work-based learning process</p> <p>Prepare work-based learning packet that includes needed forms</p> <p>Distribute to students</p> <p>Create and give name tags</p> <p>Conduct work-based learning visits</p> <p>Establish post-work-based learning process</p> <p>Send out thank-you letter</p> <p>Tabulate evaluations</p> <p>Debrief both education and business work-based learning participants</p> <p>Develop and hand out certificate of appreciation and attendance</p> <p>Coordinate presentations to peers</p> <p>Invite business mentor to classroom</p> <p>Assess work-based learning experiences for improvement</p> <p>Follow up on how experience is being transferred to the classroom</p>		

Form 1

TOP TEN THINGS TO REMEMBER WHEN ARRANGING INTERNSHIPS WITH INDUSTRY

10. Don't try to convince us that the student will be a value added element to the business . . . maybe later, but not now.
9. Don't forget that we exist to make money—we are not totally altruistic contrary to popular belief.
8. We don't want to babysit, and students don't want to feel as if they are a burden either.
7. Recognize a balance must exist between business necessity and student learning.
6. Decide what you want from us. Getting to the ballpark is not good enough; we need to know what base to place them on.
5. Work more with the student to nail down the type of experience that will help—work exploration, awareness, or preparation. Work with us to structure the activity—the “area of manufacturing” is too broad.
4. Spread the wealth among industry—don't just use one or two locations over and over.
3. Do a better job of convincing us why we need to do this.
2. Make sure your industry contact person doesn't pass the buck—you work directly with the person who will work directly with them; don't leave it up to us to explain to each new sponsor.
1. Make sure students show up with the right attitude—arrogance, ignorance, and apathy won't cut it.

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SUGGESTIONS

1. Evening overview/orientation the night before.
 - Day 1 - a.m. orientation with business
p.m. internship
 - Day 2 - a.m. internship
p.m. complete forms/questions/lesson plans
 2. Day 1 overview of integrated curriculum
 - Day 2 a.m. whole group internship to specific business
each team plans a lesson
p.m. whole group internship to specific business
each team plans a lesson
 - Day 3 same as day 2
 - Day 4 same as day 2
 - Day 5 a.m. whole group internship to specific business
each team plans a lesson
p.m. oral presentations to group
lessons are turned in and compiled
Lessons copied and distributed to each participant. This workshop could be adapted to a shorter time frame.
3. Another opportunity for an internship would be to schedule blocks of time (4 hours, 8 hours, 12 hours, 16 hours, 40 hours etc.). Blocks of time need to be negotiated with the business and industry. Consider opportunities for internship after school, school holiday breaks, summer and/or weekends.
 4. Instead of individuals attending an internship, encourage a team consisting of an English, math, history, and science teachers, etc. to visit business.