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MSW Student Interns: Tiffany Scott and Amy Weiss
Students enrolled in the Internship program will have frequent communication with the program interns.

Internship Course Description:

A student internship is an unpaid, career-focused experience during which students become directly involved in the workplace. A question we often hear from students is “Why do I need to learn math, science, and history? I’ll never use it.” This experience provides an opportunity for a student to apply the skills obtained in school to real work situations and to learn additional skills. An internship will also help students to define career goals. Through working with an adult mentor at the worksite, students have the opportunity to develop a foundation of general workplace skills and to acquire information and skills in their chosen career cluster/pathway. A student internship also provides students with focused and structured learning, giving them experience with the responsibility for meeting timelines, making decisions, and working with others – all skills needed for success in the workplace.

Program Goals. At the end of the internship, students should be able to:

- Identify a career cluster of interest
- Determine whether a career is compatible with interests, values, skills, and aptitudes
- Prepare a resume
- Write a correct resume cover letter
- Develop interviewing skills
- Write correct, timely thank you letters
- Set priorities, plan use of time, adhere to a schedule
- Develop effective interpersonal skills with workers and supervisors
- Develop important work habits such as promptness, reliability and accuracy
- Understand the evaluation process in the workplace
- Explain the correct business attire and etiquette

Minimum Requirements:

In order to earn credit for internship, students must work a minimum number of hours, as follows:

54 hours of work based learning or more

Create a resume, cover letter and thank you note

Create an internship reflection assignment

Take a .5 College and Career Readiness Course (APEX/classroom) or

16 hours of Career Readiness seminar