

EMPLOYER

Work-Based Learning Toolkit

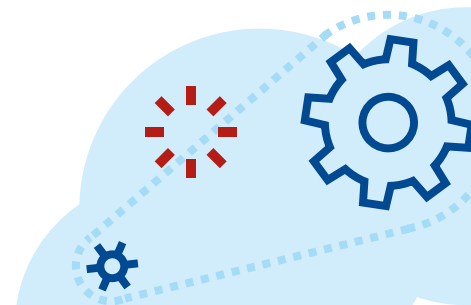
Bridging the gap between education and business



Includes:

- How to engage with students in a variety of ways
- Best practices
- Reproducible templates and resources

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Welcome to the Work-Based Learning Toolkit for Employers.

Are you an employer eager to engage with schools but unsure of where to begin or whom to contact? Perhaps you're already involved but seeking ways to deepen your impact. Or maybe you're simply curious about the various opportunities available to connect with students. You've come to the right place. This toolkit is designed to assist you in taking those crucial first steps, offering insights into diverse engagement methods and providing reproducible templates and resources for your convenience. Our goal is to empower you to navigate the realm of work-based learning with confidence. We're committed to meeting your needs and exceeding your expectations as we collaborate to cultivate an exceptional workforce together.

What exactly is Work-Based Learning?

Work-Based Learning (WBL) for employers involves partnering with educational institutions or training providers to offer structured opportunities for students or individuals to gain hands-on experience in a real-world work environment. This approach integrates classroom learning with practical application, allowing participants to develop industry-specific skills, knowledge, and competencies while contributing to the goals and operations of the employer organization.

What are the benefits?

Talent Pipeline Development

Work-Based Learning programs allow employers to identify and cultivate talent early on, building a pipeline of skilled workers who are familiar with the organization's culture, processes, and expectations

Customized Training

Employers have the opportunity to design and implement training programs that align with their industry standards and specific skill requirements, ensuring that participants are equipped with the knowledge and expertise needed to excel in the workplace.

Increased Retention

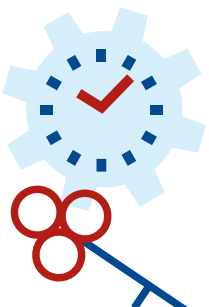
Investing in Work-Based Learning demonstrates a commitment to employee development, leading to higher levels of job satisfaction, engagement, and retention among participants.

Innovation and Diversity

Engaging with Work-Based Learning brings fresh perspectives and diverse ideas into the workplace, fostering a culture of innovation and creativity.



Getting Started



Determine Goals

A first step in planning work-based learning opportunities might be to consider your organization's long term goals and needs. Some questions to consider include: Where do you want your organization to be in 5, 10, or even 20 years? How might a plan for engaging with students in a structured and systematic way help you meet your needs? What is the time commitment that you can devote to this type of experience?

Two Important Tips for Success for Planning Any Type of Work-Based Learning Experience

Consider your staff carefully; utilize your most upbeat, enthusiastic, personable, patient, and welcoming staff members when engaging with students. Make it a fun, learning experience.

Determine Population to Connect With

Elementary Students

Providing work-based learning opportunities to elementary students can be a transformative experience for both the employer and the students involved. Imagine elementary students walking through the doors of your workplace, wide-eyed with curiosity and excitement, eager to explore the inner workings of your organization. As an employer, you have the unique opportunity to inspire and ignite the imaginations of these young minds, introducing them to the world of work in a meaningful and engaging way. By offering hands-on activities, interactive demonstrations, and guided tours tailored to their level of understanding, you can help spark their interest in various career paths and industries. As they interact with employees, ask questions, and participate in age-appropriate tasks, they not only gain valuable insights into the workplace but also develop essential skills such as teamwork, communication, and problem-solving. Through these work-based learning experiences, you have the power to plant the seeds of inspiration and cultivate a future generation of skilled professionals who are eager to make a positive impact on the world.

Middle School Students

Offering work-based learning opportunities to middle school students opens a gateway to exploration and discovery within your organization. As an employer, you have the invaluable chance to guide these young learners through hands-on projects, interactive workshops, and insightful job shadowing experiences. By engaging them in meaningful tasks and exposing them to various career pathways, you not only provide valuable insights into the world of work but also inspire them to envision their future possibilities. Through mentorship and guidance, you empower them to develop essential skills such as critical thinking, problem-solving, and collaboration, laying the foundation for their future success.

High School Students

Engaging high school students in work-based learning opportunities presents a dynamic partnership between your organization and the next generation of talent. As an employer, you have the chance to offer them exposure to real-world projects, mentorship from seasoned professionals, and insights into industry best practices.

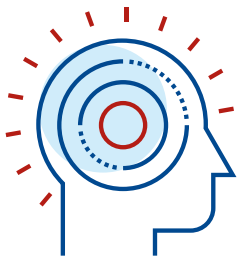
By immersing them in meaningful tasks, internships, or apprenticeships, you not only equip them with practical skills but also instill a sense of confidence and purpose as they navigate their career paths. Through this hands-on approach, students develop invaluable competencies such as problem-solving, adaptability, and professionalism, setting them up for success in future endeavors. Your investment in their growth and development not only enriches their educational journey but also strengthens the talent pipeline for your organization and the broader community.

College Students

Offering work-based learning opportunities to college students presents a mutually beneficial collaboration between your organization and aspiring professionals. As an employer, you have the opportunity to provide them with hands-on experience, mentorship from industry experts, and exposure to cutting-edge projects and technologies. By immersing them in meaningful internships, co-op programs, or research projects, you not only supplement their classroom learning but also cultivate their practical skills and professional acumen. Through these experiences, students gain invaluable insights into the inner workings of your industry, develop critical thinking abilities, and build a network of professional contacts. Your investment in their development not only enhances their employability but also contributes to the talent pipeline for your organization.

Veterans, Career Changers, or Those Returning to the Workforce Later in Life

Offering work-based learning opportunities to veterans or career changers represents a transformative pathway for individuals seeking to transition into new roles or industries. As an employer, you have the unique opportunity to provide them with tailored training programs, mentorship from seasoned professionals, and hands-on experiences to facilitate their transition. By offering internships, apprenticeships, or reskilling programs, you not only help them bridge the gap between their previous experience and their desired career path but also empower them to thrive in their new roles. Through these opportunities, veterans or career changers gain practical skills, expand their professional networks, and build confidence in their abilities.



Types of Engagement

In the following pages, you will have access to tips, templates, and information for different ways to engage with students such as:

Guest Speaking

Facility Tours/Field Trips

Job Shadowing

Mentorships

Mock Interviews

Career Day Participant

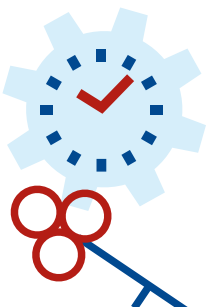
Internships

Donate Equipment/Setup Learning Space

Apprenticeships



Guest Speaking



Visiting a Classroom, After School Program, Camp, or Club

Give a presentation

Conduct a hands-on activity

Do a demonstration

Read a book or article with students and discuss

Best Practices

- Fill out this form for assistance in connecting with local teachers, principals or club leaders.
- Meet with the teacher in advance to discuss the visit and what you hope the students will learn.
- Remember, young students don't have a long attention span. Plan for a maximum of 10-20 minutes of listening at a time. Break it up with questions or active involvement.
- Engage students with questions and try to help them connect to what they already know.
- Short presentations followed by hands-on portions, or demonstration are best.
- Plan to run hands-on activities with the help of a teacher or leader.
- High school teachers or college professors may appreciate your assistance with a lab about a topic in your field.



Guest Speaking Tips for Employers



Preparation

Understand your audience and tailor your presentation accordingly. Prepare engaging and relevant anecdotes that highlight real-world applications of your industry knowledge.



Engagement

Foster a welcoming environment by keeping students involved and interested with Q&A sessions or hands-on demonstrations.



Inspiration

Share your personal career journey, overcoming challenges, and lessons learned to inspire and motivate the students. Also showcase opportunities and rewards working in your field.

