



Fairfield Ludlowe High School Senior Internship Program

Creating a Community Partnership

Experiential education opportunities for students at Fairfield Ludlowe High School

Today's work environment is more competitive than ever. At Fairfield Ludlowe High School (FLHS) students can learn about career opportunities through our Senior Internship Program. This program allows our students to bridge the gap between academics and the workplace enabling them to develop life-long skills. Thanks to the generosity of our local community, FLHS seniors have the chance to work (unpaid) in lieu of their classes with local employers who teach them about their organizations and expose them to career opportunities.

Our school community appreciates the value of experiential education and as a result, our program is growing. Would you be willing to sponsor a student intern?

FLHS is now registered with the CT Unpaid Experiential Learning Program (UELPL), whereby the CT Dept. of Labor (CTDOL) and the CT State Department of Education (CTDSE) have granted waivers for our students so they can develop practical, hands-on skills and experience outside of the traditional academic setting.

Our students can help you too!

By partnering with FLHS you will have the opportunity to:

- Provide our next generation with an invaluable lesson for success in the workplace
- Give back to your community
- Develop future employees and prevent our local "brain drain"
- Connect with local youth and gain a better understanding of your next generation of consumers
- Find out what upcoming trends might help your business grow
- Get those "back burner" projects accomplished
- Keep up-to-date on social media outlets

How it works...

- Students intern from mid-May through mid-June
- They work approximately 3 weeks for 30 **hours per week without pay** at an internship site
- Seniors are released from their classes and will attend their internship during your normal working hours
- Each student will have an FLHS faculty mentor who serves as our liaison with the job sites

What is my role as an Internship Site Sponsor?

The role of the Site Sponsor is essential to the success of the program. You will play an active part in the student's learning experience, performing a dual role as a student's teacher and supervisor.

As a Site Sponsor, you will be asked to accept the following responsibilities:

- Attend an introductory meeting *at your site* with the Intern and the FLHS Mentor
- Create a job description for the FLHS intern
- Train, advise and guide the student at the internship site
- Communicate regularly with the FLHS faculty mentor
- Confirm (weekly) that the intern's required hours have been completed
- Sign the CT Unpaid Experiential Learn Program (UELPL) forms agreeing to follow CT fair labor laws

- Protect the privacy of the student Intern and not share any documents related to the internship or Intern without the express permission for the student and parents
- Attend a reception (*if your schedule permits*) for Interns, Mentors and Supervisors at FLHS in June (optional)

How do I become an Internship Site Sponsor?

- If you would like to sponsor an FLHS Senior Intern, complete and return the attached FLHS Site Registration Form to Alice Gorman, College & Career Center Coordinator at 203-255-7230 or agorman@fairfieldschools.org
- When you return the completed form, we will contact you to confirm your interest and answer any of your questions about the program.

Internship Site Best Practices Tips

If you are wondering how you can make having an intern a “win-win” experience for both your organization and the intern, follow some of the “best practices” suggestions sent to us by **Tauck**, one of our long-standing internship sponsors.

- Provide Structure: You need a passionate business sponsor but also someone who can provide structure, especially if you sponsor more than one intern.
- Company Orientation: Spend time explaining who you are, what your corporate values are and why they are important. When you talk about values, you will help set the tone for expected behavior from your interns.
- Single Point of Contact: Interns may work for different people but it helps to report to an intern supervisor.
- ‘Apply’ for an Intern: If your policy is that business leaders from within the company ‘apply’ for an intern, you weed out managers who will not take them seriously; therefore it is considered a privilege to be selected to get an intern.
- Intern Accountability: Assign interns real work to do with accountability, and when work is complete they should be reassigned to other departments/work. Congratulate them on a task that is well done, and provide constructive support if they make mistakes.
- Real Work Stations: Set up interns in real work stations with computers, email, and a name plate on their desk area.
- Participation in Company Activities: Have intern attend weekly meetings and special events.
- Host Multiple Interns: If possible, hosting multiple interns creates social networking, motivation and competition.
- Access to Leadership: Plan an intern lunch with key leaders within your organization. Ask them to talk to interns about what they do all day, as well as their educational background and professional experiences.
- Respect Interns: Existing employees should not look down on interns; they should be treated as new/equal employees.
- Have Fun AND Work Hard: Show interns that your company is a fun place to work and a great place to be associated with. Teach them that you can have fun AND work hard at the same time!

We would love to share our wonderful students with our community and give our neighbors a chance to meet, teach and expose our students to the skills and experiences needed to succeed in today’s world. Your efforts and expertise are greatly appreciated.

For more information about the FLHS Sr. Internship Program and becoming a Site Sponsor, please contact:

Alice Gorman
 College and Career Center Coordinator
 Fairfield Ludlowe High School
 785 Unquowa Road
 Fairfield, CT 06824
 (203) 255-7230
agorman@fairfieldschools.org

**SR. INTERNSHIP PROGRAM
Fairfield Ludlowe High School**

Site Registration Form

Employer Type (circle one): Business Not-For-Profit Municipal/Government

Company/Organization Name:

Product or Service:

Street Address:

City: **State:** **Zip:**

Contact Name:

Contact Phone:

Fax:

Contact Email:

Website:

Internship Job Title: Student Intern

Internship Objective: (What will the student learn during the internship?)

Job Description: (What will the student be doing during the internship?)

Special Skills Required? (Please list if required; leave blank if none)

Number of Internship Openings: **Business Hours:** **Internship Hours:**

Age requirement? None Yes, must be 18+

Internship Supervisor (Who will Intern work for if different from contact?):

Intern Supervisor Contact (if different from contact): Phone: Email:

Name of Preferred Student Intern (if applicable):