



Employer Internship Guidebook





A Message from...

The Asst. Superintendent of Workforce Development

Partners,

Thank you for considering working with Mobile County Schools in developing graduates who are truly career ready. Though all our conversations with leaders in business and industry we hear the same concerns; “job applicants do not have the work ethic and essential skills needed to be successful”. Through efforts such as our Signature Academies, which include focused college and career prep, guest speakers, externships and mock interviews we are making strides in meeting our students’ post-secondary needs.

Another large step in our plan is to offer our most committed students the opportunity to experience the adult workforce before they graduate. Students who earn a summer internship will receive insight into the world of work which will further prepare them for post graduate success. In addition we expect that they will share their experiences with their classmates when they return to the classroom in the fall. Again, thank you for your commitment to our students and the future workforce of our region.

Sincerely,

Larry Mouton

Larry Mouton
Assistant Superintendent
Workforce Development

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BAKER HIGH SCHOOL



MATTIE T. BLOUNT HIGH SCHOOL



ALMA BRYANT HIGH SCHOOL



CITRONELLE HIGH SCHOOL



W. P. DAVIDSON HIGH SCHOOL



JOHN L. LEFLORE HIGH SCHOOL



MARY G. MONTGOMERY HIGH SCHOOL



MURPHY HIGH SCHOOL



BEN C. RAIN HIGH SCHOOL



THEODORE HIGH SCHOOL



C. F. VIGOR HIGH SCHOOL



LILLIE B. WILLIAMSON HIGH SCHOOL



MCPSS INTERNSHIP TIMELINE 2021-2022

Employer Internship Informational Meeting	December 8, 2021
Inform the Academy Specialist of available jobs	December 8- January 21, 2022
Submit Job Descriptions to Academy Specialist	January 21, 2022
Jobs posted school and/or district website	January 28, 2022
Application Period	January 31 - February 25, 2022
Internship Parent-Student Information Meeting	March 9-16, 2022
Student Professional Business Training Seminar	March 25, 2022
Mock Interviews	March 29, 2022
Employer Interviews	Mar.30- Apr 15, 2022
<i>*Spring Break: April 18-22, 2022</i>	
Inform the Academy Specialist of Intern acceptances/declines	April 22, 2022
Internship Connect Day	May 6, 2022
Internship Work Days	June 6 –June 30, 2022



WHY CHOOSE MCPSS INTERNS?

Why MCPSS?

MCPSS has grown its outreach to attract partners all around Mobile County through its implementation of the Signature Academies. The Academies of Mobile County Public Schools are small learning communities that afford students in 10th-12th grade the opportunity to participate in real-world hands-on assignments connected to a specific career theme.

Why be a Partner?

Many partners are alumni that work and live within the county and wish to give back to their school. Partnerships bring rigor, relevance and relationships, which adds value in areas of business, science, education, healthcare and other fields.

Our Goal

The goal of MCPSS Internship program is to partner with organizations on strategic ways to enhance the student learning experience by offering access to highly trained, enthusiastic and competent interns, co-ops and potential employees.

Why MCPSS Students as Interns?

- Their learning is hands-on and experiential, not just theoretical; and
- Their educational foundation includes an emphasis on critical thinking, teamwork, analysis and communication.

Our Vision

The vision of Mobile County Public Schools is to become a premier educational system where students engage in multiple pathways leading to success in a global society.

Our Mission

The mission of Mobile County Public Schools is to graduate prepared and productive citizens.

INTERNSHIPS BENEFITS & TYPES

The Importance of Internships

Introduction

The Employer Internship Toolkit is designed to assist your organization in the development of a successful internship program. This toolkit will give you information and templates designed to help you create internships that meet the needs of your organization.

What is an Internship?

An internship is a carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what he/she is learning throughout the experience. MCPSS characteristics include:

- A paid part-time or full time opportunity
- Minimum of 15 hours a week
- Earnings of no less than minimum wage
- Minimum of a 4-week internship (June 6—June 30)
- Assignment of a mentor for selected intern(s)

Benefits for Employers

- The internship is an inexpensive recruiting tool and an opportunity to train future employees. The opportunity to evaluate prospective employees while they are working for the organization can reduce significant costs in finding new talent;
- Interns bring current technological skills and ideas from the classroom to the workplace and therefore increase an organization's intellectual capital;
- An internship program can supply an easily accessible source of highly motivated pre-professionals; and
- Interns provide an opportunity for mid-level staff to manage.