**Have questions?
Want to get involved?
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For Employers



Tips for Engaging with Guest Speakers For Students



Active Listening

Take notes on key points and ask relevant questions to deepen your understanding of the industry and career opportunities.



Networking Opportunity

Introduce yourself to the speaker and ask insightful questions.



Reflect and Apply

Reflect on the insights shared by the speaker and consider how they can apply to your own career aspirations. What are actionable steps to further explore or pursue opportunities in the industry?



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For Students

Template Guest Speaking Letter of Request

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. On behalf of [Your Company/Organization Name], I am writing to express our interest in the opportunity to serve as a guest speaker at [School/Organization Name].

We understand the importance of fostering connections between the academic and professional worlds, and we believe that sharing our expertise and insights with your students would be a mutually beneficial experience. Our team members are passionate about [relevant topic or industry], and we are eager to engage with your students and contribute to their learning and development.

We have extensive experience in [relevant field or industry], and our presentation would focus on [specific topic or area of expertise]. We are confident that our insights and real-world examples would provide valuable context and inspiration to your students as they explore their academic and career pathways.

We are flexible regarding the format and duration of the presentation and are happy to accommodate any preferences or requirements you may have. Our goal is to deliver a memorable and impactful presentation that aligns with your educational objectives and resonates with your students.

Thank you for considering our proposal. We are excited about the possibility of collaborating with [School/Organization Name] and are committed to making a meaningful contribution to your students' educational experience.

If you would like to discuss this further or if you have any questions, please do not hesitate to contact me at [your contact information]. We look forward to the opportunity to work together and to inspire the next generation of [relevant industry] professionals.

Warm regards,

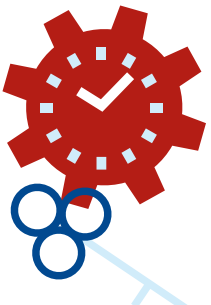
[Your Name]

[Your Title/Position]

[Your Company/Organization Name]



Worksite Tour



Host a Tour of Your Facility

Carefully planned tours enable students, teachers, and families to learn about your business firsthand.

Best Practices

- Carefully consider what you want students to learn. “Knowing” about your business is not enough. Sample objectives might be:
 - Explain three different jobs in the shop and the basic responsibilities of each
 - Explain the basics of how a product is made
 - Encourage students to connect what they are seeing to what they already know
- Have examples for the students to feel, touch or see.
- Consider partnering with a teacher to determine activities that students could do beforehand to prepare them for the tour.
- Consider how to encourage students to share the information they saw with their parents.

Worksite Tour

WHAT IS IT?

A facility tour/field trip is an organized excursion where individuals visit a specific location, such as a company's premises, to gain firsthand insight into its operations, processes, and environment. It typically involves guided exploration, interaction with staff, and opportunities to ask questions, providing participants with a deeper understanding of the organization and its activities.



Plan Ahead

Ensure that the tour is well-organized by planning all logistical details in advance. This includes scheduling the tour at a time that minimizes disruption to normal operations, arranging for knowledgeable guides or staff members to lead the tour, and preparing any necessary safety briefings or equipment.



Customize the Experience

Tailor the tour to the interests and needs of the participants. Consider the background and level of knowledge of the attendees and adjust the content and focus of the tour accordingly. Incorporating interactive elements, such as Q&A sessions or hands-on demonstrations, can further enhance engagement and learning.



Foster Engagement and Interaction

Encourage active participation from the attendees throughout the tour. Provide opportunities for them to ask questions, interact with staff members, and engage with the environment. Creating a welcoming and inclusive atmosphere will help participants feel more connected to the organization and its mission.

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For Employers

Guidance for Students Facility Tours/Field Trips



Be Attentive and Engaged

Stay focused during the tour by actively listening to the guide and observing the surroundings. Ask questions and participate in discussions to maximize your learning experience.



Take Notes and Photos (if permitted)

Record important information and capture interesting aspects of the facility through notes and photographs. This will help you retain key details and serve as a reference for future study or projects.



Show Respect and Follow Guidelines

Demonstrate professionalism and courtesy towards the hosts and fellow participants. Follow any instructions or safety guidelines provided by the tour organizers to ensure a smooth and enjoyable experience for everyone.



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For Students

Template Invite Letter for Worksite Tour

Title: Facility Tour: Exploring [Company Name]

Dear [School District/Class/Educational Organization],

We are excited to invite you to join us for a behind-the-scenes look at our [Company Name] facility. This tour will provide you with an opportunity to gain insight into our operations, processes, and the environment in which we work. Below are the details for the upcoming field trip:

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Company Address]

During the tour, you will:

Witness Our Operations: Get a firsthand look at how our products/services are created or delivered. From production lines to customer service centers, you'll see our team in action.

Learn About Our Technology: Explore the innovative technologies and systems that drive our business forward. Understand how we leverage technology to enhance efficiency and quality.

Meet Our Team: Engage with various team members across different departments. Hear about their roles, responsibilities, and experiences working at [Company Name].

Understand Our Values: Discover the core values that guide our company culture and decision-making processes. Learn how we prioritize safety, sustainability, and customer satisfaction.

Ask Questions: This is your chance to inquire about anything related to our company, processes, or industry. Our knowledgeable guides will be on hand to provide insights and answer your queries.

Please RSVP by [RSVP Deadline] to confirm your attendance. Additionally, wear comfortable clothing and closed-toe shoes for the tour.

We believe that this experience will not only enhance your understanding of our organization but also foster a deeper sense of connection and pride in being part of the [Company Name] team.

We look forward to having you join us on this exciting journey!

Best regards,

[Your Name]

[Your Position]

[Company Name]

Facility Tour Feedback Form

Dear Participant,

Thank you for participating in the facility tour at [Organization Name]. Your feedback is valuable to us as we strive to improve our facilities and visitor experiences. Please take a few moments to complete this feedback form.

Tour Information

Date of Tour:

Time of Tour:

Name of Tour Guide:

FEEDBACK

Organization and Logistics:

- Were directions to the facility clear and easy to follow?
- Comment on any aspects of the tour's organization that stood out to you.

Tour Guide:

- Did the tour guide provide clear and informative explanations?
- Were questions from participants addressed adequately?

Content and Information:

- Were key features and highlights of the facility effectively communicated?
- Were there any aspects of the facility that you wished were covered in more detail?

Facility Experience:

- Were the facilities clean, well-maintained, and in good condition?
- Comment on any specific features or amenities of the facility that impressed you.

Safety and Accessibility:

- Were safety protocols and guidelines clearly communicated and adhered to?
- Were accommodations made for participants with disabilities or special needs?

Overall Satisfaction:

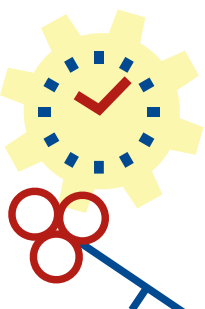
- Would you recommend this facility tour to others?
- Any additional comments or suggestions for improvement?
- Please feel free to provide any additional comments, suggestions, or feedback about the facility tour or any other aspects of your experience.

Thank you for your participation and feedback!

[Organization Name]



Job Shadow



Allow a Student to Job Shadow

Students might spend a few hours to a few days observing employees in your organization.

Best Practices

- Plan the exercise purposefully. Consider what is engaging for students to observe and for what length of time. Too long observing the same thing will be tedious for a student.
- A rotational job shadow can be conducted where the student observes different employees within the organization to obtain a holistic view of the organization.
- Consider the timing so that the experience can be conducted at a time when the employees they will be observing will have extra time to talk to the student and explain what is being done.
- Clearly outline the goals of the experience to all employees involved.
- Having one student job shadow at a time is best.

Job Shadowing

WHAT IS IT?
 Student job shadowing provides a unique opportunity for students to observe professionals in their workplace environment. During the shadowing experience, students follow a professional throughout their workday, gaining insights into the daily tasks, responsibilities, and challenges of the job.



