United Way’s Youth Career Connections is providing high school students summer internship opportunities to gain first-hand career exposure. Internships are a pivotal component in the Career Technical Education curriculum to help transform the educational experience for youth in Orange County.

**INSPIRE THE NEXT GENERATION OF FUTURE WORKFORCE LEADERS**

Internships expose students to real-world experiences that reinforce classroom knowledge. By linking students directly to industry professionals, Youth Career Connections ignites classroom learning with career possibilities and a support network to prepare students for careers.

**INVESTING IN LOCAL YOUTH TODAY PAYS OFF TOMORROW**

With your partnership, you help to create opportunities for high-need students to change their current circumstances and begin building their social upward mobility through college and career.

**A WIN-WIN FOR STUDENTS, EMPLOYERS AND OUR LOCAL COMMUNITY!**

**Students...**

- Spend four weeks with a host site to:
  - Experience a workplace environment
  - Build professional experience
  - Access networking opportunities
  - Gain an insider’s view to vast career paths in one company
  - Connect classroom learning to a real-world setting

**Employers...**

- Build a talent pipeline to fill future workforce needs
- Unlock innovative ideas with tech-savvy students
- Increase employee civic engagement and leadership
- Boost employee morale and satisfaction
- Enhance brand visibility in the communities we serve

**HIGH SCHOOL INTERNS ARE DRIVEN**

- We work to best match students and employers and provide technical assistance throughout the internship program.
- Student interns must be rising seniors who have completed 10 credits in the pathway.
- Students receive work-readiness training to prepare them for their internships.
- Students go through an application process prior to selection and placement.
- Interns are eligible for a scholarship and receive high school course credit upon completion of the program.

**TRANSFORM A STUDENT’S FUTURE THROUGH MENTORSHIP**

Students are looking for internship opportunities in, but not limited to:

- Arts, Media & Entertainment
- Business, Finance & Marketing
- Engineering & Architecture
- Health Services & Medical Technology
- Information & Communication Technology

**INTERNSHIP TIMELINE**

- **March:** Sign up to be a host!
- **May:** Finalize student placements at sites
- **June:** Internships & weekly site visits begin
- **July:** Internship Interview Fair: Meet & select your future interns
- **August:** Internship Culmination Celebration event

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"It helped me figure out what I wanted to do, which was structural engineering. Even though the department I was at wasn’t for me, they guided me to find what field of engineering I wanted to do. Before I was lost but they guided me."  

—Kathryn, student intern at Psomas
Targeted Summer Internship Opportunities

Internships offer students an opportunity to experience a fast-paced, dynamic workplace environment. Students will gain skills that allow them to grow as individuals and professionals for 21st century careers.

STANDARDS FOR QUALITY INTERNSHIPS

- Students are exposed to different parts of the organizations to see the wide spectrum of career opportunities in one particular company.
- Responsibilities are clearly defined for the intern (job description, work parameters.)
- Projects are geared toward professional development.
- Students work with a professional mentor throughout the program.
- Students have opportunities to develop critical thinking, communication and problem-solving skills through work projects.

CONNECTING WITH OUR YOUTH AND SHARING OUR LIFE AND PROFESSIONAL EXPERIENCES WITH THEM WAS VERY REMUNERATING, FURTHERMORE TO SEE HOW WE CAN AFFECT PEOPLE’S LIFE IN A POSITIVE WAY—WAS VERY WORTH IT!

—OC Labor Federation

Your Responsibilities as Corporate Host

- Submit the Internship Host application on the United Way website.
- Review and submit the Career Technical Education Partnership Form.
- Create a project list for the position.
- Establish a clear work schedule of 20 hours with student and monitor attendance through timesheet provided by instructor.
- Give students ownership of the assigned projects/tasks.
- Provide interns with direction and constant feedback for improvement.
- Complete the United Way Internship Host evaluation at end of the program.
- Submit student’s Individuals Training Plan Competencies to classroom instructor.

STUDENTS WILL

- Commit to the entire program from beginning to end by attending all classroom sessions and workplace hours.
- Behave in a professional manner and arrive on time.
- Abide by company policies and procedures (dress code and safety training).
- Use critical thinking skills to ask questions and gain understanding of the industry.
- Complete classroom, online assignments, journals and any other projects as assigned.
- Submit student portfolio for final review.
- Complete the internship evaluation at end of the program.

HOW TO IDENTIFY INTERNSHIP OPPORTUNITIES

Internships should be project-based and tied to learning outcomes around an industry theme. A great starting point to identify projects for students is by compiling a list of your organization’s needs. Internships are an opportunity to academically and professionally challenge students. Tasks such as filing, answering a phone and assembling mailings are routine with any job, but should not be the intern’s primary responsibility. Internships are part-time positions that require 20 hours per week over a four-week period.

OUR RESPONSIBILITIES AS PROGRAM PARTNERS

(Garden Grove Unified School District and United Way)

- Provide technical support/troubleshooting to both hosts and students throughout the program.
- Assist hosts in developing projects for interns.
- Host an internship fair where hosts interview and select potential interns.
- Work in partnership with the district to provide workshops to prepare interns for placements.
- Check in weekly with both students and hosts to ensure learning outcomes are being met.
- Host a culmination ceremony for interns and hosts to celebrate program completion.
- Ensure students complete employability curriculum by the end of the program.