

Employer Guide for Hosting Internships in Partnership with High Schools

An internship experience places a student in a workplace setting to gain hands-on experience and industry knowledge in a career pathway they feel connected to. Internships may be paid or unpaid experiences that have defined learning outcomes and allow for structured reflection.



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Benefits of an Internship Experience



Employer Benefits

- **Build your talent pipeline:** Nurture a pool of quality candidates who are ready to step into future roles.
- **Lower recruitment costs:** Conversion rates from intern to full time employee are extremely high (50-70%).
- **Financial Value:** Save on average \$4,700 in recruitment and training costs for each intern who becomes an employee.
- **Increase productivity:** Provide real work support.
- **Leadership Development:** Foster leadership skills in your existing workforce by designating employees to serve as professional mentors for the interns.
- **ROI:** For every **\$1 invested**, you gain **\$2-\$4 in value** through productivity and future savings.

Student Benefits

- **Apply classroom learning to real work scenarios:** Experience actual work tasks, project workflows, industry tools and equipment.
- **Increase employability skills:** Develop and practice technical and employability skills while building confidence.
- **Explore careers:** Confirm choice of career pathway, can observe multiple career paths in real work setting.



Make it Happen

- Gain company-wide buy in:** Share motivations to host an intern and the company's potential return on investment
- Identify Needs and Define the Role:** Before hiring, identify the organization's needs and specify what work needs to be completed. Create a detailed job description that includes responsibilities and clear learning outcomes.
- Connect with school staff to identify a potential intern** (seek out counselor, career counselor, or work-based learning coordinator). Hold interviews if appropriate.
- Choose a Workplace Supervisor:** Interns will be trained, mentored, and evaluated under guidelines of the training plan.
- Training Plan:** Workplace Supervisor and school staff will work together to determine internship objectives and create a process to monitor the intern's progress toward mastery.
- Review guidance:** Child labor laws, workplace safety protocols, and liability insurance considerations.
- Create an onboarding process /orientation** in which the student is introduced to staff, workspaces, work processes, and responsibilities/ expectations.
- Continuing support:** Intern will be monitored and mentored toward mastering objectives of training plan.
 - Incorporate self-assessment and constructive feedback on a regular basis.
 - Hold weekly check-in meetings.
 - School staff will check in regularly as determined by training plan.

Internship Documents

(School Supervisor will be responsible for sharing and gathering signatures)

- **MTSBA Liability and Insurance Guidelines -** Determine appropriate insurance coverage.
- **Employability Skill Assessment** – Assess baseline skills to create learning objectives.
- **Training Agreement** - Internship requirements and rules between school district, employer, teacher, student, and parent/guardian.
- **Training Plan** - Learning objectives between the employer, teacher, and student.
- **Intern Reflection** - Reflect upon experience and assist in future career path planning.
- **Intern Survey** - End of program survey to inform future WBL experiences.
- **Employer Survey** - End of program survey to inform future WBL experiences.
- **For more information on WBL, tools, and documents** see Employer WBL Toolkit

This **quick start guide** is designed to support employers in developing and implementing high-quality work-based learning programs. It provides recommended practices and guidance; however, strict adherence is not required, and employers may adapt the content to meet local needs and contexts.



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