Developing Business Partnerships for STUDENT INTERNSHIPS

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Welcome!
“Internship” Defined

• An *Internship* is a “deeper dive” field experience that consists of several sessions or rotations.

• Some rotations may occur in small groups while others may be a one-to-one relationship.

• An internship generally lasts from several weeks to a semester and may or may not include financial compensation.

• Two internship models emerged: district-managed and employer-managed.
Why High School Internships?

Converging Realities Affecting Workforce Readiness

• Students don’t really know what in-demand careers are like or what these professionals do on a daily basis

• Secondary students need field experiences outside the school to help them discover what career(s) they may be passionate about

• The cost of a college education has become very expensive (cost-prohibitive is some cases) and students need to find out earlier what to major in

• Business leaders are realizing they need to begin attracting & recruiting talent and skills for the future workforce at the high school level in their industry; beginning recruiting at the college level for talent and skill, in some cases, is becoming too late

Student internships **bridge** high schools/CTCs with careers!
Benefits for Students

• Fosters an understanding about in-demand careers in which students might be passionate about
• Assists students to narrow their career choices given the exorbitant cost of college
• Highlights employer and workplace expectations and culture
• Demonstrates relevance between academic courses and workplace requirements
• Provides elective credit and/or enhances career portfolio for future college and/or job applications
Benefits for Business Partner

- **Talent Acquisition**: Employers are beginning to recruit potential employees in high-demand careers at high school level.
- Seeks to “keep local talent local” *(War on talent!)*
- Assists young people in understanding **what employers expect** of employees.
- **Energize employees** as they contribute to the preparation of a highly skilled workforce.
How We Began
Lakota’s New STEAM² Program (7-12)

College/Workforce-Ready
Creative & Innovative
Globally Competitive
Advanced Science & Technology Skills

Experience
Leadership

Hands-On Learning
Internships
Career Exposure
Job Shadowing

Foundation
Core Concentration
Specialization
Introduction

Biomedical
Biomedical Innovations
Medical Interventions
Human Body Systems
Principles of Biomedical Sciences

Engineering
Digital Electronics
Aerospace Engineering
Principles of Engineering
Introduction to Engineering Design

9th
7th
8th
9th
10th
11th
12th

Design & Modeling
Automation & Robotics
Biomedical Researcher
Nurse
Physician’s Assistant
Pharmacist

Biological Engineering
Chemical Engineering
Aerospace Engineering
Mechanical Engineering
Computer-Electrical Engineering
Biotechnical Engineering
Two Internship Models Have Emerged

- District-Managed Internship Model
- Employer-Managed Internship Model
• Student applies to the district to be considered for the internship experience.
• District interviews and selects students for internship program.
• Students/parent(s) attend informational meeting, and sign *Student Internship Agreement Form, Parent Consent Form*, and *Confidentiality Agreement* with business.
• Student (or parent) provide own transportation.
• Students complete orientation and all rotations.
• Upon successful completion of internship experience (rotations and *Reflective Journal*), students receive elective high school credit for experience.
EXAMPLE: District-Managed Internship Model

West Chester Hospital

Procter & Gamble
EXAMPLE:
West Chester Hospital
Hospital Biomedical Rotations

- Imaging
- Respiratory Therapy
- Clinic/Laboratory
- Pharmacy
- Perioperative Areas

- Operating Room
- Sterile Processing
- Inpatient Units
- Rehab Services (PT, OT, Speech)
- Emergency Room
Hospital Business Operations Rotations

- Hospital Operations: Chief Administrative Officer/Business Development
- Hospital Operations: Nursing & Non-Nursing
- Chief Financial Officer
- Human Resources & Marketing/Public Relations
- Quality/Management
EXAMPLE:
Procter & Gamble
Engineering Rotations

• Modeling, Simulation & Analysis Engineering
• Mechanical Engineering
• Electrical (Control Systems) Engineering
• Cost Engineering
• Materials & Welding Engineering
• Process Engineering
Employer-Managed Internship Model

- Student applies to the employer rather than the school district.
- Employer interviews and selects students for internship program.
- Student may or may not receive pay/compensation for participation in internship program.
- Students can apply for elective high school credit for successful completion of internship experience through the district’s Credit Flex process.
EXAMPLE: Kinetic Vision

A global, full-service engineering and design firm
Engineering & Design Experience

- Concept ideation and design
- Prototype development
- Product design and engineering
- Custom software development
- Reverse engineering
- Product visual communication
- Digital media creation
Meticulous Planning: Developing Processes

What we have learned

• **VISION:** Belief in the *importance* of extending learning into the community!

