The Internship Process...

Step 1: Student Search

- Students can search for internships based on their interests. If they do not find an internship that they are interested in, they can suggest sites for the school to add.

Step 2: Student Request to Pursue

- When the student finds a site they are interested in, they can add them to their wish list or request to pursue the site.

Step 3: Internship Coordinator Approves Request

- If the internship coordinator feels it will be a good fit, they can approve the request to pursue the site. The internship coordinator assigns a date when the request will expire.

Step 4: Student Tries to Land the Internship

- The student - with the help of their teacher - has a set amount of time to try to land the internship. They will typically send a resume/LinkedIn, try and schedule an informational interview or a shadow day.

Step 5: Student Request to Start Internship

- When the student feels like they have landed the internship, they request to start.

Step 6: Teacher/Advisor Approves Request to Start

- The teacher or advisor can then approve the student to start the internship. They complete the setup process, including setting goals and a schedule.

Step 7: Student Attends Internship

- The student then attends the internship. They can log attendance and set daily goals. The mentor confirms daily attendance.

- The school monitors attendance and can receive weekly summary reports.

Step 8: Student Requests to End Internship

- The student requests to end the internship.

Step 9: Teacher/Advisor Ends Internship

- When the teacher/advisor ends the internship, the opportunity is available for the next student to pursue.