



Ohio Career Exploration Internship Program

The Ohio Career Exploration Internship Program is designed to help Ohio high school students explore potential careers. Through an internship of at least 20 weeks, students have the opportunity to explore all aspects of a profession and gain better understanding of the training needed to enter a career field. This internship program is not focused on one task, but provides students with a wide range of experiences within a career field.

Example: an intern in a retail setting learns about customer service and has the opportunity to learn about product sales and marketing, scheduling, payroll and inventory management.

Example: an intern in the manufacturing sector should work with management in the office as well as those along the production line.

Example: an intern in an accounting firm learns basic accounting skills, and learns more about the different roles in the office such as human resources, marketing, client relations and office management.

How it works

This is a partnership driven program between a business and a student. Working together, the student and business identify the goals of the internship and complete an online application. Once the application is approved by the Ohio Development Services Agency, the internship can begin. Program interns are employed for at least 20 weeks and complete at least 200 hours of work and instruction. Upon completion of the internship, the business and student complete a final report outlining the achievements of the internship. After review of the report, the business is reimbursed for 50 percent of the intern's wages, up to \$5,000.

Student Eligibility

- Students entitled to attend high school in Ohio (including: public, private, community, online, career-technical and homeschooled).
- Students must be between the ages of 16–18 years old or enrolled in grades 11 or 12.

Business Eligibility

- Businesses must operate as a sole proprietorship, for-profit entity or a pass-through entity.
- Businesses must have been in operation for 12 months in the state of Ohio.
- Businesses must host interns at a location in the state of Ohio.
- Businesses may have up to three Career Exploration Internship candidates in one calendar year.

How to Apply

Once a business and student reach an agreement on the terms of the internship, they can complete the online Career Exploration Internship Program application. A brief description of the internship, a signed statement from the student and a signed statement from the principal or guidance counselor must be provided with the online application. The application can be found at <http://development.ohio.gov/CareerExploration>.



Ohio

**Development
Services Agency**

John R. Kasich, Governor

David Goodman, Director

(800) 848-1300
www.development.ohio.gov

**For more information on the
Ohio Career Exploration Internship Program,
call (614) 466-4326.**