Provide Clear Expectations

Clearly communicate the objectives, schedule, and expectations for the job shadowing experience to both the student and the employee they will be shadowing. This ensures that everyone understands the purpose of the shadowing and what is expected from them during the day.



Facilitate Meaningful Engagement

Encourage interaction and engagement between the student and the employee they are shadowing. Encourage the employee to explain their tasks, answer questions, and involve the student in relevant activities to provide a comprehensive understanding of the job.



Follow Up

After the job shadowing experience, follow up with both the student and the employee to gather feedback. Ask the student about their experience and what they learned, and solicit feedback from the employee on how the shadowing could be improved in the future.

Have questions? Want to get involved? Scan the QR Code.



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For Employers

Guidance for Students Job Shadowing



Preparation

Research the company and the role of the professional you will be shadowing beforehand. Familiarize yourself with the organization's industry, values, and any recent news or projects. This will help you ask informed questions and demonstrate your interest during the shadowing experience.



Be Observant and Engaged

Pay close attention to the tasks, interactions, and decision-making processes of the professional you are shadowing. Take notes, ask questions, and actively participate in discussions to maximize your learning opportunities.



Reflect and Follow Up

After the job shadowing experience, take time to reflect on what you learned and how it relates to your career interests and goals. Follow up with a thank-you note to express your appreciation to the professional you shadowed and to maintain the connection for potential future opportunities or mentorship.

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For Students

Template Job Shadowing Interest Letter

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company/Organization Name] to express our interest in providing job shadowing opportunities to students from [School/Organization Name].

We understand the importance of hands-on learning experiences in preparing students for their future careers, and we believe that job shadowing is an invaluable opportunity for them to gain real-world insights and practical skills. Our team at [Your Company/Organization Name] is eager to support the educational goals of your students by offering them the chance to shadow professionals in our workplace.

During the job shadowing experience, students will have the opportunity to observe our team members in action, learn about our industry and operations, and gain insights into the various roles and responsibilities within our organization. We are committed to providing a valuable and educational experience that will help students make informed decisions about their career paths and develop the skills and knowledge they need to succeed in the workforce.

We are flexible regarding the duration and format of the job shadowing experience and are happy to accommodate any preferences or requirements you may have. Our goal is to provide students with a meaningful and enriching experience that aligns with your educational objectives and supports their personal and professional development.

Thank you for considering our proposal. We are excited about the possibility of collaborating with [School/Organization Name] and are committed to making a positive impact on the lives of your students. If you would like to discuss this further or if you have any questions, please do not hesitate to contact me at [your contact information].

We look forward to the opportunity to work together and to inspire the next generation of professionals.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]

Job Shadowing Feedback Form

Dear Participant,

Thank you for participating in the job shadowing experience at [Company/Organization Name]. Your feedback is important to us as we strive to enhance our job shadowing program and provide valuable learning experiences for participants. Please take a few moments to complete this feedback form.

Participant Information

Name:

Date of Job Shadowing:

Department/Role Shadowed:

FEEDBACK

Preparation and Orientation

- Were you provided with clear instructions and expectations for the day?
- Did the orientation adequately prepare you for the job shadowing experience?

Learning Opportunities

- Were you able to observe and learn about different aspects of the role or department?
- Were there opportunities for hands-on learning or participation in tasks/projects?

Interaction and Engagement

- Were host employees welcoming and willing to answer questions?
- Did you feel comfortable asking questions and seeking clarification?

Insights and Takeaways

- What were the most valuable takeaways from the experience?
- How do you think this experience will contribute to your career exploration or professional development?

Organization and Logistics

- Were logistics such as scheduling, timing, and location well-coordinated?
- Were any necessary accommodations or arrangements made effectively?

Overall Satisfaction

Would you recommend job shadowing at [Company/Organization Name] to others?

Additional Comments

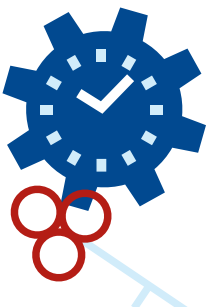
Please feel free to provide any additional comments, suggestions, or feedback about the job shadowing experience or any other aspects of your participation.

Thank you for your participation and feedback!

[Company/Organization Name]



Mentorship



Mentorships

Assign an employee to mentor a student.

How long is a mentorship?

The duration of a mentorship can vary depending on various factors, including the goals of the mentorship, the needs of the participants, and the structure of the program. Mentorships can range from a few weeks to several months or even years.

Some mentorship programs may have a specific duration set by the organizing institution or company, such as a semester-long program for students or a year-long program for employees. In other cases, mentorship relationships may continue indefinitely, evolving over time as the needs and goals of the participants change.

Ultimately, the length of the mentorship should be determined based on what is most conducive to achieving the desired outcomes and supporting the growth and development of the mentee. It's important for both the mentor and the mentee to communicate openly about their expectations and preferences regarding the duration of the mentorship and to reassess periodically to ensure that the mentorship continues to meet their needs.

Best Practices

- Establish clear goals that both the mentor and mentee can achieve. These goals should align with the mentee's professional development objectives and the organization's strategic priorities.
- Build trust and rapport.
- Set expectations. Establish guidelines for communication frequency, preferred methods of interaction, and the duration of the mentoring relationship.
- Provide guidance and support. Offer guidance, advice, and insights based on your own experiences and expertise.
- Listen actively.
- Offer constructive feedback.
- Encourage reflection and learning. Encourage the mentee to reflect on their experiences, lessons learned, and progress towards goals.
- Empower independence. Empower the mentee to take ownership of their professional development journey and make informed decisions.
- Celebrate achievements.
- Evaluate and adjust. Regularly evaluate the effectiveness of the mentoring relationship and adjust your approach as needed to address evolving needs and circumstances. Solicit feedback from the mentee to identify areas for improvement and opportunities for growth.

Mentorships

WHAT IS IT?

Mentorship is a collaborative relationship in which an experienced individual (the mentor) provides guidance, support, and expertise to another person (the mentee) to help them achieve their personal and professional goals. Through regular meetings and interactions, mentors offer advice, share insights, and provide feedback to mentees, helping them navigate challenges, develop skills, and realize their potential. Mentorship fosters mutual learning, growth, and empowerment, creating opportunities for both mentors and mentees to thrive in their respective roles.



Establish Clear Objectives

Clearly define the goals and objectives of the mentorship program, aligning them with the organization's strategic priorities and the development needs of participants. Ensure that mentors and mentees understand what is expected of them and how their involvement in the program contributes to their personal and professional growth as well as to the organization's success.



Provide Training and Support

Offer training and resources to mentors to equip them with the necessary skills and knowledge to effectively support their mentees. This could include workshops, seminars, or online resources on mentoring best practices, active listening, providing constructive feedback, and fostering a supportive learning environment.



Foster a Culture of Mentorship

Encourage a culture of mentorship within the organization by promoting the value of mentoring relationships and providing opportunities for employees to participate in mentorship programs. Recognize and celebrate the contributions of mentors and mentees, highlighting success stories and positive outcomes to inspire others to get involved.

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For Employers

Guidance for Students Mentorships




Clearly Define Your Goals

Clearly articulate your goals and objectives for the mentorship experience. Identify what you hope to learn, achieve, or develop with the guidance of your mentor. Having specific goals will help you stay focused and make the most of your mentor's expertise and support.



Be Open and Curious

Approach the mentorship with an open mind and a willingness to learn. Be curious and proactive in seeking out opportunities to gain insights, ask questions, and explore new ideas. Be receptive to feedback and constructive criticism, as these are valuable opportunities for growth and improvement.



Take Initiative

Take initiative in driving the mentorship forward by actively engaging with your mentor, scheduling regular meetings, and following up on action items or commitments. Come prepared to meetings with specific questions or topics for discussion, and be proactive in seeking out opportunities for learning and development.

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For Students

Template Mentorship Interest Letter from Employer

[Your Company Letterhead]

[Date]

[School Contact Person's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [School Contact Person's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company/Organization Name] to express our interest in participating in your mentorship program as a mentor for your students.

