

SECURING QUALITY INTERNSHIPS

The following best practices were collected during several national and regional convenings of advisory board leaders. Included in this resource are some considerations, best practices, and supporting resources.

Best Practices

- Set **goals for each member** to find, fund, or furnish several internships every year – starting an Internships Committee is recommended to achieving these goals.
- To help boards **forecast internship** needs, academies should provide the number of incoming juniors at the beginning of every school year, providing frequent updates on the number of eligible/available students as the school-year progresses.
- **Engage new partners** for low time/money investment activities along the WBL continuum, such as guest speaking and mock interviews, introducing partners to students and your program
- Look for and **align to local youth employment initiatives**, for example, Mayor’s Intern Programs
- High-performing boards **help the internship supervisor orientation process** to ensure all internships result in high-quality internships with a completed NAFTrack Internship Assessment. Peers advocating the importance of a completed assessment has shown to be more effective. Not all interns may pass the assessment but increasing the completion rate is critical
- Recognizing the importance of intern preparation, boards also **support intern preparation** or orientation activities in addition to providing a continuum of WBL activities
- Research internship providers who aim to **find opportunities for undocumented students** – some non-profits provide funding for internships for students with this need
- Find funding or partnerships to **help with clothes and/or transportation** for internships through local government entities, large corporations (some hotels provide uniforms and transportation), and clothes drives, Dress for Success

RESOURCES (with resource location/use case)

NAF’s Approach to Internships

ASH → WBL → Internships

- Outlines NAFTrack Certification requirements for internships

Intern Work and Learning Plan

ASH → WBL → Internships → Before

- Allows students/supervisors to codify the skills to be identified to the traditional work, task, or job description.

Internship Weekly Check-In Meeting

ASH → WBL → Internships → During

- Brief agenda for 15 to 30-minute weekly check-in meetings between intern and supervisor

Securing Paid Internships

naf.org/resources

- Includes resources for “Making the Case,” messaging best practices, “Pitch in a Box,” customizable one-pagers and social media assets, videos, and links

Advisory Board Impact Dashboard

ASH → Results → Advisory Board Impact Dashboard

- Includes student enrollment, academy quality levels, and advisory board key performance indicators