**Becoming an Internship Sponsor**

In sponsoring a Career and Technical Education (CTE) intern, you have assumed responsibility for directing and participating in part of your student intern’s education. It will take planning on your part to ensure a positive experience for the student in addition to your other responsibilities. Try to include the intern in as many operational activities as possible. There will be occasions when the nature of your work will not allow for the intern’s participation. In such cases, you may consider it important to the student’s education and training to undertake projects and gain exposure in other areas of the organization.

Depending on the internship objectives, the intern may spend most of the time working with one contact person. Opportunities may be available in a variety of departments. The student may also participate in a service role and work with both the staff and the clientele.

**Internship Sponsor Responsibilities**

The internship sponsor will agree when possible to:

* Assist the student intern and the Career Development Coordinator (CDC) in setting goals for the intern
* Ensure the student is able to do tasks necessary to meet the goals stated
* Notify the CDC immediately if there is a concern or a problem
* Keep a record of the student’s hours
* Include the student in as many business activities that are possible
* Increase the student’s responsibilities when the student shows capacity and willingness to assume more
* Confer with the student and provide honest feedback on strengths and areas that need improvement
* Complete the student intern’s evaluation each midterm and grading period with dates specified from the CDC

Suggested Activities for the Student Intern:

* Attend meetings and conferences when possible
* Write reports, memos and any type of business correspondence
* Participate in or observe decision making processes
* Meet with staff members or department heads to learn what they do
* Read reports and files
* Do research
* Participate in investigative field work
* Observe every department
* Observe or perform service role with clients
* Conduct interviews with employees about their jobs
* Make telephone calls and handle telephone inquiries

Items to think about before the student intern’s first day:

* A designated workspace for the student
* Arrangements for parking
* An identification badge if required
* Brief the staff about the student intern, hours, duties, and role
* Compile background information about your company and industry for the student
* Arrangement for introductions to key staff members throughout the company
* Explain and /or provide materials on company policies
* Provide an alternate contact and phone number for the student in your absence

Fair Labor Standards Act

Internship sponsors follow the Fair Labor Standards Act when participating in the internship program. The following criteria are met in the sponsor-intern relationship:

* The training, even though it includes operation of the facilities of the employer, is similar to that which would take place in a high school.
* The training is for the benefit of the student.
* The student does not displace regular employees, but works under close observation.
* The employer that provides the training derives no immediate advantages from the activities of the student, and on occasions his operations may actually be impeded.
* The student is not necessarily entitled to a job at the conclusion of the training period.