



Guidance, Handbooks and Tools for Supporting Employer Engagement and Structuring Work-Based Learning

These resources, which represent a small sample of the many guides that exist, are focused on frameworks for structuring work-based learning and guidelines for establishing successful internship programs. Although some of the handbooks are designed for college undergraduates, the advice to employers is just the same as that for those hiring high school seniors with community college credits and work experience. Many of the resources contain templates and other tools that can be adapted by employers and educators.

Framework for Work-based Learning

Career Practicum: A Work-Based Learning Strategy

http://cacareerbriefs.com/wp-content/uploads/LLA.WBL_CareerPracticum_FINAL.pdf

Defines career practicum and situates it on the work-based learning continuum, highlighting how it relates to other work-based learning experiences (2011, Linked Learning Alliance).

College and Career Readiness: What Do We Mean? A Proposed Framework

http://www.connectedcalifornia.org/direct/files/resources/CACR%20Version%20V1-2%20Apr%2012%202012_FINAL.PDF

Proposes a comprehensive and operational definition of career and college readiness that establishes a framework for development of an individualized program (2012, ConnectEd).

CPS Career and Technical Education Guide to Work-Based Learning

http://www.illinoisworknet.com/NR/rdonlyres/B9821BA0-182C-4569-ADB9-2202AF631F5A/0/CTEWorkBasedLearningGuide_Draft_V18.pdf

Provides a work-based learning guide, based on core career and technical training objectives, inclusive of sample surveys, evaluation tools, and metrics (2013, CPS, Business & Community Partners).

Guide to Work-Based Learning: A Continuum of Activities and Experience

http://naf.org/files/WorkBasedLearningGuide2012_sm.pdf

Provides a working definition of career and college readiness as a basis for recommended programs that align work-based learning with curriculum (2012, National Academy Foundation).

Work-Based Learning in California: Opportunities and Models for Expansion

http://www.wested.org/online_pubs/workbasedlearning.pdf

Defines the benefits and characteristics of work-based learning and the key elements for successful implementation, within the context of providing multiple opportunities for students (2009, WestEd).

Employer Engagement

Employer Engagement in English Independent Schools

http://www.educationandemployers.org/wp-content/uploads/2014/06/employer_engagement_in_english_independent_schools_july_2012_.pdf

Defines research conducted in England on school-employer engagement in highly selective schools, highlighting the practice (how and why) and the positive impact on students (2012, Education and Employers).

Mentorship

It's Who You Meet: Why Employer Contacts At School Make A Difference To The Employment Prospects Of Young Adults

http://www.educationandemployers.org/media/15069/its_who_you_meet_final_26_06_12.pdf

This British research-based white paper provides recommendations on overcoming key obstacles to and easing the transition of young adults entering the workforce (2012, Education and Employers).

Mentor Handbook for Career Academies

http://casn.berkeley.edu/resource_files/mentor_handbook10-02-23-02-12-55.pdf

Defines the policies, procedures, roles, and responsibilities for consideration in establishing a mentoring program (2003, University of California, Berkeley/ Career Academy Support Network).

Internship Resources

Internship Handbook for Career Academies

http://casn.berkeley.edu/resource_files/internship10-02-23-02-12-15.pdf

Defines the intent, structure, and approach of Career Academies, and outlines roles and responsibilities for students and employers (2001, University of California, Berkeley/Career Academy Support Network).

Internship Supervisor Toolkit

[http://naf.org/files/page/2009/06/Supervisor%20toolkit%202011%20final%20\(2\).pdf](http://naf.org/files/page/2009/06/Supervisor%20toolkit%202011%20final%20(2).pdf)

Provides information on Career Academies with a specific focus on the requirements for a successful internship program (2009, Career Academies, UK).

Preparing Youth for Life: The Gold Standards for High School Internships

http://naf.org/files/press_release/2010/03/InternshipGoldStandards_final.pdf

Defines critical success factors, tools, and strategies for the successful implementation of an internship program (2010, National Academy Foundation).