• Importance of dedicated leadership

• Legal research and agreements

• Buy-in and support

• Understanding workforce demands
# In-Demand Occupations Requiring a Bachelor’s Degree

*Listed According to Job Openings*

<table>
<thead>
<tr>
<th>Occupation Title</th>
<th>Starting Wage</th>
<th>Median Annual Wage</th>
<th>On-the-Job Training</th>
<th>Relevant Work Experience</th>
<th>Annual Job Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business (5,906 positions)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountants and Auditors</td>
<td>$39,310</td>
<td>$60,420</td>
<td>None</td>
<td>$</td>
<td>1,319</td>
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<tr>
<td>Market Research Analysts and Marketing Specialists</td>
<td>$32,380</td>
<td>$55,840</td>
<td>None</td>
<td>$</td>
<td>855</td>
</tr>
<tr>
<td>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</td>
<td>$35,020</td>
<td>$67,220</td>
<td>Moderate-term on-the-job training</td>
<td>$</td>
<td>746</td>
</tr>
<tr>
<td>Management Analysts</td>
<td>$41,580</td>
<td>$73,710</td>
<td>None</td>
<td>1 to 5 years</td>
<td>634</td>
</tr>
<tr>
<td>Human Resources Specialists</td>
<td>$32,640</td>
<td>$53,770</td>
<td>None</td>
<td>$</td>
<td>620</td>
</tr>
<tr>
<td>Sales Managers</td>
<td>$54,810</td>
<td>$102,910</td>
<td>None</td>
<td>1 to 5 years</td>
<td>459</td>
</tr>
<tr>
<td>Public Relations Specialists</td>
<td>$27,050</td>
<td>$46,370</td>
<td>Moderate-term on-the-job training</td>
<td>$</td>
<td>235</td>
</tr>
<tr>
<td>Logisticians</td>
<td>$43,840</td>
<td>$68,980</td>
<td>None</td>
<td>1 to 5 years</td>
<td>216</td>
</tr>
<tr>
<td>Marketing Managers</td>
<td>$66,090</td>
<td>$111,320</td>
<td>None</td>
<td>1 to 5 years</td>
<td>196</td>
</tr>
<tr>
<td>Compliance Officers</td>
<td>$36,830</td>
<td>$57,670</td>
<td>Moderate-term on-the-job training</td>
<td>$</td>
<td>159</td>
</tr>
<tr>
<td>Human Resources Managers</td>
<td>$58,010</td>
<td>$93,920</td>
<td>None</td>
<td>1 to 5 years</td>
<td>101</td>
</tr>
<tr>
<td>Occupational Health and Safety Specialists</td>
<td>$45,730</td>
<td>$69,870</td>
<td>Moderate-term on-the-job training</td>
<td>$</td>
<td>99</td>
</tr>
</tbody>
</table>
## Information Technology & Networking (2,660 positions)

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Low Salary</th>
<th>High Salary</th>
<th>Experience</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Systems Analysts</td>
<td>$49,950</td>
<td>$77,560</td>
<td>None</td>
<td>1,035</td>
</tr>
<tr>
<td>Network and Computer Systems Administrators</td>
<td>$43,490</td>
<td>$66,430</td>
<td>None</td>
<td>596</td>
</tr>
<tr>
<td>Computer and Information Systems Managers</td>
<td>$68,440</td>
<td>$111,630</td>
<td>None</td>
<td>323</td>
</tr>
<tr>
<td>Computer Network Architects</td>
<td>$64,410</td>
<td>$95,640</td>
<td>None</td>
<td>313</td>
</tr>
<tr>
<td>Computer Occupations, All Other</td>
<td>$45,610</td>
<td>$80,020</td>
<td>None</td>
<td>186</td>
</tr>
<tr>
<td>Information Technology Project Managers</td>
<td>$45,610</td>
<td>$80,020</td>
<td>None</td>
<td>186</td>
</tr>
<tr>
<td>Computer Hardware Engineers</td>
<td>$50,500</td>
<td>$86,340</td>
<td>None</td>
<td>31</td>
</tr>
</tbody>
</table>

## Engineering & Advanced Manufacturing (2,107 positions)

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Low Salary</th>
<th>High Salary</th>
<th>Experience</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Engineers</td>
<td>$46,100</td>
<td>$70,940</td>
<td>None</td>
<td>447</td>
</tr>
<tr>
<td>Industrial Production Managers</td>
<td>$51,370</td>
<td>$83,720</td>
<td>1 to 5 years</td>
<td>317</td>
</tr>
<tr>
<td>Industrial Engineers</td>
<td>$47,850</td>
<td>$73,300</td>
<td>None</td>
<td>290</td>
</tr>
<tr>
<td>Electrical Engineers</td>
<td>$50,470</td>
<td>$76,390</td>
<td>None</td>
<td>159</td>
</tr>
<tr>
<td>Engineers, All Other</td>
<td>$45,980</td>
<td>$84,060</td>
<td>None</td>
<td>146</td>
</tr>
<tr>
<td>Manufacturing Engineers</td>
<td>$45,980</td>
<td>$84,060</td>
<td>None</td>
<td>146</td>
</tr>
<tr>
<td>Electronics Engineers, except Computer</td>
<td>$54,520</td>
<td>$86,760</td>
<td>None</td>
<td>124</td>
</tr>
<tr>
<td>Operations Research Analysts</td>
<td>$42,200</td>
<td>$70,070</td>
<td>None</td>
<td>115</td>
</tr>
<tr>
<td>Sales Engineers</td>
<td>$53,010</td>
<td>$85,820</td>
<td>Moderate-term on-the-job training</td>
<td>114</td>
</tr>
<tr>
<td>Aerospace Engineers</td>
<td>$66,490</td>
<td>$98,740</td>
<td>None</td>
<td>77</td>
</tr>
<tr>
<td>Chemical Engineers</td>
<td>$50,960</td>
<td>$83,430</td>
<td>None</td>
<td>56</td>
</tr>
<tr>
<td>Petroleum Engineers</td>
<td>$54,260</td>
<td>$95,730</td>
<td>None</td>
<td>39</td>
</tr>
<tr>
<td>Materials Engineers</td>
<td>$54,010</td>
<td>$80,270</td>
<td>None</td>
<td>27</td>
</tr>
<tr>
<td>Health and Safety Engineers, except Mining Safety Engineers and Inspectors</td>
<td>$51,620</td>
<td>$77,210</td>
<td>None</td>
<td>26</td>
</tr>
</tbody>
</table>
High-Demand Industry Sectors
Planning for Internship with Business Partners

