

**The Education Cooperative (TEC) Internship Certificate Program** works primarily with high school junior and senior students (and some college students) to provide a hands-on career exploration opportunity, totaling 60 hours. It is our mission to help students hone their career interests before applying to college through working with a mentor on assigned tasks in their field of interest. Internships are unpaid and students receive a certificate of completion from TEC when requirements are met, including reflection journals.

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 skill sets; and monitors the placement.

★ A **Mentor** is a professional who works closely with an intern, and maintains contact with TEC.

#### Role of the Mentor:

- Interviews prospective internship candidate
- Provides necessary training, orientation and supervision for the student
- Is responsible for the intern even if the student works on 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 the 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, which may differ by field:

- Collect, organize and graph data; create a survey, maintain a database
- Help prepare for client meetings
- 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)
- Attend client or staff meetings, provide input and ideas. Plan and coordinate an event or meeting
- And many more activities that provide a learning opportunity outside the classroom