



# Best Practices for Internship Readiness

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Work-Based Learning Webinar

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# Introductions

## Share in the Chat:

- Name
- Academy and Location
- Share: What resources are you hoping to learn more about today?



Understand elements of  
internship readiness

Review internship  
planning strategies for  
multiple stakeholder  
groups

Explore NAF's Internship  
Preparation Modules and  
Internship Supervisor  
Resources



# Work-Based Learning Continuum Focus: Preparation

## Awareness

- Guest Speaker
- Worksite Tour
- Career Fair

## Exploration

- Informational Interview
- Job Shadow
- Resume Coaching/Review Session
- Mock Interview
- Mentorship
- Skills Workshop
- Partner Engagement Project

## Preparation

- Internship
- Clinical Experience
- Apprenticeship/Youth Apprenticeship
- Mentored Industry Project



# Introduction to Internships: Getting Students Onboard

"I know the career path I want to take and don't think any internship offerings fit my interests."

"I would like to do an internship, but it would be challenging to fit in with school and my job."

"I don't think I am ready for an internship and need to develop more skills."

"I am really busy during the summer and don't have time for an internship"





# Introduction to Internships: The Why

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## Student Interest

Align internships to student interest

Work to understand unique student career aspirations and career pathway plans

## Skill Building

Intentional activities to build student confidence

Focus on internships as skill building opportunities for all industries

## Connections

Internships are the beginning of student networking opportunities

Consider established connections as you build the internship program

## Internship Alternatives

Jobs to Internships, Clinicals

Mentored Industry Projects, CTSO Projects



# NAF's Internship Policy

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**Nothing is changing through August 2023!**

## **Internship Options:**

- In-person internships (1-to-1 or group-based)
- Virtual internships (1-to-1 or group-based)
- Health Science Clinical Experience

**If an internship is not possible, NAF has approved the following options to temporarily meet the NAFTrack internship requirement.**

## **Alternative Experience Options:**

- Skill Building Activities and Projects (temporary alternative)
  - Service-learning experience
  - Volunteerism experience in a non-profit
  - CTSO or Business Focused Project with business partner(s) assisting as project mentor/supervisor
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## NAF's Internship Policy through August 2023

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### **All experiences must meet the following requirements:**

- 80+ hours (or two 40-hour experiences)
  - Paid, compensated, or volunteer
  - Direct supervision by an accountable adult who is not the student's teacher, parent, or guardian
  - Completion of the NAFTrack Internship Assessment by the student's mentor/supervisor (not teacher, parent, or guardian) at the end of the internship
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## NAFTrack – essential part of internship tracking

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- 2022-2023 school year and summer 2023 internships will still be entered via NAFTrack
  - Any student participating in an internship must be entered into NAFTrack and will access their account to complete the Student Internship Feedback Survey (SIFS)
  - Students participating in any of the National Partner Internship Programs or the Raytheon Future Ready Engineers Program are assigned in NAFTrack by NAF HQ staff and we ensure supervisors complete the Internship Assessment
  - Academies are responsible for assigning students in NAFTrack to internships with any other organizations & ensuring that those supervisors complete the Internship Assessment
  - If you're not sure, please consult your Portfolio Manager
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# Internship Readiness Stakeholders

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Educators and WBL  
Coordinators

- Eligibility and Work Forms
- Deliver Internship Prep. modules

Internship  
Supervisors

- Prepare Internship Descriptions
- Review Internship Supervisor Training

Students

- Complete Internship Prep. content
- Submit application and internship forms

Parents

- Give consent to internship
- Act as contact for student

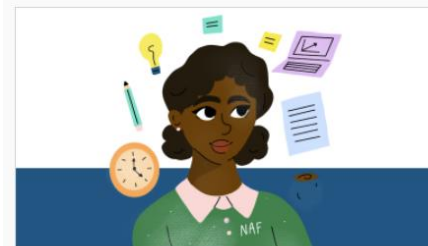


# Work-Based Learning and Internship Readiness

Integrate Internship Readiness into your Courses:

- Internship readiness is not isolated to one course or semester
- WBL engagements throughout the Academy experience build readiness for internships
- Ongoing WBL interactions provide skill development and application opportunities
  - Focus on skills needed in the internship experience

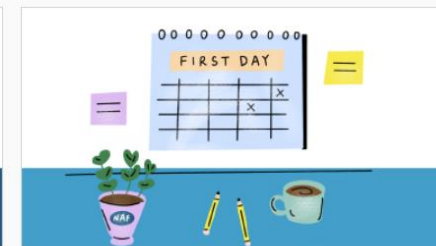
## Preparing For Your First Internship



### My Story, My Strengths, My Goals

Students identify their strengths and how they can use them to start figuring out their professional identity and what they want to get out of their internships experience.