Types of Internships

Internship: An assignment performed during a specified time frame. This is to serve as a paid work experience that is directly be related to the student's academy.

Cooperative Education (Co-op): Experience-based learning through paid employment in practical, curriculum-related work assignments tailored to a student's schedule. This is a continuing part-time role with no specified end date.

STUDENT REQUIREMENTS

Student Requirements

Basics

MCPSS has established minimum requirements that students should meet in order to seek internship opportunities. (i.e. attendance, discipline, etc.) In addition, students must apply through the Signature Academy Specialist (SAS) at their school to ensure professional document preparation. This practice strives to ensure that MCPSS applicants adequately demonstrate a level of academic and professional preparation that reflects transferable skills which the student can bring to the potential internship or co-op positions.

MCPSS Student Requirements for Internships

The opportunity is open to students who:

- Are currently enrolled at MCPSS, and will be a upcoming rising senior;
- Be on track for graduation; and
- Minimum of one academy course successfully completed.

MCPSS Student Requirements for Cooperative Education

The opportunity is available to rising senior students who:

- Are currently enrolled through MCPSS or are international students who have authorized documentation to work off-campus;
- Maintain a minimum 2.0 cumulative grade point average;
- Have at least one year of coursework remaining until graduation; and
- Are able to fulfill any additional requirements as determined by the employer.



7 STEPS

TO DEVELOPING A QUALITY INTERNSHIP PROGRAM

Step 1: Identify your Company's goals & objectives.

Know the main goal for your organization's internship program.

- Look at current business activities and consider what ongoing work you would like to expand or projects you would like to initiate or complete.
- Consider projects that are beneficial to your organization and provide challenging learning experiences for students.
- Examine your recruiting needs (i.e. employees retiring or departments that are expecting growth).

Determine who will supervise and mentor the intern?

- Select a supervisor who likes to teach or train and has the resources to do it - someone who will help the intern keep projects on time and on budget.
- Assign a mentor who is a department head, project leader, long-time employee or acting supervisor knowledgeable about the project on which the intern will work and who can provide orientation and wisdom for the student.

How will interns be paid?

Internships will be paid. Determine the length, time and pay scale to compensate your intern on an hourly wage. With consideration given to the minimum of requirements of accepting a MCPSS Intern. Companies do have the option of hiring through their HR department or a third party.



Step 2: Promote the Internship Program.

Develop a Job Description.

- Inform the SAS of available jobs ;
- The SAS will work with the company to develop a job description;
- Job descriptions will be posted on the school and/or district website;

Internship Program Timeline.

- Refer to timeline in the front of the booklet.

Step 3: Suggested Interview of Qualified Interns from MCPSS

1. Prepare questions:

- Specific coursework related to the position;
- Knowledge or familiarity of equipment, techniques, computers, etc.;
- Previous experiences related to the position; and
- Career interests and goals.

2. Analyze resumes:

- Check for signs of organization, clarity and accuracy;
- Trace chronology and look for time gaps;
- Note involvement and roles in campus and community organizations;
- Look for accomplishments, patterns of progression and growth; and
- Check grade point average overall and in major, if included.

3. Open the interview:

- Build friendly rapport through small talk;
- Provide an overview of the interview;
- Indicate that the student will have an opportunity to ask questions later; and
- Explain that you will be taking notes and invite the student to do so.

4. Ask questions and gather information:

- Use behavioral type questions as well as open ended questions

5. Allow for questions and comments:

- Answer honestly and illustrate with your own experiences if possible;
- Assess the quality of the student's questions;
- Avoid giving answers that indicate a commitment to a position; and
- Be prepared to answer questions about the position, selection timeline, expected training, company structure and products.

6. Give information:

- Briefly recap information about the position.

7. Wrap-up:

- Close on a positive note;
- Avoid making statements that may be interpreted as a promise of employment.

8. Follow up with candidates promptly:

NOTE: It is very important that you ask each candidate the same questions.

Step 4: Selection Process

- Send acceptance/rejection list to Signature Academy Specialist;
- The SAS will notify all candidates of the internship decision.
- MCPSS will host an Intern Connect day; At this time, employers should be prepared to give interns the resources he/she needs to do the job.

