



Thank you for considering our Elevate Internship Program! Our program is committed to delivering career connected learning opportunities for youth in Lane County. This would not be possible without partners like you!

## What is an Internship?

An internship is a short-term work experience where an organization hosts a youth to work on clearly defined projects outlined by the intern's site supervisor. Interns work under the guidance and mentorship of a supervisor from the host organization. Internships provide opportunities for youth to gain general hands-on workplace experience and industry-specific skills while building positive relationships with local professionals.

Connected Lane County's Summer Internship program is a competitive program in which selected youth are partnered with a local organization that aligns with their career goals. Each intern is paid an hourly wage by Connected Lane County and is recognized as a temporary employee throughout their internship. The following guide will outline expectations, requirements, and keys to success for internships.





## Why Internships are Important to Both Interns and the Industry

Internships can mutually benefit both the youth and the organization hosting them. Supporting a young person in an internship can provide management opportunities for existing employees and increase morale and productivity among team members. Additionally, investing in a hands-on learning opportunity for local youth can build community, attract and retain local talent from the region, and increase positive public relations outcomes for a company.

A successful internship experience can be even more transformative for youth. A quality internship can change the course of a youth's life through meaningful interaction with professionals. The intern can gain relevant work experience and build professional skills through hands-on learning. These opportunities provide real-life learning for youth, help them gain confidence, and develop a sense of agency that empowers them to make decisions about their future career plans.



## Preparing for an Internship

The host organization should create 3-4 projects the intern will work on during their time with the company. Each project should include a list of tasks and deliverables and describe which professional skills will be practiced. When developing project ideas, remember that a typical internship will be about 160 hours, so the projects should be achievable in that time frame.

When considering taking on an intern, hosts should consider who within the company should supervise the youth. This person should be available to the intern more than they would to a regular employee. Next, hosts should consider where the intern will work within the building. The intern should be given a work area near their supervisor, equipped with the necessary office supplies and technology. Lastly, the host should inform their existing employees before the intern comes on board. Employees should be encouraged to be approachable, welcome the intern warmly to the office space, and offer to help the intern as needed.

Before the internship starts, Connected Lane County will request two documents from the site supervisor: The Worksite Partner Agreement and The Placement Agreement. The Worksite Partner Agreement provides guidelines for creating a safe and inclusive work environment for interns and requires a signature. The Placement Agreement allows hosts to provide contact information and outline the intern's job description, skills to be taught, dress requirements, and schedule.





## Meet and Greet

During the internship orientation week, Connected Lane County will invite internship hosts to attend a one-hour meet and greet with their interns. Hosts should be prepared to share the projects they've outlined for the intern to work on, going through each project in detail – highlighting tasks, documentation process, skills, and timeline within each project. Then, hosts should invite the interns to share their learning objectives. Ensure that the projects outlined for the intern will help them work towards their learning objectives. Hosts should be open to adjusting the projects to be mutually beneficial for both the host and the intern.

Hosts should also review the following logistics with the intern to ensure they're prepared for their first day. It is important to be very thorough. For many youth, an internship is their first professional experience, so hosts should err on the side of providing too much detail rather than not enough. Lastly, save time at the end of the meet and greet to answer any additional questions the youth may have.

**Location**—Where in town is the office? Describe the building, including landmarks to look for, etc. Also, include details about who will greet the intern on their first day.

**Parking**—Where should they park? If the company doesn't have a private lot with ample parking spots, please point them to the nearest free parking and/or provide instructions on how to pay for parking.

**Daily Schedule**—Share the intern's daily schedule with them (hosts are encouraged to document and email this to the intern).

**Dress Code**—Review your company's dress code thoroughly. Help set the intern up for success by being thorough and giving examples of what not to wear. Include directions around styling long hair, if applicable, hats, shoes, etc.

**Breaks and Lunch**—Share with the intern what breaks they can expect during their work day and how long/when their lunch breaks will be (reminder: all workers are entitled to a 30-minute unpaid lunch when working for six hours or more).

**Health and Safety**—Discuss your organization's Health and Safety protocols, including emergency plans and illness policies.

**Contact Info**—Swap contact information! Be sure to share email addresses and work phone/cell numbers. Hosts should make their texting vs. calling preferences very clear.

