

CONVERTING JOBS TO INTERNSHIPS

Converting your existing job into an internship builds skills within an existing role and allows you to better connect work with a future career.

 **Process**  **Resources**  **Work of Value**  **Assessment**

Process



Key steps in converting a job into an internship involve using provided resources with identified stakeholders to identify key skills for development, outline intentional roles and learning opportunities in a current job, and develop a project related to expertise and experience. Please note, the following checklist does not apply to internship alternative experiences.

Resources to assist in the Jobs to Internships process include:

- Jobs to Internships Student Checklist
- Project of Value Planning
- NAF Internship Assessment
- Work and Learning Plan



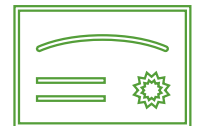
Developing a Project/Work of Value:



The internship experience is designed to grow understanding of skills and the chosen industry through workplace connections and experiences. To accomplish this, work completed during the internship must be of value to you and your employer, benefiting both in ways that consider and meet individual goals. This work is central in connecting your college and career goals to existing work and is developed to showcase internship learnings and professional growth.

Internship Assessment

Interns are assessed using the NAF Internship Assessment. To ensure success, both the student and employer should be familiar with this assessment prior to beginning the internship experience. Developing this understanding helps guide skill application and development.



Jobs to Internships: Student Checklist

Getting Started



Use the checklist below to start the process of converting an existing job to an internship experience. This list provides points for students to consider as they plan with employers and ensure that all internship requirements are met.

This checklist includes guidelines for converting an existing job to an internship experience. Additional steps may be necessary depending on your specific employer or district/school requirements.

Confirm ability to meet the following requirements using a current job:

- Complete at least 80 hours of work between the assigned internship start and end dates
- Be able to provide the internship coordinator/academy teacher with proof of payment
- Connect elements of your work with your academy theme and/or future career aspirations
- Work with your current supervisor to:
 - Identify skill development opportunities
 - Implement new work responsibilities or tasks at an elevated level
 - Ensure the *NAF Internship Assessment* is completed by the end of the internship

Identify skill development opportunities:

- Identify skill development opportunities
 - Identify three skills you believe can be improved through your internship
 - Consider completing the *NAF Internship Assessment* yourself to identify skill gaps
 - Consider skill gaps you have previously identified with your teachers or employer
- Make a list of current responsibilities included in your current work. Include both:
 - Technical skills (those specific to your job)
 - Example: Collecting payment from customers
 - College and Career Readiness Skills (those found in many areas of work)
 - Example: Customer service, communication

Identify Project/Work of Value:

- Identify additional tasks or responsibilities you can incorporate into your work
 - Discuss these with your employer/supervisor
 - Make a plan with your supervisor to add these to your existing workplan.
- Consider your work environment and how it connects with your goals. Points to consider:
 - Is there an existing challenge you would like to solve at your job?
 - Are there elements of your company/workplace you would like to understand better or learn more about?
 - Do any current work assignments connect to your college or career aspirations?

- Does your employer have suggestions around projects or extra tasks they are willing to assign you to help grow your skills and career understanding?
- Make realistic considerations around your time and project
 - Ensure you are able to meet the demands and expectations of your new role and current responsibilities
- Identify potential projects at your workplace that tie with your career goals. Consider these questions in your planning:
 - Are there different departments at my workplace that naturally connect to my academy theme and/or career goals?
 - Are there elements of my assigned work that reflect my academy theme and/or career goals?
 - What work of value can facilitate learning more about my academy theme's industry?
- Outline project/work of value consulting the *Project of Value Planning*. Include input from your supervisor in this process, if possible.
- Plan your final product. Ideas for this include:
 - Presentation to your supervisor and/or other employees
 - Planned event that supports a company initiative
 - Business plan showing impact/change
 - Final products should include:
 - Artifacts from tasks at job
 - Reflections from your experience
 - *NAF Internship Assessment* results
- Complete your *Work and Learning Plan*

Connect with your internship support team:

- Provide your Internship Coordinator/Academy Teacher with the following information:
 - Place of employment
 - Dates recognized by your employer as the internship experience
 - Supervisor name, email, and additional contact information
 - *Work and Learning Plan*
 - Your contact information during the internship period
- Provide your Employer/Supervisor with the following information
 - Requirements for NAF internship completion
 - School-based internship coordinator/academy teacher name and contact information
 - Completed *Work and Learning Plan*
 - Information about the *NAF Internship Assessment*

Prepare for the NAF Internship Assessment:

- Review the *NAF Internship Assessment* with your supervisor prior to the beginning of the internship, clarifying any questions as needed
- Update your academy teacher/internship coordinator if your employer's contact information changes during the internship as this may impact the internship assessment being completed correctly

During the Internship:

- Check-in regularly with your supervisor and internship coordinator
- Complete self-check ins on your progress and communicate any needs to supervisor
- Document your project/work of value during your experience

After the Internship:

- Ensure your *NAF Internship Assessment* is completed
 - Check internship assessment completion status with your Academy teacher or internship coordinator
 - Direct any questions or concerns to your Academy teacher or internship coordinator
- Write a thank you card or email to your internship supervisor
- Reflect on your internship learnings
- Complete the NAF Student Internship Feedback Survey
- Update your resume to reflect your internship, learnings, and new skills
- Complete any post-internship work required by your district/school