High School Tech Internship

Overview

The High School Tech Internship v3.0 pilot program is a competitive opportunity for Ohio employers to receive reimbursement for establishing a recruitment pipeline by hosting high school interns in tech-related roles. Educational Entities work closely with business partners to apply for this program. Find out more ways business-education partnerships benefit everyone involved here!

The goal of the High School Tech Internship is to provide businesses with the tech talent they need while also providing students with valuable work experience at an early age. Interns will be expected to perform job duties similar to what is expected of an entry-level employee in technology roles that focus on software development, data, cloud and IT infrastructure, cybersecurity, and other technology-focused roles.

Intermediary:

Services

For Educational Entities and businesses in Dayton Development Coalition and REDI Cincinnati JobsOhio regions, Strategic Ohio Council for Higher Education (SOCHE) and INTERalliance of Greater Cincinnati will serve as an Intermediary to facilitate the High School Tech Internship program. These organizations will serve as a resource for Educational Entities and businesses as they participate in the program. They will work with businesses and Educational Entities to recruit, interview, and place interns – and submit all the needed paperwork on behalf of both entities to apply for the program and to submit closeout paperwork for reimbursement. Additionally, once placed, Intermediaries will provide supportive services throughout the duration of the internship to resolve any issues that arise. The Intermediary will also facilitate the creation of work-based learning agreements between businesses and Educational Entities. Serving as the point of contact for businesses and Educational Entities will allow the Intermediary to provide both partners with any assistance that they may need throughout the entirety of the internship process.

Business Partners

Expectations
- Businesses will provide notice to the Educational Entity of their choice stating they wish to hire interns for the High School Tech Internship Program.
- Businesses will engage the students at a forum, facilitated by the Educational Entity, at which they can explain their operations, the expected duties of the internship, and interview candidates.
- Businesses must collaborate with the Educational Entity to develop Work-Based Learning Agreements for each student intern, which should include the work schedule of the student.

Benefits of the Program
- Businesses have an opportunity to begin building their future talent.
- Businesses will be reimbursed up to 100 percent of the wages paid to interns to encourage employers to hire high school students in technology roles. Businesses also will be eligible to earn bonuses for each student that earns a credential as outlined below.

- To align with JobsOhio priorities, recommended internship opportunities include roles with a focus on software development, computer science, data, cloud and IT infrastructure, cybersecurity, broadband/5G, and other technology-focused roles.
- To qualify for wage reimbursement, businesses must submit documentation to the Educational Entity proving the student was employed for a minimum of 120 hours and was paid at least $12 per hour. Wage reimbursement will occur at a two-thirds rate if an intern is documented to work at minimum 120 hours, but less than 200 hours. If an intern works 200 or more hours the business will be eligible for wages to be fully reimbursed. The maximum reimbursement is $5,000 per student.
- Businesses may receive an additional $1,000 per intern if they can demonstrate the intern earned an industry-recognized credential recognized on the Innovative Workforce Incentive Program (IWIP) List by the time of the reimbursement request.

Educational Entity: (District, Career-Technical Education Center, Educational Service Center)

Expectations

- Educational Entities will identify students who will be 19 years old or younger on the start date of their internship. They will provide a venue (in person or virtual) in consultation with business partners for students to meet and interview with the businesses they have partnered with.
- Educational Entities must place at least two interns to participate in the program.
- Educational Entities will apply for the program and submit necessary documentation at the conclusion of the program as outlined by the *Program Process* section.
- Educational Entities must collaborate with business partners to develop Work-Based Learning Agreements for each student intern.

Benefits of the program
- Education professionals have an opportunity to learn more about the businesses in their communities, including learning what skills their students will need to be successful.
- Educational Entities (excluding intermediaries) must place at least four interns outside of their own organization (and schools participating) for a minimum of 120 hours each to be eligible for an Incentive Bonus Payment.

Educational Entity Incentive Payment	Number of Interns Placed		
	4	6	8
Payment Amount	$400	$750	$1200

- In order to receive Educational Entity Incentive Payment, students cannot be employed by the entity or its affiliates.
- Participating schools may be eligible to use qualifying credentials earned during internships to get $1,250 payments, per credential, through the Innovative Workforce Incentive Program (IWIP).

- Hopefully, this program gives Educational Entities the opportunity to forge long-lasting partnerships with participating businesses.

Program Process:

Program Application

1. Educational Entities who wish to participate should notify us via email at High_School_Tech_Internship@Development.Ohio.gov.
2. Once intern placements are secured, the Educational Entity will submit an application using the High School Tech Internship 3.0 Application through the Department of Development's application portal. The application requires information about the entity applying, as well as placements (business name, intern name, tech focus area of the position, etc.)
3. Once the application is reviewed and approved by Development, the applicant will receive notification to log in, review, and e-sign the grant agreement and terms and conditions.
4. Educational Entities will notify businesses of submission approval/denial. Businesses then hire students into available internship roles and partners work together to develop the student's Work-Based Learning Agreement.

Receiving Funding

5. At the completion of the internship, businesses will submit documentation to the Educational Entity regarding students' time in the internship, verification of wages and other evaluation documentation requested by the Educational Entity – including any information required for Work-Based Learning Agreements.
6. Once the Educational Entity receives complete documentation from the businesses, the Educational Entity will submit a reimbursement request through the Department of Development's reimbursement process. Reimbursement requests must be submitted by October 31, 2023, to be eligible for funding.
7. **The Educational Entity will be required to distribute proper payment (as designated by the Department of Development) to the participating businesses.**

Additional Information

- Internships can start at any time once the Educational Entity has received notification of approval for funding, but no students can be placed after June 15th. Additional interns can be placed after the initial approval (but prior to June 15th) after notifying and receiving approval from Development.
- Businesses must submit reimbursement paperwork and exit interview notes to the Educational Entity by October 1st.
- Opportunities for participating Educational Entities and business partners to network will be facilitated by the State periodically throughout the duration of the program.

Key Program Improvements from Prior Year

- To better facilitate the program and increase its scale, the State is going to pilot an intermediary model for two JobsOhio regions to test the efficacy of having third-party intermediaries work with educational entities and businesses to facilitate the program.

Find out more about the High School Tech Internship pilot from prior years here!

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