At [Your Company/Organization Name], we understand the importance of investing in the next generation of talent and providing opportunities for growth and development. We believe that mentorship is a powerful tool for supporting students as they navigate their academic and career journeys.

We are excited about the opportunity to share our knowledge, expertise, and experiences with your students and to provide guidance and support as they explore their interests and pursue their goals. Our team members are passionate about [relevant industry/field], and we are eager to inspire and empower the next generation of leaders.

As mentors, we would be committed to:

Providing guidance, advice, and support to students as they navigate their academic and career pathways.

Sharing insights and experiences to help students develop the skills and knowledge they need to succeed.

Building meaningful relationships with students and making a positive impact on their personal and professional development.

We are flexible regarding the format and structure of the mentorship program and are open to discussing options that align with the needs and preferences of both our team members and your students.

Thank you for considering our interest in your mentorship program. We are excited about the opportunity to collaborate with you and to support the growth and development of your students. If you would like to discuss this further or if you have any questions, please do not hesitate to contact me at [Your Contact Information].

We look forward to the possibility of working together and making a meaningful difference in the lives of your students.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]

Mentorship Agreement

Mentorship Agreement Between [Employer/Organization Name] and [School Name]

This Mentorship Agreement ("Agreement") is made and entered into by and between [Employer/Organization Name], located at [Address], hereinafter referred to as "Employer," and [School Name], located at [Address], hereinafter referred to as "School," on [Date].

Purpose

The purpose of this Agreement is to establish a formal framework for the mentorship program between Employer and School, aimed at providing students with valuable real-world learning experiences and supporting their personal and professional development.

Terms and Conditions

Duration: The mentorship program will commence on [Start Date] and continue for a period of [Duration].

Objectives: The objectives of the mentorship program are as follows:

- To provide students with exposure to professional environments and industry practices.
- To facilitate learning and skill development through mentorship relationships.
- To enhance students' understanding of career options and pathways.

Roles and Responsibilities

Employer:

- Provide mentors who are experienced professionals in relevant fields.
- Facilitate mentorship meetings and activities.
- Offer guidance and support to mentees throughout the program.

School:

- Coordinate mentorship program logistics and administration.
- Match students with suitable mentors based on their interests and goals.
- Provide ongoing support and guidance to students participating in the program.

Communication and Meetings:

- Mentors and mentees will communicate regularly via in-person meetings, phone calls, or video conferences, as agreed upon by both parties.
- Mentorship meetings will take place at mutually convenient times and locations.

Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the mentorship program.

Evaluation and Feedback

- Both parties will conduct periodic evaluations to assess the effectiveness of the mentorship program.
- Feedback from mentors, mentees, and School representatives will be collected and used to improve the program.

Mentorship Agreement cont.

Termination

Either party may terminate this Agreement with [Notice Period] written notice to the other party. Upon termination, both parties agree to fulfill any remaining obligations under the Agreement.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [Jurisdiction].

Signatures

By signing below, both parties acknowledge their agreement to the terms and conditions outlined in this Mentorship Agreement.

_____ Date: _____
[Signature of Employer Representative]

[Name and Title of Employer Representative]

[Employer/Organization Name]

_____ Date: _____
[Signature of School Representative]

[Name and Title of School Representative]

[School Name]

Editable Mentorship Workbook for Students

Introduction

Welcome to the mentorship program! This workbook is designed to guide you through your mentorship journey and help you make the most of your experience. Whether you're seeking guidance on academic or career goals, personal development, or navigating challenges, your mentor is here to support you every step of the way.

Section 1: Setting Goals

1.1 Identify Your Goals

Reflect on your aspirations, interests, and areas for growth.

Define specific short-term and long-term goals that you hope to achieve through the mentorship program.

1.2 SMART Goals

Make your goals Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Write down your SMART goals in the space provided.

Section 2: Getting to Know Your Mentor

2.1 Introduction

Arrange a meeting with your mentor to introduce yourself and discuss your goals and expectations for the mentorship.

Ask your mentor about their background, experiences, and areas of expertise.

Build rapport with your mentor by being open, honest, and respectful.

Share your interests, values, and challenges with your mentor.

Section 3: Building a Relationship

3.1 Communication

Establish clear communication channels with your mentor (e.g., email, phone, in-person meetings).

Schedule regular check-ins to discuss progress, ask questions, and seek guidance.

3.2 Active Listening

Practice active listening skills during meetings with your mentor.

Take notes and ask clarifying questions to ensure that you understand your mentor's advice and insights.

Editable Mentorship Workbook for Students cont.

Section 4: Learning and Growth

4.1 Knowledge Sharing

Take advantage of your mentor's expertise by asking questions and seeking advice on relevant topics.

Explore new ideas and perspectives through discussions with your mentor.

4.2 Skill Development

Identify skills that are important for your personal and professional development. Work with your mentor to set objectives and action plans for developing these skills.

Section 5: Overcoming Challenges

5.1 Problem-solving

Discuss any challenges or obstacles you are facing with your mentor.

Brainstorm potential solutions and strategies for overcoming these challenges together.

5.2 Resilience

Learn from setbacks and failures by reflecting on what went wrong and how you can improve. Seek support and encouragement from your mentor during difficult times.

Section 6: Reflection and Evaluation

6.1 Progress Review

Regularly review your progress towards your goals with your mentor.

Celebrate achievements and milestones, and adjust your action plans as needed.

6.2 Self-reflection:
Take time to reflect on your mentorship experience and what you have learned. Identify areas for further growth and development moving forward.

Conclusion

Congratulations on completing your mentorship workbook! Remember that mentorship is a journey, and your mentor is here to support you every step of the way. Keep setting goals, seeking guidance, and pushing yourself to grow and learn. Good luck on your mentorship journey!

Additional Notes and Reflections

Mentorship Plan for Mentors

By following this mentorship plan, mentors can effectively support the growth and development of students, helping them achieve their goals and realize their full potential.

Introduction

- Provide an overview of the mentorship program, its objectives, and the roles of mentors and mentees.
- Emphasize the importance of the mentor's role in supporting the student's personal and professional growth.

Goal Setting

- Meet with the student to discuss their goals, aspirations, and areas for development.
- Collaboratively set specific, measurable, achievable, relevant, and time-bound (SMART) goals that align with the student's objectives and the mentorship program objectives.

Establish Expectations

- Clearly define the mentor's role and responsibilities, as well as the student's role and responsibilities.
- Communicate expectations regarding communication frequency, meeting format, and availability for support and guidance.

Relationship Building

- Foster a supportive and trusting relationship with the student based on mutual respect and understanding.
- Take the time to get to know the student's interests, strengths, challenges, and learning style to tailor the mentorship experience accordingly.

Knowledge Sharing and Guidance

- Share your expertise, insights, and experiences relevant to the student's goals and aspirations.
- Provide guidance, advice, and feedback to help the student navigate challenges, make informed decisions, and achieve their objectives.

Skill Development

- Identify areas for skill development or areas where the student may need additional support.
- Offer opportunities for the student to develop new skills, gain hands-on experience, and expand their knowledge base.

Networking and Connections

- Introduce the student to relevant contacts in your network who can provide additional support, advice, or opportunities.
- Facilitate networking opportunities for the student to expand their professional connections and explore potential career paths.

Mentorship Plan for Mentors cont.

Regular Check-Ins

- Schedule regular check-in meetings with the student to review progress, discuss challenges, and adjust goals as needed.
- Encourage open communication and create a safe space for the student to ask questions, seek guidance, and share concerns.

Evaluation and Feedback

- Provide constructive feedback to the student on their progress, performance, and areas for improvement.
- Encourage self-reflection and self-assessment to help the student identify their strengths and areas for growth.

Celebrate Achievements

- Acknowledge and celebrate the student's achievements, milestones, and progress throughout the mentorship journey.
- Recognize the student's efforts and accomplishments to boost their confidence and motivation.

Continuous Improvement

- Reflect on the mentorship experience and identify lessons learned, challenges encountered, and areas for improvement.
- Seek feedback from the student to gather insights into their experience and how the mentorship can be enhanced.

