

## Academy Internship Program Information Sheet

To successfully complete an internship, an Academy student must complete 80 hours at one location. The definition of a workplace internship is outlined below. The internship may begin after the completion of the junior year and must be completed by May 15<sup>th</sup> of the senior year.

Students are responsible for securing their own internship. Students may find internships to apply for through postings in the Westlake HS College and Career Center monthly online newsletter, the CITY internship program, and networking with Skillify.

Students may also complete the internship requirement by completing a Summer Career Camp through the Ventura County Office of Education. The student will complete a four week summer program.

### Internships vs Part-Time Work

Internships can be **paid or unpaid**. This is determined by the internship site.

Because of this, there is often confusion among students and supervisors alike: "What makes an internship different from a part-time student job, or just volunteering to work for free?"

In reality, there *is* one primary identifying element that distinguishes an internship from all other types of employment: *An internship, by definition, must include a specific learning objectives.*

In other words, the student deliberately sets out to gain knowledge, skill, and/or further understanding of a particular industry. Unlike classroom learning, the student gains this knowledge not from lectures, reading, and exams, but rather from on-the-job experience. For this reason, internships are often referred to as "experiential learning."

In general, there are three aspects necessary for an internship to constitute a learning experience:

1. The internship is within the student's area of career interest; and they bring to the internship the knowledge they've acquired through their academic education so far.
2. The internship supervisor provides guidance, evaluation, and feedback to facilitate the learning process.
3. The student engages in ongoing review of learning objectives throughout the course of the internship

### Process for Completing a Worksite Internship

1. Get successfully hired as an intern
2. Complete the Internship Enrollment Form and return to Academy coordinator
3. Get approval from the Academy coordinator to begin internship
4. Develop Learning Objectives with internship supervisor-Turn into Academy coordinator
5. Complete a minimum of 80 internship hours at one location
6. Once you have finished your internship complete the Academy Internship Student Evaluation Form-return to Academy coordinator
7. Once you have finished your internship provide your supervisor with the Intern Assessment Form-return to Academy coordinator
8. Congratulations, you have completed the internship requirement.