Step 5: Internship Orientation

Getting started on the right foot will lay a good foundation for the intern's experience. Using the work plan you have developed for the internship, set up an orientation for your new intern. A sample orientation outline is included in the *Sample Forms and Outlines* section on page 17.

Employers should provide students with an employment packet to include:

- A proper workstation, telephone with voicemail, computer and email account is vital to your intern's success. Point out the supply room and introduce any appropriate personnel;
- Work Schedule;
- Work Attire;
- Condensed Employee Handbook; and
- Any other pertinent information.

Step 6: Manage the Intern

Monitor the intern's progress

- Make sure you are aware of what is happening with their daily tasks.
- Keep in mind that this could be the student's first work experience. When work is assigned, make sure it is given with a detailed explanation of expectations. A few extra minutes of explanation will pay off later when the intern produces good work independently.
- Help your intern set goals for completion of various tasks, including daily, weekly and monthly goals. This will help establish a solid work ethic for the intern.

Step 7: Evaluation of Interns

Evaluate the intern's progress periodically and give feedback

- Evaluations are important for the success of your intern's experience. Processes differ and yours may be a formal written review given at the halfway point and at the end of the program, or it may be delivered over an occasional lunch with the intern.
- MCPSS will have onsite visits or conference calls during the internship to facilitate the evaluation. The intern should be able to share with you what is expected and the SAS from the school will be your direct contact.
- Complete an evaluation form. Use the evaluation forms found in the *Sample Forms* section for interns and employers to evaluate each other. The evaluation may be completed by mail and/or online.



LEGAL CONCERNS

Legal Concerns (www.labor.alabama.gov)

Do you have to pay interns?

The U.S. Fair Labor Standards Act (FLSA) severely restricts an employer's ability to use unpaid interns or trainees. **It does not limit an employer's ability to hire paid interns.**

Interns who qualify as learners or trainees do not have to be paid. The U.S. Department of Labor has outlined six criteria for determining trainee status that apply to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship;
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Workers' and Unemployment Compensation

Workers' compensation boards have found that interns contribute enough to a company to make them employees. It is wise to cover interns in your workers' compensation policy even though you are not required to do so. Interns are not generally eligible for unemployment compensation at the end of the internship.

Keep in Mind

Even if a student is working through a school program for which he or she is receiving credit, the student still has the right under the FLSA for pay unless the employer is not deriving any immediate advantage by using him/her. This scenario is becoming increasingly litigious and a website has been launched on the topic at www.unpaidinternslawsuit.com. Remember, paying an intern at least minimum wage is a great option.

The organization should identify the specific terms and conditions of the experience (e.g., dates of employment as an intern, including the date the internship will end; compensation; organizational and/or reporting relationships; principal duties; tasks or responsibilities; working conditions; confidentiality; any other expectations of the employer), and should discuss these with the prospective intern, so that there is no misunderstanding regarding the relationship. Also, it may be a good idea to document such a discussion with a written agreement. This should be made in consultation with the educational institution.

If an intern is harassed at your organization and you don't do anything about it, your organization opens itself to the risk of lawsuits. Take time to advise your interns of appropriate workplace behavior, the organization's harassment policy and the complaint procedure.

***Please check the Alabama Department of Labor for Child Labor Laws and to obtain a child labor certificate of students under 18.**

Frequently Asked Questions

Q: What level of compensation is typical for an internship?

A: In planning to allocate resources for your internship program, compensation may be a consideration. An hourly wage can vary depending upon experience; typically the hourly wage for an intern is no less than minimum wage. If you are unable to budget an hourly wage, consider offering a monthly or semester-based stipend.

Q: Is my organization responsible for providing insurance or benefits to the intern?

A: Normally, only full-time employees are eligible for benefits provided by the employer. Interns are short-term employees and are therefore ineligible.

Q: Do interns work 40-hour work weeks? Do they typically work five days a week?

A: Internships are flexible; A part-time internship can involve anywhere between 15 and 40 hours per week. Once you select the candidate for the internship, you will need to discuss his/ her availability and agree on a schedule that will work for both parties.

Q: When do internships typically begin? How long do they last?

A: Internships usually follow the starting and ending dates of the set schedule for MCPSS Internship program. The internship should begin June 6th - June 30th.

Q: What if my intern does not work out? Are there rules for terminating interns the same way as there are for full- or part-time positions?

A: In most cases, interns are treated as employees and therefore the same laws apply. It is advised that you consult with the MCPSS Signature Academy Specialist before any termination actions are enforced.