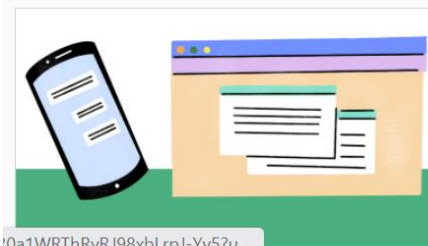
[VIEW ↗](#)



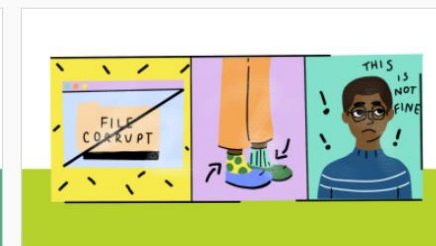
### My First Day

Students explore what a first day might look like and how they can best prepare themselves while maintaining self-authenticity.

[VIEW ↗](#)



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# Work-Based Learning and Internship Readiness

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Consider the following activities as you prepare for internships:

**Mock  
Interviews**

**Job  
Shadows**

**Skill  
Workshops**

**Resume  
Review  
Workshops**

**Informational  
interviews**

**Mentor  
Relationships**





# Internship Readiness in the Classroom

Ensure students understand internship benefits and requirements:

Promote internships throughout WBL experiences, prior to the internship year

Share internship timelines and deadlines with students early in internship readiness

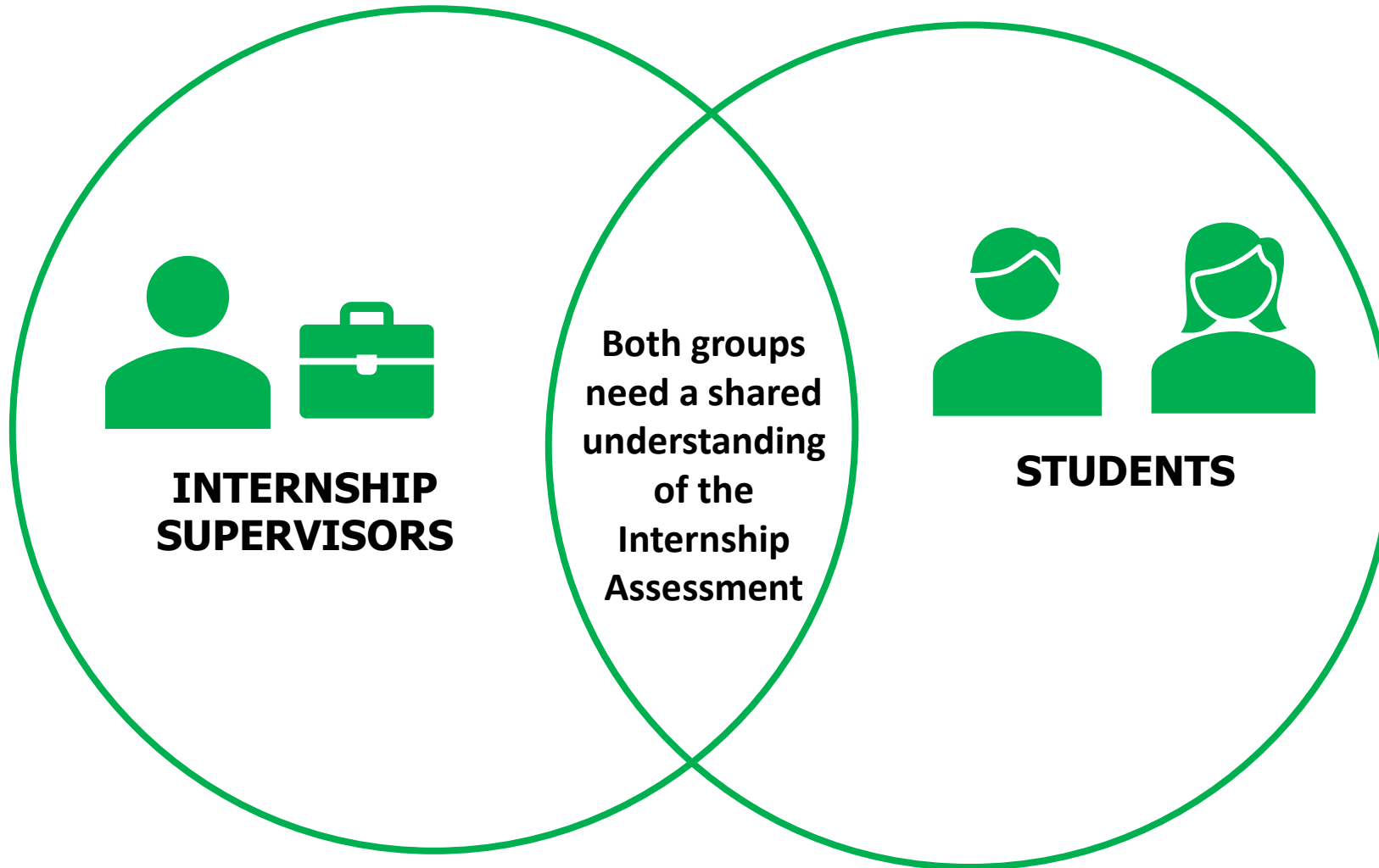
Walk students through required internship applications and understanding of internship opportunities

