

# Internship FAQs for Mentors

## **What is the purpose of the internship program?**

The purpose of the Mount Everett internship program is to empower students with the knowledge, skills and experiences to make sound career and academic decisions, prepare for satisfying employment, and develop successful lifelong career plans in an evolving global world of work.

## **How can my business benefit from hosting an intern?**

There are many benefits to mentoring an intern. Do you have a project that an intern could possibly complete for you? Do you have a staff member that would like to gain more supervisory experience? Do you have a staff member who would like to gain experience working with high school students? Many people say being a mentor gives them a sense of fulfillment they don't get from other aspects of their job. It helps with career advancement. It is an opportunity to gain future employees. It is a chance to shake things up and get out of your day-to-day rut.

## **How many hours a week do I need to commit to mentoring an intern?**

The hours for each internship will vary but the range will most likely be between 4 and 10 hours per week. You should set aside time each week (30 minutes) to meet one-on-one with your intern. This does not have to be a formal meeting; it could be a "brown bag lunch". In addition, you should set aside time for an orientation meeting at the beginning of the experience, and possibly an end of year internship celebration event. You will also be invited to the intern's capstone presentation.

## **What are my expectations as a mentor / host site?**

- Identify a project or need in your business that would work well for an intern.
- Identify a person who is up to the task of mentoring.
- Interview your potential intern. Feel free to use the sample intern questions.
- Review and sign the contract and goals sheet with your intern. (Provided by student)
- Review job description with your intern. (Provided by student)
- Set up a work and check-in plan with your intern.
- Support the student with completion of academic assignments as appropriate (ie. mentor interview).
- Identify any additional training your intern may need to complete components of their assigned duties.
- Create an account on Masswbl.org (you will receive an invitation to create an account).
- Complete quarterly evaluations using the Work-Based Learning Plan.
- Sign off on the intern attendance form (provided by the student).

At the completion of the Internship, set aside time to go over: Learning Contract and/or any other materials needed for academic credit; Formal Evaluation (Work-Based Learning Plan), and Exit Interview. Please provide copies of necessary documentation to the internship coordinators.

Mentors may be asked to report on the overall success and effectiveness of their internship experience.

## **Can I host more than one intern?**

Yes, feel free to host more than one intern. We suggest you clearly define each intern's job duties and responsibilities.

## **Can I split responsibilities of being a mentor with another staff member?**

Yes. If you wish to split responsibilities, you will need to be very specific so the Intern knows what to expect.

## **How are interns selected/assigned?**

Students must complete an application for an internship. Once approved for the program, you will have an opportunity to interview and select your intern.

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## **What kind of work schedule can I expect from my future intern?**

Student interns are required to complete core academic courses in addition to their internships. We try to be mindful about the scheduling demands of the interns. Most have availability in the early afternoons; however, this will vary based on the individual. At the end of the week students will need to have a minimum of 4-5 hours at their internship location per credit (students attempting to earn 2 credits must be able to document 8-10 hours per week). The specific schedule should be created at the beginning of the internship, and is identified on the contract. Flexibility for illness and other academic work should be expected. If the intern is planning on going on vacation during the internship, that should be discussed early on and arrangements made in advance.

## **Will I have to provide office space for my intern?**

Interns should have a "home base." This would be a space that would allow them to put their things, with the reasonable expectation that their possessions would be secure. If their internship requires desk work, then a desk area should be provided.

## **What sort of projects can I expect my intern to work on?**

Your intern will be required to complete any tasks outlined in the job description and work-based learning plan. These tasks should be established early in the experience, and can be modified as the semester progresses. In addition, interns will be required to complete an academic component. This includes, but is not limited to, journal entries, research papers, a mentor interview, a portfolio and a final presentation. Additional assignments may be designated by the internship coordinators. The academic component is managed by the internship coordinators and is not intended to be a burden to the mentors.

## **How do you promote diversity, equity and inclusion in the internship program?**

The practice of building diversity, equity and inclusion is fundamental to our work, which emphasizes opening doors to career opportunities for all students in our school. Under-represented student subpopulations are targeted for participation, especially English Learners and students with disabilities.

## **Who do I reach out to if I have a concern or question?**

The internship coordinators are happy to respond to any questions or concerns you may have.  
Dawn Estes-Daub [ddaub@sbrsd.org](mailto:ddaub@sbrsd.org) and John Hammill [jhammill@sbrsd.org](mailto:jhammill@sbrsd.org)