Conclusion

- Summarize the key takeaways from the mentorship plan and express gratitude for the opportunity to support the student's growth and development.
- Reiterate your commitment to the student's success and offer ongoing support beyond the formal mentorship program.
- By following this mentorship plan, mentors can effectively support the growth and development of students, helping them achieve their goals and realize their full potential.

Mentorship Feedback and Evaluation

This rubric is designed to provide structured feedback and evaluation for mentorship programs. It outlines key criteria and performance indicators to assess the effectiveness of mentor-mentee relationships and the overall impact of the mentorship program. Both mentor and mentee are encouraged to complete this form.

Rating Scale:

4: Exceeds Expectations

3: Meets Expectations

2: Partially Meets Expectations

1: Does Not Meet Expectations

Criteria:

Communication and Relationship Building: Mentor Rating: _____ Mentee Rating: _____

- Clear and effective communication between mentor and mentee.
- Establishment of a positive and supportive mentor-mentee relationship.
- Openness to feedback and willingness to engage in constructive dialogue.

Goal Setting and Progress: Mentor Rating: _____ Mentee Rating: _____

- Clarity of mentee's goals and objectives for the mentorship.
- Alignment of mentorship activities with mentee's goals and objectives.
- Demonstrated progress towards achieving mentee's goals throughout the mentorship.

Knowledge Sharing and Guidance: Mentor Rating: _____ Mentee Rating: _____

- Mentor's ability to share relevant expertise, insights, and experiences with the mentee.
- Effectiveness of mentor's guidance and advice in addressing mentee's challenges and supporting their development.
- Quality and relevance of mentorship discussions and activities to mentee's learning and growth.

Skill Development: Mentor Rating: _____ Mentee Rating: _____

- Identification of mentee's skills gaps and areas for development.
- Mentor's support in facilitating mentee's skill development through targeted activities and resources.
- Demonstrated improvement in mentee's skills and competencies over the course of the mentorship.

Mentorship Feedback and Evaluation cont.

Feedback and Reflection: Mentor Rating: _____ Mentee Rating: _____

- Regular provision of constructive feedback from mentor to mentee.
- Mentee's receptiveness to feedback and demonstrated effort to implement suggestions for improvement.
- Opportunities for mentee to reflect on their progress, challenges, and learning throughout the mentorship.

Professionalism and Ethical Conduct: Mentor Rating: _____ Mentee Rating: _____

- Adherence to professional standards and ethical guidelines by both mentor and mentee.
- Respectful and professional interactions between mentor and mentee.
- Confidentiality and respect for privacy of sensitive information shared during the mentorship.

Feedback and Comments

- Provide specific feedback and comments for each criterion, highlighting strengths and areas for improvement.
- Offer suggestions for enhancing the mentorship experience and maximizing its impact on the mentee's development.

Overall Evaluation

- Summarize the overall performance of the mentor-mentee relationship and the effectiveness of the mentorship program as a whole.
- Provide recommendations for future mentorship initiatives based on the evaluation findings.

Conclusion

- Conclude with an acknowledgment of the mentor and mentee's efforts and contributions to the mentorship program.
- Express appreciation for their commitment to personal and professional development through mentorship.

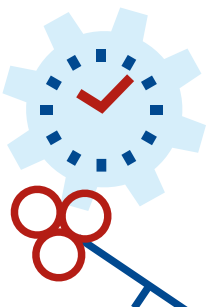
----- Date: -----
[Reviewer Signature]

----- Date: -----
[Mentor Signature]

----- Date: -----
[Mentee Signature]



Mock Interviews



Mock Interviews

Dedicate time to practice interviewing students and provide constructive feedback.

Best Practices

- Provide a realistic simulation. Use scenarios and situations that mirror the challenges and expectations of the specific role or industry.
- Offer constructive feedback. Highlight strengths, areas for improvement, and actionable recommendations to help them enhance their interview skills and confidence.
- Focus on skills and competencies. Structure the mock interview to assess the interviewee's relevant skills, competencies, and qualifications for the position.
- Promote engagement and interaction. Foster a supportive and interactive atmosphere during the mock interview to encourage open communication and engagement.

Mock Interviews

WHAT IS IT?

A mock interview is a simulated job interview scenario where an individual practices answering typical interview questions and receives feedback from an interviewer or mentor. It is designed to help the individual prepare for real job interviews by providing an opportunity to refine their communication skills, gain confidence, and identify areas for improvement in their interview performance.



Tailor the Interview

Customize the mock interview questions and scenarios to reflect the specific requirements and expectations of the position for which the candidate is preparing. This ensures that the candidate receives relevant practice and feedback that directly aligns with the role they are targeting.



Provide Constructive Feedback

After the mock interview, offer detailed feedback on the candidate's performance, highlighting strengths and areas for improvement. Focus on specific aspects such as communication skills, body language, and responses to interview questions.



Create a Supportive Environment

Foster a supportive and encouraging atmosphere during the mock interview process. Emphasize that the purpose of the exercise is to help the candidate grow and develop their interview skills. Be patient, empathetic, and responsive to the candidate's needs, and offer encouragement throughout the process to boost their confidence and motivation.

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For Employers

Tips for Mock Interviews For Students



Treat it as a Real Interview

Approach the mock interview with the same level of seriousness and professionalism as you would a real job interview. Dress appropriately, arrive on time, and demonstrate your best behavior and communication skills throughout the session.



Prepare and Practice

Take the time to prepare for the mock interview by researching the company, reviewing common interview questions, and practicing your responses. Consider recording yourself during practice sessions to identify areas for improvement in your communication style, body language, and responses.



Seek Feedback and Learn

After the mock interview, ask for feedback from the interviewer or mentor on your performance. Listen attentively to the feedback provided, and use it as an opportunity to learn and grow. Identify areas where you can improve and develop strategies to enhance your interview skills for future opportunities.



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For Students

Template Mock Interview Interest Letter from Employer to School

[Your Company Letterhead]

[Date]

Dear [School/Educational Institution],

I hope this letter finds you well. I am writing to express our interest in assisting you with your career development by providing mock interviews at [Company Name].

As a company committed to supporting emerging talent and fostering professional growth, we understand the importance of interview preparation in today's competitive job market. We believe that participating in mock interviews can provide you with valuable insights, practice, and feedback to help you succeed in your future job search endeavors.

We are impressed by your proactive approach to seeking out opportunities for professional development, and we are eager to contribute to your success. Our team of experienced professionals is ready to provide you with mock interviews tailored to your specific career goals and aspirations.

During the mock interviews, you can expect to receive constructive feedback, practical advice, and valuable insights from our team members. We will work closely with you to simulate real-world interview scenarios, assess your strengths and areas for improvement, and help you build confidence in your interview skills.

We are committed to creating a supportive and engaging environment where you can learn, grow, and prepare for your future career opportunities. Our goal is to empower you with the knowledge, skills, and confidence you need to excel in your job search and secure your desired roles.

If you are interested in participating in mock interviews with us, please let us know your availability, and we will be happy to schedule a session at your convenience. We are here to support you every step of the way and look forward to helping you achieve your career goals.

Thank you for considering our offer, and we hope to hear from you soon.

Warm regards,

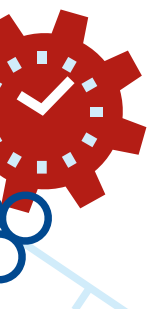
[Your Name]

Generic Mock Interview Questions

- Tell me about yourself.
- What motivated you to apply for this position?
- What do you know about our company/organization?
- Can you walk me through your resume/CV?
- What are your strengths and weaknesses?
- Describe a challenge you faced in a previous role and how you overcame it.
- How do you handle pressure or stressful situations?
- Give an example of a time when you demonstrated leadership skills.
- How do you prioritize tasks and manage your time effectively?
- Describe a successful project or accomplishment you're proud of.
- How do you handle conflicts or disagreements in the workplace?
- What are your long-term career goals?
- How do you stay updated on industry trends and developments?
- Can you provide an example of a time when you had to adapt to change quickly?
- What do you consider to be your greatest professional achievement so far?



