

# CONVERTING PART TIME JOBS TO INTERNSHIPS

Converting your existing job into an internship builds skills within your existing role and allows you to better connect work with your future career.



## Process



## Resources



## Project/Work of Value



### Process

Key steps in converting a job into an internship involve using provided resources with identified stakeholders to identify key skills for development, outline intentional roles and learning opportunities in your current job, and develop a project related to your experience.

### Resources to assist in the Jobs to Internships process include:

- Student Checklist
- Student Project Guide and Examples
- Internship Assessment
- Project Proposal Plan



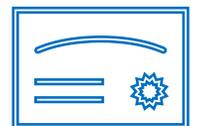
### Developing a Project/Work of Value:



The internship experience is designed to grow an understanding of skills in the chosen industry through workplace connections and experiences. To accomplish this, work completed during the internship must be of value to you and your employer, benefiting both in ways that consider and meet individual goals. This work is central in connecting your college and career goals to existing work and is developed to showcase internship learnings and professional growth.

### Internship Assessment

Interns are assessed using the Internship Work Experience Rubric. To ensure success, both you and your employer should be familiar with this rubric prior to beginning the internship experience. Developing this understanding helps guide skill application and development.



### Getting Started



Use the checklist below to start the process of converting an existing job to an internship experience. This list provides points for you to consider as you plan with your employer and ensure that all internship requirements are met.

# Jobs to Internships: Student Checklist

This checklist includes guidelines for converting your existing job to an internship experience. Additional steps may be necessary depending on your specific employer or school requirements.

## **Confirm you will be able to meet the following requirements using your current job:**

- Complete at least 120 hours of work between the assigned internship start and end dates
- Connect elements of your work with your academy theme and/or future career aspirations. For example, apply the Engineering Design Process within the project of value
- Work with your current supervisor to:
  - Identify skill development opportunities
  - Implement new work responsibilities or tasks at an elevated level
  - Ensure the *Internship Work Experience Rubric* is completed by the end of the internship

## **Identify skill development opportunities:**

- Identify skill development opportunities
  - Identify three skills you believe can be improved through your internship
    - Consider completing the *Internship Work Experience Rubric* yourself as a way to identify skill gaps
    - Consider skill gaps you have previously identified with your teachers or employer
- Make a list of current responsibilities included in your current work. Include both:
  - Technical skills (those specific to your job)
  - College and Career Readiness Skills (those found in many areas of work, like customer service and communication)

## **Identify Project/Work of Value:**

- Identify additional tasks or responsibilities you can incorporate into your work
  - Discuss these with your employer/supervisor
  - Make a plan with your supervisor to add these to your existing workplan.
- Consider your work environment and how it connects with your goals. Points to consider:
  - Is there an existing challenge you would like to solve at your job?
  - Are there elements of your company/workplace you would like to understand better or learn more about?
  - Do any current work assignments connect to your college or career aspirations?
  - Does your employer have suggestions around projects or extra tasks they are willing to assign you to help grow your skills and career understanding?
- Make realistic considerations around your time and project
  - Ensure you are able to meet the demands and expectations of your new role and current responsibilities
- Identify potential projects at your workplace that tie with your career goals. Consider these questions in your planning:
  - Are there different departments at my workplace that naturally connect to my academy theme and/or career goals?

- Are there elements of my assigned work that reflect my academy theme and/or career goals?
- What work of value can facilitate learning more about my academy theme's industry?
- Outline project/work of value consulting the *Student Project Guide and Examples*
- Plan your final product. Ideas for this include:
  - Presentation to your supervisor
  - Planned event
  - Business plan showing impact/change
  - Final products should include:
    - Artifacts from tasks at job
    - Reflections from your experience
    - Internship Work Experience Rubric results
- Complete your *Project Proposal* plan

### **Connect with your internship support team:**

- Provide your Academy Director with the following information:
  - Place of employment
  - Dates recognized by your employer as the internship experience
  - Supervisor name, email, and additional contact information
  - Project Proposal
- Provide your Employer/Supervisor with the following information
  - Requirements for internship completion
  - School-based Academy Director name and contact information
  - Project Proposal
  - Information about the Internship Work Experience Rubric

### **Prepare for the Internship Work Experience Rubric:**

- Review the *Internship Work Experience Rubric* with your supervisor prior to the beginning of the internship, clarifying any questions as needed
- Update your Academy Director if your employer's contact information changes during the internship as this may impact the internship assessment being completed correctly

### **During the Internship:**

- Check-in regularly with your supervisor and Academy Director
- Meet with Academy Director to complete progress reports and communicate any needs to supervisor
- Document your project/work of value during your experience

### **After the Internship:**

- Ensure your Internship Work Experience Rubric is completed
- Write a thank you card to your internship supervisor
- Reflect on your internship learnings
- Update your resume to reflect your internship, learnings, and new skills
- Complete any post-internship work required by your school