

# CONVERTING JOBS TO INTERNSHIPS

## Student Checklist

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**



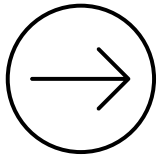
**Resources**



**Work of Value**



**Assessment**

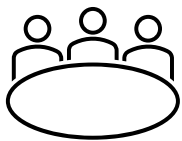


### PROCESS

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.

### RESOURCES

- Jobs to Internships Student Checklist
- [Student Skills Self-Assessment](#)
- [Project of Value Plan](#)
- [Future Ready Skills Assessment](#)

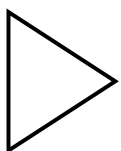
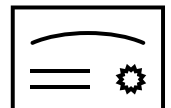


### DEVELOPING A PROJECT/WORK OF VALUE

The internship experience is designed to grow understanding of skills in 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 to connecting your college and career goals to existing work and is developed to showcase internship learnings and professional growth.

### FUTURE READY SKILLS ASSESSMENT

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



### GETTING STARTED

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

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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 Requirements Using a Current Job

- ☐ Complete at least 80 hours of work between the assigned internship start and end dates
- ☐ Provide internship coordinator/academy teacher with proof of payment
- ☐ Connect elements of your work with your academy theme and/or future career aspirations
- ☐ Work with current supervisor to
  - ☐ Identify skill development opportunities
  - ☐ Implement new work responsibilities or tasks at an elevated level
  - ☐ Ensure the [Future Ready Skills Assessment](#) is completed by the end of the experience

### Connect with Your Internship Support Team

- ☐ Provide your Internship Coordinator/Academy Teacher the following:
  - ☐ Place of Employment
  - ☐ Dates recognized by your employer as the internship experience
  - ☐ Supervisor name, email, and additional contact information
  - ☐ [Project of Value Plan](#)
  - ☐ Your contact information during the internship period
- ☐ Provide your Employer/Supervisor with the following:
  - ☐ Requirements for NAF internship completion
  - ☐ School-based internship coordinator/academy teacher name and contact information
  - ☐ Completed Project of Value Plan
  - ☐ Information about the Future Ready Skills Assessment

### Identify Skill Development Opportunities

- ☐ Identify three skills you believe can be improved through your internship
  - ☐ Complete the [Student Skills Self-Assessment](#) to identify strengths and opportunities for growth
  - ☐ Consider skill gaps you have previously identified with your teacher(s) or employer(s)
- ☐ Make list of current responsibilities included in your current work. Include:
  - ☐ Technical Skills – those specific to your job
    - ☐ Example: Collecting payment from customers
  - ☐ [Future Ready Skills](#) – those found in many areas of work
    - ☐ Example: Communication, Collaboration

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### Identify Project/Value of Work

- ☐ Identify additional tasks or responsibilities you can incorporate into your work
  - ☐ Discuss these with your employer/supervisor
  - ☐ Plan to add these to your existing project plan
- ☐ Consider your work environment and how it connects to your career goals and/or academy theme?
  - ☐ Is there an existing challenge you would like to solve at your job?
  - ☐ Are there elements of your workplace that you would like to understand better?
  - ☐ Are there different departments that naturally connect to your goals?
  - ☐ 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?
- ☐ Outline project/work of value consulting the [Project of Value Plan](#). Include input from your supervisor in this process.
  - ☐ Make realistic considerations around your time and project
  - ☐ Ensure you can meet the demands and expectations of your new role and current responsibilities
- ☐ Plan your final product. Ideas include:
  - ☐ Artifacts from tasks at the job
  - ☐ Reflections from your experience
  - ☐ Future Ready Skills Assessment results

### Start of the Internship

- ☐ Review the *Future Ready Skills Assessment* with your supervisor, clarifying any questions as needed
- ☐ Inform your internship coordinator/academy teacher of any changes to your employer/supervisor's contact information.

### During the Internship

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

### After the Internship

- ☐ Ensure your *Future Ready Skills Assessment* is completed
  - ☐ Check assessment status with your academy teacher
  - ☐ Remind your employer/supervisor to complete
- ☐ Write a thank you card or email to your internship supervisor
- ☐ Complete the NAF Reflection Form by logging into your [NAFTrack Student](#) account
- ☐ Update your resume to reflect your internship experience, learnings, and new skills
- ☐ Complete any post-internship work required by your district/school