Career Day Participant



Career Day Participant

Create an informational display and talk about what you know best: your industry!

Best Practices

- Work closely with the contact at the school and understand their expectations.
- Have banners and promotional materials that are colorful.
- On written documents, include lots of graphs and short, readable captions.
- “Give away” items or swag are always popular.

Career Day Participant

WHAT IS IT?
Participating in a career day offers employers the opportunity to showcase their company culture, values, and career opportunities to potential future talent. Engaging with students allows employers to inspire and inform them about various career paths within the organization, fostering connections and interest in the industry.



Prepare Engaging Materials

Create visually appealing and informative materials such as brochures, flyers, and interactive displays that highlight your company's culture, values, and career opportunities. Make sure these materials are accessible and clearly convey what makes your organization unique.



Be Approachable and Authentic

Encourage your representatives to be approachable, enthusiastic, and genuine when interacting with students. Share personal anecdotes, insights into your industry, and opportunities for growth within your company.



Offer Interactive Experiences

Provide interactive activities or demonstrations that allow students to experience your industry firsthand. Whether it's a product demo, a mini-workshop, or a Q&A session with employees, offering hands-on experiences can make your booth stand out and leave a lasting impact on attendees.

Have questions? Want to get involved? Scan the QR Code.



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Guidance for Students Attending Career Days

High School



Do your Research

Before attending the career day, research the companies and organizations that will be present. Understand their industry, values, and the types of opportunities they offer. This will help you ask informed questions and make meaningful connections.



Be Prepared to Network

Approach each booth with confidence and a professional demeanor. Introduce yourself, ask thoughtful questions, and engage in meaningful conversations with representatives.



Keep an Open Mind

Explore a variety of booths and industries, even if they're outside your initial interests. You may discover new career paths or opportunities that align with your skills and passions. Stay open to learning and exploring different options.

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For Employers

For High School Students

Guidance for Students Attending Career Days

Middle School



Stay Curious and Open-Minded

Approach each booth with an open mind and a sense of curiosity. Use this opportunity to explore a wide range of careers, even ones you may not have considered before. You never know what might spark your interest!



Ask Questions

Don't be afraid to ask questions! Take advantage of the opportunity to learn from professionals in various fields. Ask about their daily responsibilities, educational requirements, and what they enjoy most about their jobs. Engaging in conversation can help you gain valuable insights into different career paths.



Take Notes

Bring a notebook or use your phone to jot down key points and contact information from the booths you visit. After the career day, take some time to reflect on what you learned and any careers that piqued your interest.


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For Middle School Students


Guidance for Students Attending Career Days

Elementary School




Stay Curious and Ask Questions

Encourage students to ask questions about the different careers they encounter. Remind them that there are no silly questions and that it's a great way to learn more about what people do in their jobs.



Listen Carefully and Learn

Encourage students to listen carefully to the presentations or discussions at each booth. Remind them to pay attention to the different skills, responsibilities, and interests involved in each career.



Have Fun and Explore

Let students know that career day is an exciting opportunity to explore different professions. Encourage them to have fun while learning and to keep an open mind about the many possibilities for their future careers.

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For Elementary School Students

Template Career Day Participant Letter of Interest

[Your Company Letterhead]

[Date]

[School Name]

[Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company Name], a [brief description of your company, e.g., "local technology firm specializing in software development"]. We are excited to express our interest in participating in the upcoming career day at [School Name].

We believe that career days provide an invaluable opportunity for students to explore various career paths and gain insight into different industries. As advocates for education and professional development, we are eager to contribute to this important event by showcasing the diverse range of career opportunities available within our company.

Our team is committed to inspiring and empowering the next generation of professionals. We envision our participation in the career day as an opportunity to engage with students, share insights into our industry, and offer guidance on potential career paths. Additionally, we aim to highlight the importance of skills such as teamwork, problem-solving, and innovation in the workplace.

We are prepared to provide interactive demonstrations, informational materials, and engaging discussions to make our booth a valuable and memorable experience for students. Furthermore, we are open to any specific requests or suggestions to tailor our participation to the needs and objectives of the career day.

Please let us know how we can proceed with the registration process or if there are any additional requirements for participating in the event. We are looking forward to the opportunity to connect with your students and contribute to their career exploration journey.

Thank you for considering our participation in the career day. Should you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

Serve on a CTE Advisory Board

WHAT IS IT?

The employer serves as a valued member of the high school Career and Technical Education (CTE) advisory board, providing industry expertise and insights to support the development of relevant and effective CTE programs. By sharing knowledge of current industry trends, skill requirements, and workforce needs, the employer helps ensure that CTE curriculum aligns with real-world demands and prepares students for successful careers.



Provide Industry Insights

Share relevant industry insights, trends, and skill requirements to inform the development of CTE programs. By offering firsthand knowledge of the current needs and expectations of employers, you can help ensure that students are equipped with the skills and knowledge necessary for success in your industry.



Offer Mentorship and Guidance

Serve as a mentor and provide guidance to educators, administrators, and students involved in CTE programs. Offer to guest speak in classes, provide job shadowing opportunities, or mentor students through internships to offer practical insights and exposure to your industry.



Facilitate Partnerships

Actively work to facilitate partnerships between the school and local businesses or organizations within your industry. By fostering collaboration and engagement between education and industry stakeholders, you can create valuable opportunities for students, such as internships, apprenticeships, and industry certifications.

Have questions? Want to get involved? Scan the QR Code.



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For Employers

Guidance for Engaging Employers to Serve on a CTE Advisory Board



Highlight Benefits

Clearly communicate the benefits of serving on the CTE Advisory Board to potential employers. Emphasize the opportunity to shape the future workforce, contribute to the community, and network with other industry professionals. Highlight how their involvement can positively impact both students and the local economy.



Offer Recognition and Visibility

Provide recognition and visibility to employers who serve on the CTE Advisory Board. Acknowledge their contributions through public announcements, newsletters, and social media posts. Consider hosting appreciation events or awards ceremonies to honor their commitment to supporting career readiness initiatives.



Showcase Collaboration Opportunities

Demonstrate how employers can actively engage with the school to support CTE programs and initiatives. Highlight opportunities for employers to provide guest lectures, offer internships or job shadowing opportunities, participate in mock interviews or industry panels, and provide input on curriculum development.

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For CTE Advisory Boards



Benefits of Donating Equipment to CTE Learning Spaces



Enhanced Learning Experience

Donating equipment to a Career and Technical Education (CTE) learning space enriches the educational experience for students by providing access to modern, industry-standard tools and technology. This hands-on experience with real-world equipment allows students to develop practical skills and gain relevant experience that prepares them for success in their chosen field.

**Have questions?
Want to get involved?
Scan the QR Code.**





Industry-Relevant Training

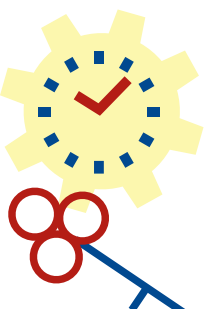
By donating equipment, employers ensure that students receive training on the latest technologies and equipment used in the industry. This alignment with industry standards and practices enhances the students' readiness for the workforce, increasing their employability and making them valuable assets to potential employers.



For Employers



Internships



Internships

An internship is an experiential academic experience in which a student has intentional learning goals/objectives with measurable outcomes.

Characteristics of an Internship:

An intern is:

- Internship circumstances vary widely. Common characteristics include:
- A typical duration of three to nine months.
- A part-time or full-time commitment
- Paid or unpaid opportunities
- Connection to an educational program with academic credit
- Non-credited or non-paid experience with a strong training component.

An intern is NOT:

- Primarily a clerical or unskilled worker. Only 25% of an intern's time should be spent on mundane tasks such as stuffing envelopes and making copies. Ensure that the experience is meaningful and thoughtful and that students can connect they are doing to the professional skills they are developing.
- A guaranteed job offer.
- An unguided/unsupervised experience
- Free labor

Benefits of Internships

Access to Fresh Talent: Internships provide employers with access to a pool of talented and motivated students or recent graduates who bring new perspectives, ideas, and skills to the organization. This influx of fresh talent can inject energy and innovation into the workplace.