Q: I like my intern and would like to extend the internship, how do I go about this?

A: This is at your discretion and you may continue an internship and/or extend an offer for future employment once the internship has been completed.

Q: Can full-time employment be offered after the internship program has been completed?

A: Yes, if your organization and the intern can come to an agreement about continued employment under the cooperative education program.



EXAMPLES

Sample Documents

The following pages contain sample documents that employers can reference in creating their own internship toolkits.

- Internship work plan
- Internship job description
- Interview structure
- Memorandum of understanding
- Internship offer letter
- “Position-filled” letter
- Orientation outline
- Intern employer evaluation
- Employer evaluation of student intern
- Exit Interview
- Intern exit interview survey

These sample documents are generalized constructs and employers are encouraged to customize their own forms to better meet their internship objectives. This toolkit is intended to provide a comprehensive overview of materials used during the internship.

Sample Internship Job Description

Job Description

Position: PC Support Analyst Intern

Location: Bay City, MI

Organization: ABC Company

Compensation: \$15/hour

Department: Information Systems

Number of Openings: 1

Duration: Spring/Summer Semesters

Time Requirements: Part time, 15-20 hours/week

Required Major: Computer Science/Information Systems

GPA Desired: 3.0 or better

Start Date: 05/13/14

Job Description:

Responds in a timely and courteous manner to information desk calls from end-users with software and hardware questions;

Provides support for office products such as e-mail, electronic calendaring, word processing and spreadsheets;

Performs hardware and software installations;

Performs routine maintenance on PCs and peripherals; and

Goes to end-users' desks and provides tutoring for PC applications such as WordPerfect, Word for Windows, Excel, Lotus 1-2-3.

Qualifications:

Knowledge of Windows, WordPerfect, Word, Lotus 1-2-3, and CC: mail preferred;

Familiarity with PCs and Macintosh preferred;

Must have own transportation; and

Must hold junior or senior status.

Application Procedure: Please forward your resume and cover letter to your school Signature Academy Specialist.

Internship Partner-Student Contract

This form should be completed together by the intern and the immediate supervisor or mentor. Both parties should agree to the terms outlined. Please note: this is not a legal contract. A copy of this form should be given to the intern and the MCPSS Academy Specialist.

Student Information

Name: _____

Address: _____

Phone: _____ Email: _____

High School: _____

Academy Specialist Contact: _____

Internship Information

Company Name: _____

Company Address: _____

Immediate Supervisor: _____

Supervisor Phone: _____ Email: _____

Internship Description

Student internship will begin on _____ and end on _____

Internship title: _____

Goals to accomplish during internship:

What do you want to experience or learn during this internship?

List the projects that will be assigned to the intern.

Intern signature: _____ Date: _____

Partner signature: _____ Date: _____

Sample Orientation Outline

1. Review organization vision and department missions.
2. Give the intern a feel for the organizational structure; provide an organizational chart or staff list with phone numbers.
3. Explain the need-to-know items:
 - Parking;
 - Work station;
 - Specific work dates and times;
 - Office hours, breaks and lunches;
 - Internet;
 - Using office equipment, i.e. copy machine, phone;
 - Dress code; and
 - Attendance and punctuality.
4. Review organizational and employee policies.
5. Review the internship — Identify and discuss:
 - Main projects;
 - Job description;
 - Results expected; and
 - Action plan.
6. Set regular evaluation meetings.
7. Inform the intern of departmental or staff meetings he/she is expected to attend, and provide time during those meetings for the interns to report progress on his/her project(s).
8. Identify a back-up supervisor or support person who can answer the intern's questions if his/her regular supervisor is unavailable.
9. Ensure that your intern understands his/her responsibilities, and allow for questions.
10. Provide a tour of the facility and an introduction to staff.



Sample Form Intern Employer Evaluation

MCPSS – Employer Intern Evaluation Report

Intern _____ Supervisor/Mentor _____
 Job Title _____ Agency _____

Directions: Evaluate the personal qualities below for your trainee. Score the student by using the numerical key below to mark the appropriate space. List the specific job tasks that are performed by the student each week. Rate the student's performance using the numerical key below. Your report will be used in determining future job placement, counseling and job skill enforcement of the intern. Careful attention should be given so as to present a true picture of your intern's work and progress each week.