Consider student internship logistics and build in-class time for completion

- District required forms
- Employer forms
- Share the internship assessment as part of internship preparation



# Internship Assessment: Preparation with the End in Mind







# Internship Supervisor Resources

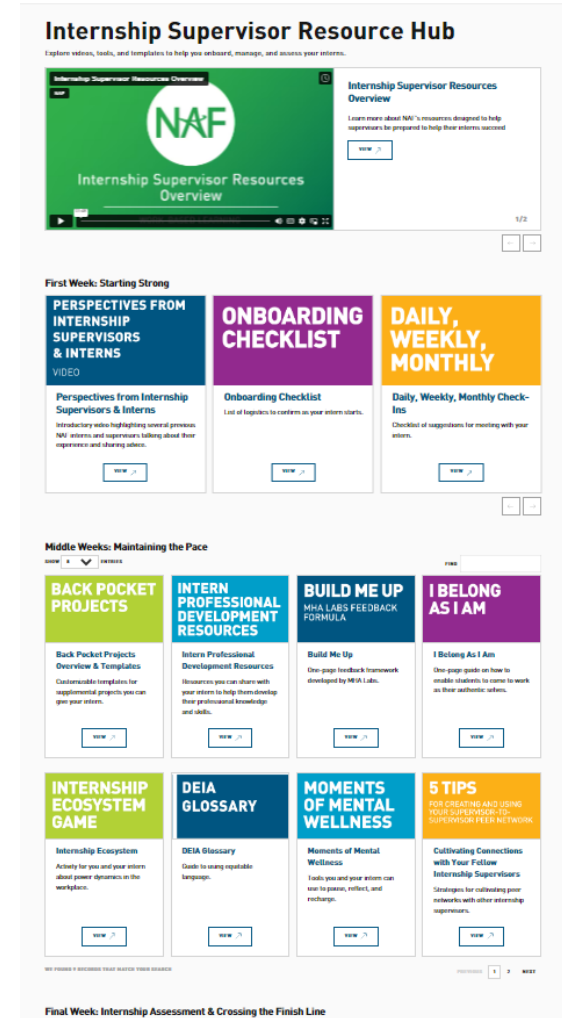
**More prepared supervisors = better experience for interns!**

## INTERNSHIP SUPERVISOR RESOURCE HUB

<https://ash.naf.org/public/wbl/internship-supervisor>

- Resources for each phase of their work with interns
  - Before arrival
  - First week
  - Middle weeks
  - Final week (including Internship Assessment)
- DEIA focus

**We will also be holding Internship Supervisor Training webinars prior to the summer – more to come!**





## Mentoring Focus: Mentored Industry Projects

- Students connect with industry mentors to address challenges and solve problems in a community or industry
- Industry mentors guide project work, offering feedback and direction throughout the project process
- Students develop skills through professional interactions and understand connections between classroom content and their career aspirations

