

The Education Cooperative (TEC) Internship Program works primarily with high school junior and senior students to provide a career exploration opportunity. It is our mission to help students hone their career interests before applying for college. Students are placed in unpaid internships that are recorded on the student's transcript and academic credit might be issued too.

In accordance with the US Dept. of Wage and Hour Division, an internship must provide an educational environment (Fact Sheet #71 <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>) and provide students with skills that can be used in multiple employment or educational settings:

- Training that can be viewed as an educational experience.
- Work experience that does not infringe upon potential paid jobs of regular employees.

- ★ A **TEC Internship Coordinator** interviews each student for interests, motivation, and maturity; and monitors the placement.
- ★ A **Sponsor/Mentor** is a professional who works closely with an intern, serving as the contact person for TEC's Internship Coordinator and/or as a mentor.

Role of the Sponsor:

- Interviews a prospective internship candidate.
- Provides necessary training, orientation and supervision for the student.
- Assigns a mentor responsible for the intern even if the student works on several projects with other people.
- Includes the intern in appropriate meetings and conferences, when possible.
- Provides a work plan for the student (format available from TEC).
- Meets occasionally with the student to discuss internship progress.
- Provide a Feedback interview to intern at the end of the internship.

Benefits to business: Why partner with TEC?

- To provide students in your community a hands-on real world career experience.
- To help prepare the future workforce.
- To give students the opportunity to network and meet professional role models.

Ideas for Internship Tasks: Intern responsibilities differ between industries... some tasks are applicable, in some form or another, to industries across the board:

- Collect, organize and graph data; create a survey
- Maintain databases with current information
- Create support materials: flyers; brochures; presentations
- Create displays, inventory control and/or customer support
- Evaluate Social media strategy and suggest improvements. Blog, follow other blogs and report
- Create visuals to post on social media/website (photos; shoot/edit videos)
- Scan industry media for news
- Attend client or staff meetings, provide input and ideas. Plan and coordinate an event or meeting
- Take and place weekly supply orders
- And many more activities that provide a learning opportunity outside the classroom.