- Agree upon type of internship (district-managed or employer-managed); this defines the focus and scope of partnership agreement and program objectives
- Develop and approve partnership agreement
- Agree upon internship program objectives and learning experiences of each rotation, and timeline and schedule
- Get legal agreements prepared, and school board approval of partnership agreement
- Market program, recruit and select students
- Implement the internship program
Curriculum Template/Framework for Internships

- **STEAM² Careers**
  - Biomedical internships and mentorships (hospitals, pharmaceuticals)
  - Engineering internships and mentorships
  - Information Technology (IT) internships and mentorships

- **Business Careers**
  - Business operations internships and mentorships
  - Logistics/Supply chain management
  - Entrepreneurship
  - Financial services
  - Programs coordinated with *Junior Achievement* for job shadowing and mentorships
Expanding Internships into:

• Social/Non-Profit Sector Careers
  • Foundations and agencies
  • Local government

• Fine Arts and Applied Arts Careers
  • Theater and Broadcasting
  • The Arts
Legal Agreements

- Lakota-Business Partnership Agreement
- Student Internship Agreement
- Parent Consent Agreement

Business partner typically requires signature of:
- Confidentiality/Non-disclosure statement
- Liability Waiver (limit risk exposure)
Process for Successful Implementation

1. Develop a promotional brochure, application process, and application form and communicate this internship through contact teachers and the high school websites.

2. Select a contact teacher for each internship program
   - Role of Contact Teacher

3. Schedule a business representative to conduct a brief informational session for interested students (if business partner is willing).

4. Ensure the contact teacher promotes and advertises the internship opportunity.

5. Contact teacher screen/narrow the applications to interview and notify students to be interviewed.
Role of the Contact Teacher

**Key Responsibilities**

- To promote the internship program to students and appropriate teachers
- To receive student applications and identify students to be interviewed
- To participate as a member of the interview team at the district office
- To attend informational meeting and student/parent meetings as appropriate
- To receive and read the reflective journals from students on their rotations
- To award elective high school credit for the experience.
6. Select the interview team and schedule & conduct student interviews, selecting students for the internship. Contact teacher or administrator will inform the students if they are selected as a finalist for the internship.

   • **Selection criteria for internships**  

7. Conduct the parent/student meeting (along with the contact teacher) in the evening at the business facility to provide an overview and orientation to the internship program, including expectations and commitments.

   • **Collect signed forms for the student agreement, parent consent form, and the confidentiality (non-disclosure) agreement**

8. The contact teacher receives and evaluates the completed reflective journals submitted by students for each rotation, assigns a pass/fail grade, and assigns elective credit for the completed internship experience.
3 Categories of Career Shadowing and Internships

Highly Specialized Careers
Advanced Education

Specialized Careers
Post-Secondary Education

Individual & Skilled Concentrations
Varied Education

Designed for students at all academic levels
Making Internships Work for You

- Understand job market *(scan your community!)*
- Capitalize on (or develop) your curriculum strengths
  - What do kids need?
- Begin small, implement well, and grow the program
- Commit to extend learning into the community
  - On-going support/dedicated staff
  - Resources
  - Sustainable
- Identify/select an internal dedicated leader
- Reach out to senior leadership (i.e., vice-president, president)
- Do the legal research
- Consider a “Train-the-Trainer” approach
For More Information

Visit:  www.lakotaonline.com/internships

Contact:

Dr. Karen Mantia, Superintendent
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Dr. Lon Stettler, Executive Director
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Lakota Local Schools
PREPARING STUDENTS FOR THE FUTURE

IMAGINATIVE
INNOVATION
TECHNOLOGY
AMBITIOUS

MEDICAL
SCIENTISTS

TELECOMMUNICATIONS
MANAGEMENT
ICLOUD

BANKING
Networking
RENEWAL

SUCCESS
ENERGY
HOSPITALITY

DANCE
MUSIC
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LAKOTA
LOCAL SCHOOLS