Personal Qualities/Job Tasks Key: Excellent (9-10) Good (6-8) Fair (3-5) Poor (1-2) Unacceptable (0)

Rating of Intern for Year _____							
Personal Qualities		Weekly Assessment					
		1	2	3	4		
Attendance:	Present and on time						
	Begins work promptly						
Appearance: Clean, neat appearance, poise, orderly							
Dependability: Able to work with little supervision, follows instructions, consistent							
Leadership: Aggressive, eager to learn, resourceful, good judgment, able to inspire others							
Thoroughness: Accurate, careful, completes work							
Ability To Get Along With Others: Tactful, friendly, cooperative							
Social Habits: Good attitude, self-control, honesty							
Willingness to Work: Works overtime, performs extras							
Progressive Job Tasks		Weekly Assessment					
(List specific job tasks performed)		1	2	3	4		
TOTAL (Personal Qualities + Job Tasks)							
Average: Total ÷ Total Possible Points							

Evaluator's Signature: _____ Date: _____

MCPSS –Student Intern Evaluation Form

(To be completed by the Intern)

This form is for you (the student) to assess your internship experience. **At the conclusion of the internship, complete this form and give it to your school's academy specialist.**

Intern Name: _____

Sponsoring Organization: _____

Sponsoring Supervisor: _____

Circle the number in the box of the number that best reflects your level of agreement/disagreement with each of the following statements. **1 = Strongly Agree; 5 = Strongly Disagree**

I achieved my learning goals during the internship.	1	2	3	4	5
Through my duties, I received training in a profession/field related to my academy.	1	2	3	4	5
I experienced some of the realities of working in the profession/field.	1	2	3	4	5
I successfully completed my assigned responsibilities and duties.	1	2	3	4	5

Evaluate the following aspects of your internship by circling the number in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank.

1 = Outstanding; 5 = Unsatisfactory

Work Environment:

Support and Feedback:

Opportunity to be Creative:

Interaction with Others:

Overall Evaluation of Internship (circle one):

Superior

Excellent

Satisfactory

Unsatisfactory

Additional Comments:

Intern's Signature _____

Date _____

Evaluation of Intern Experience

(To be completed by the Academy Specialist)

- Schedule in advance to give the student an opportunity to prepare thoughts and questions.
- Avoid scheduling on the student's last day on the job so that there is time to take care of any action items that come up in the interview.

Internship Experience

1. Explain the purpose of the exit interview.
2. Encourage the student to be as candid as possible.
3. Explain that you will be taking notes.
4. Begin with less sensitive questions to put the student at ease.
5. Gradually move into areas of greater sensitivity.
6. Ask the student if he/she has any remaining questions or suggestions for improving the internship program.

Conclude by thanking the student for his/her time and honesty.



Sample Intern Exit Interview Summary

Name: _____

Date: _____

Department: _____

Supervisor: _____

Company property returned:

Badge ☐

Other ☐

Evaluation Questions:

1. How similar was your actual assignment to your expectations?
2. How would you rate (company name) as a place to work?
3. How well did your experience provide information about your chosen field?
4. What was the best part of your intern experience?
5. Would you recommend (company name) to other students for an internship assignment? Why or why not?
6. What suggestions do you have for improving the internship program?

Include any other comments you would like to write down. 20





Mobile County Public Schools Signature Academy Specialist's Contacts



Baker High School
Mrs. Claire Minto
(251) 221-3000

Murphy High School
Mrs. Lauren Rodgers
(251) 221-3184

Blount High School
Ms. Deondrea Westbrook
(251) 221-3070

Rain High School
Mr. Sylvester Jones
(251) 221-3233

Bryant High School
Mrs. Kellie Snodgrass
(251) 824-3212

Theodore High School
Mrs. Lannah Saine
(251) 221-3351

Citronelle High School
Mrs. Deborah Pippin
(251) 221-3444

Vigor High School
Mr. John Davis
(251) 221-3045

Davidson High School
Mrs. Sara Martin
(251) 221-3084

Williamson High School
Ms. Monique Pettaway
(251) 221-3411

LeFlore High School
Ms. Bridget Eubanks
(251) 221-3125

Mary Montgomery High School
Mrs. Terra Price
(251) 221-3153

Mrs. Amanda Prowell

Signature Academy Supervisor

(251) 221-4023

Mr. Larry Mouton, Asst. Superintendent

Workforce Development

(251) 221-4821



Preparing Students to be College and Career Ready

