

INTERNSHIP



BUSINESS GUIDE



SAMPLE INTERNSHIP BREAKDOWN (90 HOURS)

FOCUS AREA	HOURS ALLOCATED	DESCRIPTION
Orientation & Training	8	Company overview, department tours, tools and training
Shadowing & Basic Tasks	25	Job shadowing, assisting teams with day-to-day tasks
Project-Based Work	40	Intern project, weekly check-ins, mentor guidance
Professional Development	10	Attend workshops, career planning, networking opportunities
Final Wrap-Up	7	Project presentation, final feedback, student evaluation, mock interview & resume review

INTERNSHIP FREQUENTLY ASKED QUESTIONS

Are the internships paid or unpaid?

All of our Everett Career Link Internships are UNPAID, but students do receive .5 school credit upon completion.

Are students required to complete 90 hours during their internship?

Although we encourage all interns to complete a total of 90 hours throughout the summer, we understand that may not work for all students and businesses. Some internships may incorporate a hybrid schedule or include a special project to fulfill hour requirement. There may also be internships less than 90 hours.



When do I need to commit to hosting a summer internship?

Students begin applying for summer internships as early as the end of January each year with all applications due by March 31st. Businesses need to be finalized by the end of March to allow enough time for proper student placement.

How are students placed and when will I be notified?

During the month of April, student intern applicants are interviewed 1:1 with the internship coordinator from EPS. Based on the interviews, all students will be placed at the beginning of May and businesses will be notified of their internship selection. Internship details will then be arranged between business and student during May/June. This may include a tentative start date, job duties and basic schedule.

When do the students complete the internship?

All internships should take place during the summer, but the exact dates/times are determined between business and student. Most internships begin the last week of June or after the 4th of July and run until the end of July or beginning of August. These may be part-time or full-time internships depending on what works best for both parties.

Are students allowed to be transported by employees during the internship?

Students and parents do complete paperwork which allows them to ride with employees during the internship. For best and safest practice, we encourage at least two interns or employees in the car.

What should I have my intern do during the internship?

The front of this document outlines a suggested breakdown for internship activities, but the purpose of an internship is to expose students to a wide range of experiences. These can include job shadowing, handling small tasks, participating in team meetings, attending workshops, or working on a special project. We encourage businesses to leverage the advantage of having a fresh perspective on their team! Many companies find value in students who bring new insights that differ from those of existing employees. The most successful internships often involve students completing a significant project that they can present at the end of the summer.

Who do I contact if I want more information?

Bree Youngberg (byoungberg@everettsd.org) is the Everett Career Link internship coordinator for Everett SD. She is in charge of business recruitment, student placement and will work with you during the summer, including site visits and student check-ins.