Recruitment Pipeline: Internship programs serve as an effective recruitment pipeline for identifying and nurturing potential future employees. By offering internships, employers have the opportunity to assess interns' performance, work ethic, and fit with the company culture before making long-term hiring decisions.

Increased Productivity: Interns can contribute to the completion of projects, tasks, and assignments, thereby increasing overall productivity within the organization. By providing interns with meaningful work assignments, employers can leverage their skills and abilities to accomplish business objectives.

Cost-Effective Talent Development: Internships offer a cost-effective way for employers to develop talent within their organization. Instead of hiring experienced professionals at higher salaries, employers can invest in training and developing interns who may eventually become valuable full-time employees.

Brand Building and Reputation: Offering internship opportunities enhances an employer's reputation and brand image, particularly among students, academic institutions, and the broader community. A well-structured internship program demonstrates the employer's commitment to investing in the next generation of professionals and contributing to the development of future talent.

Diverse Perspectives and Ideas: Internships bring diversity to the workplace by attracting candidates from various backgrounds, experiences, and educational institutions. This diversity of perspectives and ideas can foster creativity, innovation, and problem-solving within the organization.

Internships

WHAT IS IT?

An internship is a temporary work opportunity offered by companies or organizations to students or recent graduates. It provides practical, hands-on experience in a specific field or industry related to the intern's area of study or career interests. Internships typically last for a defined period, ranging from a few weeks to several months, during which interns work alongside professionals, gain valuable skills, and often receive mentorship and guidance to support their professional development.



Structured Learning Opportunities

Create a structured internship program that provides interns with meaningful projects, tasks, and learning opportunities. Ensure that interns have clear goals, expectations, and milestones to work towards during their Internship.



Support and Mentorship

Assign Interns a mentor or supervisor who can provide guidance, feedback, and support throughout their internship. Encourage regular check-ins and open communication to address any questions or concerns the interns may have.



Provide Feedback and Evaluation

Offer constructive feedback and evaluation to interns on their performance and progress throughout the internship. This helps interns understand their strengths and areas for growth and it also demonstrates your commitment to their professional development. Additionally, consider providing interns with a formal evaluation or certificate at the end of their internship to recognize their contributions and accomplishments.

**Have questions?
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For Employers

Internship Guidance for Students



Take Initiative

Don't wait for tasks to be assigned: actively seek out opportunities to contribute and learn. If you have ideas or suggestions, don't hesitate to share them with your supervisor or mentor. Taking initiative demonstrates your enthusiasm and willingness to make the most of your internship experience.



Ask Questions and Seek Feedback

Don't be afraid to ask questions when you're unsure about something. Seeking clarification and feedback shows your commitment to learning and improving. Actively listen to feedback and use it to enhance your skills and performance.



Network and Build Relationships

Take advantage of the opportunity to network with professionals in your field. Attend company events, engage in conversations with colleagues, and connect with your supervisor or mentor. Building relationships can open doors to future opportunities and provide valuable insights into the industry.



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For Students

Proposed Sample Model for Starting an Internship

President/CEO

- Approves internship program
- Delivers message to organization

Human Resource Department

- Formats documentation
- Assists in writing job description and recruiting

Department Manager

- Identifies projects
- Assigns supervisor

Supervisor/Mentor

- Daily management
- Conducts evaluations

Budgeting for Internships

Example

- \$7.25/hr (minimum wage at publication time) + payroll and taxes = approximately \$10
- \$10 x 150 hours = \$1,500
- This figure is a starting point. Internships do not have to pay \$10 per hour, nor do they have to be 150 hours in length.

What is an Internship?

Internship Title: Student Intern

Internship Duration: [Specify duration, e.g., 10 weeks, summer semester]

Internship Overview

The Student Internship offers an immersive learning experience for students seeking to gain practical skills and insights in [specify field or industry, e.g., marketing, engineering, finance]. This internship provides hands-on opportunities to work on real projects, collaborate with professionals, and contribute to the success of [Company/Organization Name].

Internship Objectives

- Gain practical experience and exposure to the day-to-day operations of [specify field or industry].
- Develop essential skills and competencies relevant to the internship position. Apply academic knowledge to real-world projects and challenges.
- Build professional networks and relationships within the industry.

Internship Responsibilities

- Assist with [specific tasks or projects relevant to the internship position, e.g., research, data analysis, content creation].
- Collaborate with team members to complete assigned projects and tasks.
- Attend meetings, workshops, and training sessions to enhance skills and knowledge.
- Communicate effectively and professionally with colleagues and stakeholders.
- Adhere to company policies, procedures, and deadlines.

Training and Support

- Receive on-the-job training and guidance from experienced professionals.
- Participate in orientation sessions to familiarize yourself with company culture, values, and expectations.
- Have access to resources, tools, and technology necessary to perform assigned tasks.

Internship Completion

To successfully complete the internship, the student intern will:

- Fulfill all assigned tasks and responsibilities in a timely and satisfactory manner. Demonstrate growth, learning, and improvement throughout the internship period. Participate in a final evaluation or feedback session with internship supervisor or mentor. Provide feedback on the internship experience to help improve future internship programs.

Student Internships offer an invaluable opportunity for students to gain practical experience, develop skills, and explore potential career paths in [specify field or industry]. Through meaningful projects, mentorship, and professional development opportunities, interns will be well-equipped to transition from academia to the workforce with confidence and readiness.

Internship Partnership Agreement Template

This Partnership Agreement (“Agreement”) is entered into on [Date] by and between:

[School Name], located at [School Address], represented by [Name and Title of School Representative], hereinafter referred to as the “School”, and

[Employer Name], located at [Employer Address], represented by [Name and Title of Employer Representative], hereinafter referred to as the “Employer”.

WHEREAS, the School is committed to providing its students with valuable learning opportunities, including internships, to enhance their academic and professional development; and

WHEREAS, the Employer recognizes the importance of nurturing talent and investing in the next generation of professionals by offering internship opportunities to students;

NOW, THEREFORE, the parties agree as follows:

Purpose

The purpose of this Agreement is to establish a partnership between the School and the Employer to offer internship opportunities to students enrolled in programs related to [specify relevant fields or departments].

Internship Program

The Employer agrees to provide internship opportunities to students of the School in [specify fields or departments where internships will be offered]. The internships will be offered for a duration of [specify duration, e.g., 10 weeks, summer semester].

Responsibilities of the School

- The School will identify and refer qualified students to the Employer for internship opportunities.
- The School will provide orientation and support to students participating in the internship program.
- The School will monitor the progress of interns during the internship period and provide any necessary assistance or guidance.

Responsibilities of the Employer

- The Employer will provide interns with meaningful learning experiences and opportunities to develop relevant skills and knowledge.
- The Employer will assign a mentor or supervisor to oversee the work of interns and provide guidance and feedback.
- The Employer will adhere to all applicable laws and regulations governing internships, including but not limited to labor and employment laws.

Internship Partnership Agreement Template cont.

Evaluation and Feedback

- The School and the Employer will conduct periodic evaluations of the internship program to assess its effectiveness and identify areas for improvement.
- The School and the Employer will solicit feedback from interns regarding their internship experience and use this feedback to make necessary adjustments to the program.

Confidentiality

The parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the course of the internship program.

Term and Termination

This Agreement shall commence on [Effective Date] and shall continue until terminated by either party upon thirty (30) days' written notice.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [State/Country]. IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

_____ Date: _____
[Signature of School Representative]

[Name and Title of School Representative]

[School Name]

_____ Date: _____
[Signature of Employer Representative]

[Name and Title of Employer Representative]

[Employer Name]

Internship Partnership Agreement Template

[Employer's Letterhead]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name / Career Services Director],

I am writing to express our interest in partnering with [School Name] to offer internship opportunities to your students. At [Company/Organization Name], we understand the importance of providing students with practical experience and exposure to the workplace, and we believe that internships are a valuable way to achieve this.