Community  
Connected



Content Expert  
Mentors



Impactful  
Projects



## Jobs-to-internships option

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- Students complete at least 80 hours of elevated work between the assigned internship start and end dates
  - Provide the internship coordinator/academy teacher with proof of payment
  - Connect elements of their work with their academy theme and/or future career aspirations
  - Work with their current supervisor to:
    - Identify skill development opportunities
    - Implement new work responsibilities or tasks at an elevated level (a project of value)
    - Ensure the NAF Internship Assessment is completed by the end of the internship
  - Tools and resources in "[Prepare for Internships](#)" part of WBL section in ASH
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## Internship Alternative Options through Aug. 2023

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**Skill Building  
activities and  
projects**

**Service-learning  
experiences**

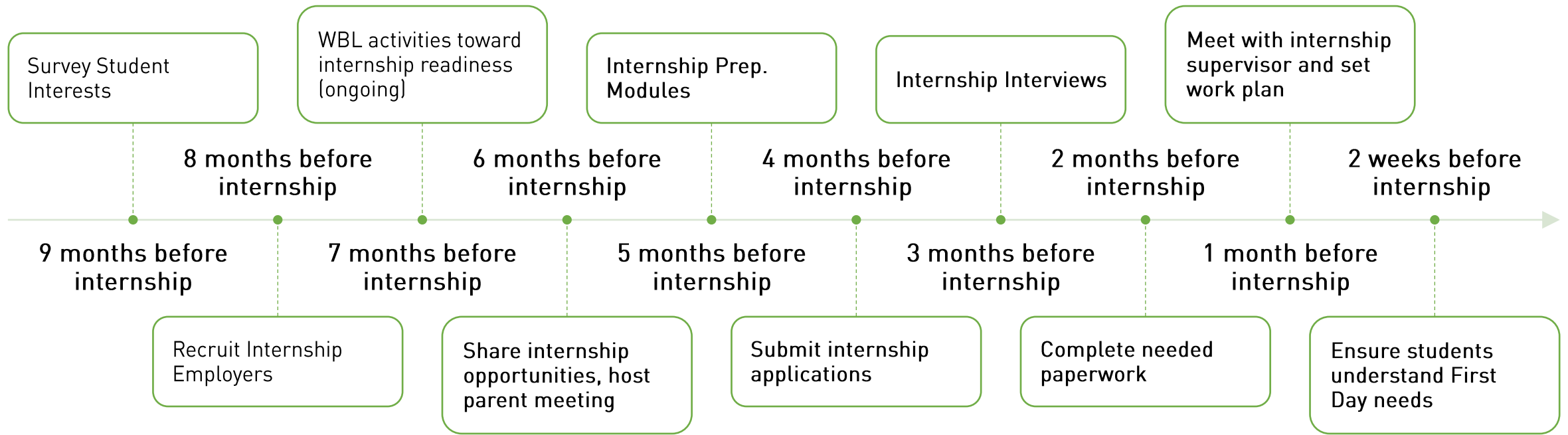
**Volunteerism  
experience in a non-  
profit**

**CTSO or Business  
Focused Project with  
business partner(s)  
as a  
mentor/supervisor**

- These options count toward NAFTrack Internship Credit through Aug. 2023
  - Must be 80+ hours
  - Students have a completed internship assessment for listed experiences
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# Internship Planning Timeline





# Webinars and Upcoming Resources

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## WBL Spring 2023 Upcoming Webinars

- Analyzing Your WBL Participation Tracker & Reflection Form Data - February 22, 2023
- WBL Fundamentals: Expanding Your Work-Based Learning Approach - February 28, 2023
- The Strategic Planning Process for Advisory Boards: A NAF Pro Series Webinar - March 14, 2023
- WBL Action Planning - March 21, 2023

We will be holding Internship Supervisor Training webinars in May and June – more information to come!

Visit the [NAF Spring 2023 Webinars article in ASH](#) to access information about all webinars, including topics, full descriptions, and registration links

## Looking for recordings and slide decks from previous webinars?

[Visit the Professional Learning section in ASH](#)

*Access ASH > Learning Center > Professional Learning*

# **Tour of Internship Prep Modules site & Internship Supervisor Resource Hub**

Questions?





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