Employer Guide to Developing an Internship

<http://www.internmatch.com/guides/employer%E2%80%8E>

Contains information on starting a program, hiring and managing interns, addressing post-internship questions, and industry-specific guidance. Site provides tools and mechanisms for posting internships and connecting employers with students (InternMatch).

Employer's Guidebook to Developing a Successful Internship Program

http://neded.org/files/businessdevelopment/internne/EmployerGuidebook_DevelopingSuccessfulInternshipProgram.pdf

Provides a general framework, with sample templates, for the design of an internship program, including logistical considerations, recruiting, and management of participating students. Additionally, defines elements to optimize program benefits (Nebraska Department of Economic Development).

Employer Internship Toolkit

http://primacivitas.org/Portals/0/PCF-HWM_ToolkitWeb%208.21.12.pdf

Defines program benefits associated with internships and provides a five-step approach to develop and implement a successful program (2012, Michigan Economic Development Corporation).

Intern Today, Employee Tomorrow: The Indiana Employer's Guide to Internships

<http://indianaintern.net/pdf/IIN-EmployersGuide1-11-1.pdf>

Defines program benefits and provides guidance on the steps to take when writing an internship job description, recruiting, and managing student interns, including human resource considerations (Indiana Employer Net).

College and University Guides for Employers

Best Practices: Employer Guide to Internships

http://careercenter.depaul.edu/_documents/DPInternshipGuide.pdf

Defines program benefits and provides tools and guidance to hire, onboard, and manage student interns (DePaul University).

Employer Guide to Developing an Internship

http://www.sonoma.edu/sbe/employer_guide_to_developing_internship.pdf

This brief overview outlines key elements of an internship and key questions for employers to consider (Sonoma School of Business and Economics, Career Center).

How to Create an Internship Program

<http://www.northwestern.edu/careers/employers/how-to-create-an-internship-program.html>

Based on guiding principles from the National Association on Colleges and Employers, provides general information on defining and implementing an internship program, including recruiting and managing participating students (Northwestern University Career Services).

Internship Guide for Employers

http://c.ymcdn.com/sites/www.tbtf.org/resource/resmgr/docs/internship_guide_pdf_-_01.09.pdf

Describes the basic elements of an internship and provides steps for the creation of an internship program (2012, The Career Center, University of Southern Florida, St. Petersburg).

Internship Guide for Employers: Developing a Quality Internship Program

https://www.luther.edu/careers/assets/Employer_Internship_Guide.pdf

This tool provides guidance on how to establish and evaluate an internship program and offers recommendations and best practices for success (Luther College Career Center).

Internships: An Employer Guide to Developing an Internship Program

https://careercenter.nd.edu/assets/136851/employer_internship_development_guide.pdf

Defines program benefits and provides guidance on the steps to take when writing an internship job description, recruiting, and managing student interns (Notre Dame University).

Internships at UW-Green Bay: A General Guide and Overview for Organizations with Intern Needs

<http://www.uwgb.edu/careers/PDF-Files/InternGuide-Employers.pdf>

Provides basic information regarding the parameters and goals associated with an internship, as differentiated from a job, and defines specific geographical considerations (University of Wisconsin, Green Bay).

Oregon State Internship Guidelines

<http://oregonstate.edu/internships/employers>

Multiple guides, forms, and support information are available on this website (Oregon State University).

Internship Guide for Employers

http://oregonstate.edu/internships/sites/default/files/employer_guide_nov_2013.pdf

Provides the basic elements for an internship program and guidance for establishing a program, including sample letters and work plan templates (Career Services, Oregon State University).

UCLA Employer Internship Guidelines

<http://www.career.ucla.edu/UCLA-Employer-Internship-Guidelines>

Provides guidance and labor bureau information as well employer criteria needed to assess opportunities and successfully implement an internship program (University of California, Los Angeles Career Center).

Teacher Externships

Teacher Externship Guide

http://casn.berkeley.edu/resource_files/teacher_externship_guide.pdf

Defines teacher externship and provides a planning framework, with sample templates, for use in program implementation (2010, University of California, Berkeley, Career Academy Support Network).