We are impressed by the dedication of [School Name] to preparing students for their future careers and are eager to contribute to this mission by providing internship opportunities in [specify fields or departments where internships could be offered]. Our organization is committed to offering meaningful learning experiences that will help students develop relevant skills, gain industry knowledge, and make valuable connections in their chosen field.

As an employer, we recognize the importance of nurturing talent and investing in the next generation of professionals. We are excited about the prospect of working with [School Name] to provide internships that will benefit both our organization and your students. By offering internships, we hope to not only provide students with valuable learning opportunities but also identify potential future employees who can contribute to the success of our company.

We are open to discussing the details of the internship program, including the duration of internships, specific responsibilities, and any requirements or qualifications. Our goal is to create a mutually beneficial partnership that supports the academic and professional development of your students while meeting the needs of our organization.

Thank you for considering our proposal to offer internships to [School Name] students. We are excited about the opportunity to collaborate with your school and look forward to discussing this further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting to explore this partnership in more detail.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]

Internship Training Plan Template

Internship Title:

[Insert internship title here]

Intern Name:

[Insert intern's name here]

Start Date:

[Insert start date here]

End Date:

[Insert end date here]

Internship Overview:

[Provide a brief overview of the internship objectives and goals.]

Internship Wage (if applicable):

Number of Hours:

Internship Objectives:

[Insert specific objective or skill to be achieved][Insert specific objective or skill to be achieved][Insert specific objective or skill to be achieved]

Training Schedule:

Week 1: Orientation and Introduction

Overview of the company's mission, values, and organizational structure Introduction to the internship program, including goals and expectations Orientation to company policies, procedures, and safety protocols Introduction to team members and key stakeholders

Week 2-4: Skill Development

Training sessions on relevant tools, software, and technologies used in the role Shadowing experienced team members to observe workflows and best practices Hands-on projects and assignments to develop specific skills and competencies Regular check-ins with supervisor or mentor to assess progress and provide feedback

Week 5-8: Project Work and Application

Assignment of specific projects or tasks to apply learned skills in real-world scenarios Opportunities to collaborate with cross-functional teams and contribute to ongoing initiatives Regular meetings with supervisor or mentor to review project progress and address any challenges Encouragement to take initiative and propose ideas for process improvements or innovations

Internship Training Plan Template cont.

Week 9-10: Reflection and Wrap-Up

Reflection on internship experience, achievements, and areas for growth
Exit interview with supervisor or mentor to discuss overall performance and provide feedback Preparation of final presentation or report summarizing internship experience and outcomes Evaluation of internship program and suggestions for improvements

Internship Completion:

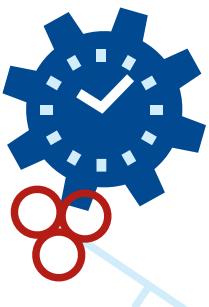
[Insert any requirements for internship completion, such as submission of a final report or presentation.]

----- Date: -----
[Supervisor/Mentor Signature]

----- Date: -----
[Intern Signature]



Apprenticeships



Apprenticeships

The pinnacle of Work-Based Learning. An apprenticeship is a structured program that combines on-the-job training with classroom instruction, allowing individuals to learn a trade or profession while earning a wage.

Logistics of an Apprenticeship

1. **Finding an Apprenticeship Opportunity:** This usually involves researching companies or organizations that offer apprenticeship programs in your desired field. Some common sources include job boards, company websites, trade organizations, and government apprenticeship agencies.
2. **Application Process:** Once you find a suitable apprenticeship opportunity, you'll need to apply for it. This often involves submitting a resume, cover letter, and sometimes completing an application form. Some apprenticeships may also require you to undergo interviews or aptitude tests.
3. **Selection:** After applying, the employer will review applications and select candidates for interviews or further assessment. If you're successful, you'll receive an offer to become an apprentice.
4. **Contract Signing:** Once selected, you'll typically sign an apprenticeship agreement or contract with the employer. This document outlines the terms and conditions of the apprenticeship, including the duration, wage, training schedule, and expectations.
5. **On-the-Job Training:** The bulk of your learning will take place on the job, where you'll work alongside experienced professionals in your chosen field. You'll gain practical skills, knowledge, and experience by performing tasks and receiving guidance from mentors or supervisors.
6. **Classroom Instruction:** In addition to on-the-job training, apprenticeships often include structured classroom instruction. This can take place at a local vocational school, community college, or training center. The curriculum typically complements the hands-on training by covering theoretical concepts, safety procedures, and industry-specific knowledge.
7. **Supervision and Evaluation:** Throughout the apprenticeship, your progress will be monitored and evaluated by your employer and training providers. This feedback helps identify areas for improvement and ensures that you're meeting the required standards and competencies.
8. **Completion and Certification:** Once you've successfully completed all required training and assessments, you'll graduate from the apprenticeship program. Depending on the industry and region, you may receive a nationally recognized certification, journeyman's license, or other credentials that validate your skills and qualifications.
9. **Career Advancement:** Upon completing your apprenticeship, you'll have the opportunity to pursue further career advancement within your chosen field. This could involve seeking employment opportunities with your apprenticeship employer, exploring job openings at other companies, or even starting your own business.
10. **Continuous Learning:** Even after completing your apprenticeship, it's essential to continue learning and staying updated with advancements in your industry. This might involve pursuing additional certifications, attending workshops or seminars, or pursuing higher education opportunities.

Apprenticeships

Contact Stephanie Mora at stephanie.mora@ruralcapital.net

WHAT IS IT?
An apprenticeship is a form of vocational training that combines on-the-job learning with classroom instruction. Apprentices work under the guidance of experienced professionals, gaining practical skills and knowledge in a specific trade or profession.



TIPS FOR EMPLOYERS WANTING TO GET INVOLVED

Understand Apprenticeship Programs

Take the time to research and understand apprenticeship programs, including the requirements, regulations, and benefits associated with offering apprenticeships.

[Click here for a Quick-Start Toolkit](#)

Have questions? Want to get involved? Scan the QR Code.



Develop a Structured Training Plan

Create a structured training plan that outlines the skills, competencies, and learning objectives apprentices will need to achieve during their apprenticeship. Collaborate with experienced professionals within your organization to design on-the-job training experiences that provide apprentices with hands-on learning opportunities and exposure to real-world projects.

Provide Mentorship and Support

Assign experienced mentors or supervisors to work closely with apprentices throughout their apprenticeship journey. Provide ongoing guidance, feedback, and support to help apprentices develop their skills, overcome challenges, and succeed in their roles. Foster a supportive learning environment that encourages open communication and collaboration between apprentices and their mentors.

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For Employers



Tips for Apprentices



Take Initiative

Take initiative in your learning and seek out opportunities to gain hands-on experience. Be proactive in asking questions, seeking feedback, and taking on new tasks to expand your skills and knowledge.

Communicate Effectively

Communicate openly and effectively with your mentor, supervisor, and colleagues. Be clear about your goals, expectations, and any challenges you may encounter during your apprenticeship. Actively seek feedback and be open to constructive criticism to help improve your performance.

Be Flexible and Adapt

Be flexible and adaptable to changes in your work environment or tasks assigned to you. Embrace new challenges and opportunities for growth, even if they may be outside your comfort zone. Stay committed to your learning journey and remain resilient in the face of obstacles.

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For Students

Conclusion



Thank you for exploring our Work-Based Learning Toolkit for Employers. This comprehensive guide is designed to help you navigate the process of establishing and maintaining successful work-based learning programs. By participating in these initiatives, you are not only investing in the future workforce but also fostering a mutually beneficial relationship between your organization and the educational community.

Implementing effective work-based learning programs can lead to enhanced skills development, increased employee retention, and a stronger connection to the local talent pipeline. We encourage you to leverage the strategies, resources, and best practices outlined in this toolkit to create meaningful and impactful learning experiences for students.

Your commitment to work-based learning demonstrates a dedication to community development and economic growth. We are confident that with your involvement, these programs will thrive, ultimately contributing to a well-prepared and capable workforce. Together, we can create a brighter future for both students and employers.

Thank you for your dedication and support. We look forward to seeing the positive impact of your work-based learning initiatives.