

# ADVISORY BOARD

## Best Practices



## SECURING QUALITY INTERNSHIPS

The following best practices were collected during several national and regional convenings of advisory board leaders. Additional considerations and supplementary resource recommendations are included as well.

- Set goals for each member to find, fund, or furnish several internships every year – starting an Internships sub-committee is recommended to achieving these goals.
- To help boards forecast internship needs, academies should provide the number of incoming juniors at the beginning of every school year and provide frequent updates on the number of eligible/available students as the school-year progresses.
- Engage new partners for low time/money investment activities along the WBL continuum, such as guest speaking and mock interviews, introducing partners to students and your program.
- Look for and align to local youth employment initiatives, for example, Mayor’s Intern Programs.
- High-performing boards help the internship supervisor orientation process to ensure all internships result in high-quality internships with a completed NAFTrack Internship Assessment. Peers advocating the importance of a completed assessment has shown to be more effective. Not all interns may pass the assessment but increasing the completion rate is critical.
- Recognizing the importance of intern preparation, boards also support intern preparation or orientation activities in addition to providing a continuum of WBL activities.
- Research internship providers who aim to find job opportunities for undocumented students – some non-profits provide funding for internships for students with this need.



- Find funding for clothes and/or transportation for internships through local government entities, large corporations (some hotels provide uniforms and transportation), clothes drives, and organizations like Dress for Success.

### RESOURCES

*All available for download in the Academy Support Hub (ASH).*

### WORK-BASED LEARNING

- NAF’s Approach to Internships
- Intern Work and Learning Plan
- Internship Weekly Check-In Meeting

### RESULTS

- Advisory Board Impact Dashboard

### [NAF.ORG/RESOURCES](#)

- Securing Paid Internships
- Internship Implementation Guide