**ID or Documentation**—If the intern needs to show any type of ID or bring any paperwork on their first day, please share that with them.



## During the Internship

On the first day, welcome the intern(s) by giving them an orientation to the workplace. It is best to assume they have no previous knowledge about the working environment and approach the orientation through that lens. Take the intern on a building tour, pointing out restrooms, different departments, supply closets, etc. The intern must know who to go to with general questions and concerns. During the orientation, emphasize workplace cell phone policies. Review the project work plans and learning objectives that both parties agreed to. Ensure the intern has a clear understanding of the projects, timelines, and expectations. If the host has a home-based business, they must work with Connected Lane County or another company to secure a daily workspace for the intern.

Safety should be a top priority for interns. If applicable, the host organization should provide thorough safety and equipment training to the intern. Personal Protective Equipment (PPE) requirements should be communicated to the intern and Connected Lane County staff. If the host company offers PPE to its employees and volunteers, the intern must be provided with the same equipment. If the host company does not provide PPE, Connected Lane County will provide it for the intern.

The internship supervisor should have weekly check-ins with the intern to make sure they are on track with learning goals and completing the tasks outlined in their work plan. The intern will also have weekly check-ins with a Connected Lane County staff member. These calls allow the intern to share any celebrations or concerns with the coordinating program. You will be notified in advance of when these check-ins will be scheduled, so please allow your intern to step away from their project tasks to take these calls. Additionally, a Connected Lane County staff member will do a site visit to check in with the intern in person and see what they're working on. Again, the date and time will be shared with you in advance.

Connected Lane County staff are available to assist the site supervisor in providing feedback and support to the intern if any concerns arise. Please contact the intern's cohort lead if you need any support.

## After the Internship

After the internship, the youth and their supervisor should meet to discuss the overall experience and review the final projects. Interns should walk away with a clear understanding of their areas of strength and growth. Connected Lane County will ask that you complete a Post-Employment Skills Assessment to provide written feedback and reflections. This helps the youth reflect on the experience and supports the sustainability of the program. If the experience was positive, the industry host could offer to be a professional reference for the intern. Finally, the host will complete an exit survey to provide feedback about the experience of hosting an intern. This feedback can inform potential adjustments that will strengthen the program and help ensure future internship success.



**Thank you for providing a learning opportunity for youth in our community! We appreciate your partnership!**



## Additional Resources for Businesses Hosting Internships

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### Unpaid Internship Considerations

There should be little difference in the direction provided by the host organization to paid and unpaid interns. Unpaid interns should still be provided safety and equipment training, be provided appropriate supervision, and feedback. Unpaid interns should be able to refuse work, there must be no expectation of pay, and they should not be given stipends or gifts, or promised jobs in the future. When working with an unpaid intern, organizations should follow their respective policy around volunteer workers' compensation (no coverage, volunteer workers comp coverage, voluntary injury coverage).

Learn more about unpaid intern liability: [dol.gov/agencies/whd/fact-sheets/71-flsa-internships](https://dol.gov/agencies/whd/fact-sheets/71-flsa-internships)

### Paid Internship Considerations

There are three main things to consider when conducting an internship: Worker's Compensation, BOLI, and OSHA regulations. Connected Lane County is prepared to protect the intern under the organization's Worker's Compensation should an injury occur. The other two considerations, BOLI and OSHA, should be looked into by both the host site and Connected Lane County.

**BOLI regulates wages, hours, and working conditions.**

See State laws: [oregon.gov/boli/workers/pages/paid-time.aspx](https://oregon.gov/boli/workers/pages/paid-time.aspx)

Child labor laws protect young people in the workforce. Although minors are no longer required to have permits, they, their parents, and their employers should be aware of laws and regulations applying to young people (ages 14–17) and the jobs and working hours that are allowed.

See BOLI Employment of Minors: [oregon.gov/boli/employers/pages/minor-workers.aspx](https://oregon.gov/boli/employers/pages/minor-workers.aspx)

**OSHA's Employer Responsibilities For Keeping Young Workers Safe:**

[osha.gov/youngworkers/employers.html](https://osha.gov/youngworkers/employers.html)

***Check your compliance and make sure interns are not asked to do jobs that violate the law or are given prohibited tasks such as operating heavy equipment. Lastly, train interns to prioritize safety.***