



FALL 2024

# WORK BASED LEARNING GUIDE

INTERNSHIP

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CAREER READY  
ALLEGHENY



## Work-Based Learning in the Workplace

Experience	Specifics	Workplace Benefits
Service Learning	<p>Students complete a service project within a workplace.</p> <p>10-60 hours: 10 hrs meets graduation requirements, 6 weeks/60 hrs meets criteria for work-based learning indicator</p>	<p>Students contribute towards volunteer projects hosted or required by workplace and participate in philanthropic missions.</p>
Job Shadow	<p>Students visit workplaces and have the chance to speak with current employees.</p> <p>Minimum 3 hours per experience; minimum of 3 separate experiences either within different departments or businesses</p>	<p>Students experience a variety of departments or workplaces that build business recognition and career awareness.</p>
Internship	<p>Highly structured work experience where student explores a career of interest. Outlined with learning objectives and evaluation requirements. Can be paid or unpaid.</p> <p>6 weeks or 60 hours in length</p>	<p>Students contribute to productivity in an organization and get a feel for the reality of the workplace and day-to-day career life.</p>
Career Mentoring	<p>Students interact with professionals in chosen field of interest. Mentoring can be done 1:1 or in a group.</p> <p>Minimum of 6 hours</p>	<p>Mentors provide guidance to students and recruit talent for local businesses.</p>
Externship	<p>Students experience a workplace through a combination of job shadowing, career mentoring or other career exploration.</p> <p>Minimum 9-12 hours</p>	<p>Businesses can create an externship experience that best suits what they are able to offer in terms of time and guidance.</p>

# INTERNSHIP OVERVIEW

An internship is a highly structured short-term work-experience program in which the student experiences a career of interest. The internship plan is outlined in a training agreement with learning objectives and student requirements. Participating students will receive school credit and can be paid or unpaid. PA Department of Education requires internships be either six weeks or 60 hours in length for students in K-12.

## INTERNSHIPS PROMOTE

- Exposure to careers and jobs
- Exploration of a field of interest
- Valuable job experience that is a “foot in the door” for a career
- Building soft skills such as communication, teamwork, problem solving, and collaboration
- Building occupational knowledge and skills

## STUDENT SAFETY

### Clearances

According to the Department of Human Services Act 54 of 2018 states that employees who participate in an internship, externship, co-operative, work study or similar program with a school, who have identified as the minor’s supervisor and the person responsible for the child’s welfare are required to obtain school volunteer background clearances. Employees described above are required to have a Pennsylvania State Police criminal history check and child abuse history certification, which are now provided free of charge for these employees, as they are considered volunteers under §§6344.2(a). If the employee has resided in Pennsylvania for less than 10 years, a federal criminal history check is also required. If the child interacts with other workers at the employee’s job site, only the employee is required to have clearances as long as that employee remains in the immediate vicinity of the student and is identified as the responsible adult (PA Department of Education, n.d.). Links to all clearances can be found [here](#).

### Safety Training for Student Interns

Interns should receive training about potential workplace hazards and how to protect themselves. The school entity must provide basic safety instruction, and the workplace must supplement this training with location-specific and occupation-specific instruction. (PDE Instructional Toolkit)

# PAID VS. UNPAID CRITERIA

Under the federal Fair Labor Standards Act (FLSA) , internship programs must evaluate whether the interns need to be paid the minimum wage and overtime for the services they provide to for-profit, private sector employers. The following six criteria must be applied when creating an internship:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion, its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship (U.S. Department of Labor, 2010).

If the student's experience meets all criteria above, then students may be unpaid or receive a stipend for participation or accomplishment. If the experience does not meet this criteria, and the relationship between the employer and student is most similar to an employer-employee relationship, the students must be paid a wage and meet all labor guidelines that pertain to youth workers.



# INTERNSHIP CHECKLIST

## Before the Internship

- Identify interested and qualified students
- Secure placement for students
- Distribute permission forms and contracts
- Review providers internship program (if applicable) and meet with employer-based mentor
- Develop a work-based learning plan and agreement in consultation with student and employer
- Determine communication strategy between employer and educator
- Visit training sites to meet personnel, observe the work performed at the worksite, check for appropriate safety practices
- Select dates and times for internship

## During the Internship

- Support students development of learning objectives through class activities
- Meet with students and worksite supervisors at their workplace and observe workplace activities
- Check in with employer supervisor and employer mentor for student progress
- Maintain ongoing communication with workplace partner and/or worksite supervisor

## After the Internship

- Meet with worksite supervisor, mentor, and student to analyze experience and complete evaluations
- Attend student intern experience presentation if applicable
- Review student's learning plan and objectives and student evaluation with student



# DOCUMENTING LEARNING AND COMPLETION

This guide is intended to support the implementation of work-based learning activities within the [Industry-Based Learning Indicator for the Future Ready PA Index](#) and/or the [PA High School Graduation Requirements](#). At minimum, complete the following documents and file them with the appropriate member of the school staff:

## **1. Internship Application:**

Use this to document the internship, identify the teacher advisory and employer who will guide the student, and request approval from your school administration.

## **2. Internship Learning Plan:**

Students should complete this in preparation and during their internship to set learning goals and provide evidence for mastery of Career Education and Work Standards. This also should describe how the internship is connected to the student's career plan.

## **3. Timesheet to Document Hours:**

For an experience to count towards evidence of completion of a work-based learning activity and meet the criteria for the industry-based learning indicator, the student intern for least 6 weeks or 60 hours.

## **4. Post-Activity Evidence of Student Learning:**

Post-Internship activities should provide evidence that the student met the goals in their learning plan. Depending on the learning goals and activities, there can be a variety of acceptable pieces of evidence that also align with the strands of Career Education and Work Standards. They may include student evaluations, or reflections.

## **References:**

[PA Academic Standards for Career Education and Work](#)

[Name a Future Work Based Learning Plan](#)

[PA Department of Education Work-Based Learning Toolkit](#)

[PA Department of Education SAS Resources : Evidence Comparison](#)

Editable templates for all documentation can be found on [www.careerreadyallegheeny.org](http://www.careerreadyallegheeny.org) in the Resources > Educators section.