

# WORK-BASED LEARNING INTERNSHIPS

## WHAT IS A WORK-BASED LEARNING INTERNSHIP?

*Work-based learning internships offer students a valuable opportunity to explore various career paths and gain real-world experience. By working alongside professionals in local businesses, students can discover their passions and develop essential workplace skills. These internships not only provide hands-on learning but also allow students to earn high school credit, making them a rewarding and beneficial experience.*



## WHAT DOES A WORK-BASED LEARNING INTERNSHIP DO FOR ME?

- Connects what you're learning in the classroom to the real world
- Increases your self-awareness about job skills and career preferences
- Helps you develop employability skills
- Gives you a chance to observe professionals in action
- Helps you network with potential future employers

## HOW DOES IT WORK?

- Sign up for the internship program
- Complete intake paperwork
- Work with your WBL Coordinator to select a placement that matches your future career goals
- Meet the employer and begin your internship experience
- Meet weekly with your WBL Coordinator to set goals and reflect on your experience
- Receive jobsite visits and coaching from your WBL Coordinator

## WHO DO I CONTACT WITH MY QUESTIONS?

Reach out to your School Counselor, Principal, or WBL Coordinator with any questions.

## WHAT ARE MY OPTIONS?

Choose an internship experience from any of the  
CTE Career Clusters:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Math
- Transportation, Distribution & Logistics



# Frequently Asked Questions

## Are there any jobs that you can't do?

- We try to find a match as close to your interest as possible. Some placements have legal or safety restrictions on what students can and cannot do (i.e. some health, manufacturing, and law enforcement placements have restrictions.)

## Do I get paid for this?

- In some internship placements, you may get paid, but that is not a guarantee. In some cases, you can use the hours for future educational settings. You will also receive credit for the course once you complete all requirements.

## When would I go to the jobsite?

- Your internship will take place during your regular school day. This time covers travel and allows for extended on-site hours. You can work additional hours, but the core internship hours must be during the school day.

## Can I work for my family or friend's business?

- While we appreciate your enthusiasm for working with family or friends, we prefer that you experience a job placement outside of your immediate circle. This helps you gain new experiences and learn how to navigate a professional work environment. Think of it as a chance to explore new career paths and build connections with people you may not know yet.

## What if I don't like the placement after a few weeks?

- We understand that sometimes things don't work out as planned. However, we work hard to match students with placements that are a good fit. We encourage you to communicate any concerns with your internship coordinator. Together, we can work to adjust your goals or expectations with your employer. Remember, the goal is to complete the full trimester/semester and gain valuable experience.

## What if I already have a job, can I use this and just keep working?

- It really depends on the situation. The program is designed to expose students to the daily expectations of a potential career you are interested in. We do not want this to be an extension of a part-time job you already have. New skills and experiences are a required part of your internship experience.

## Is there a class or any work that I have to do?

- Yes, there are a few things you'll need to do outside of your internship hours. You'll sign some required documentation, regularly reflect on your internship experience, and meet with your WBL Coordinator to discuss your experiences and set goals. Your coordinator will also visit your workplace to check in with you and your employer.

