

Partners In Success

Maine Township HS D207
Career Experience Program
➔ Internships



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Internship Program Overview

The Maine Township High School Internship Program is a partnership between District 207 and businesses and organizations within our local community and beyond including the virtual world.

High school students in their junior or senior year are invited to participate in an internship to gain exposure to an industry of interest and obtain some hands-on experience within a career about which they want to learn more.

Students observe daily operations, dialogue with personnel, gain an understanding of how the career/job functions within a total organization, and participate in career explorations and learning experiences at the internship site. This also provides an opportunity for employers to express their needs in today's job market.

Internships are conducted in addition to the normal school day and/or weekends. Depending on the host's needs, students will complete between four to ten hours per week for one quarter (≈ 8 weeks), a semester (≈ 16 weeks), a school year (from about September 1 to May 12), or during the summer.

Internship Goals

The goals of the High School D207 Internship Program are to:

- Identify career opportunities based on individual interests and abilities.
- Recognize the value of teamwork and cooperation.
- Communicate effectively and think critically.
- Apply the steps of problem-solving and decision making.
- Make connections between course of study at Maine Township High School and the environment associated with a career interest.



Internship Student's Major Responsibilities

- ☑ Experience application and interview process in an internship within a targeted industry
- ☑ Regular school and scheduled internship attendance
- ☑ Attend workshop concentrating on business etiquette with focus on confidentiality and safety and regularly scheduled meetings with internship coordinator and/or Career Pathways Team Member.
- ☑ Complete pre-determined number of internship hours for agreed upon timeframe.
- ☑ Observe daily operations and dialogue with personnel to understand functions of organization
- ☑ Complete course activities or career experience portfolio.
- ☑ Comply with policies and procedures of host site
- ☑ Appropriate dress and appearance
- ☑ Perform duties diligently
- ☑ Provide own transportation

Internship Site's Major Responsibilities

- ☑ Willing to train internship student.
- ☑ Design at least 4 hours of internship per week.
- ☑ Interview intern for position, if so desired.
- ☑ Provide flexible scheduling during weekdays after school or weekends.
- ☑ Provide opportunities for observation of daily operations.
- ☑ Instruct intern in proper confidentiality and safety procedures.
- ☑ Allow internship students opportunities for participation in and contribution to the function of the organization.
- ☑ Help intern conform to all federal, state and local laws and regulations.
- ☑ Contact coordinator if a problem or question arises at the internship site.
- ☑ Evaluate student on a quarterly basis.



Internship Program Benefits

Benefits to Internship Student

- Increased career awareness
- Application of classroom principles
- Potential future employment
- Excellent experience for future resumes and references



Benefits to Internship Site

- Develop quality workers
- Attract young talent to a particular industry or occupation
- Become involved in the community's education system

Benefits to Community

- Creates school and business partnership
- Exposes available career opportunities for young people
- Provides relevance to school
- School is able to incorporate workplace standards into the curriculum
- School becomes a community resource



**District 207 is always
looking for new partners!**

We encourage our students to become exposed to a variety of career areas including:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communication
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

Please contact the D207 Career Coordinator with any questions you may have:

Laura Cook

LCook@maine207.org

o | 847/384-6668

c | 224/704-6254

Visit [CP CONNECT](#) to register your company or organization as a partner today!

Other ways you may partner include:

- Job Shadow Day Host
- Guest Speaker
- Mock Interviewer
- Career Panelist
- Classroom project-based learning leader
- Job Fair booth OR let us host a hiring event for your organization to interview D207 students at our schools!



MT D207 Internship Program

Internship Experience

If you're wondering what it's like to host an intern, your best resources are the internship host sites themselves. A variety of businesses and organizations hosting a diverse group of students from Maine East, Maine South and Maine West are willing to share their experience of finding meaningful work for their interns, what it is like partnering with District 207, and what they have learned from this experience. If you would like to speak to any of our current partners, let a Career Pathways Team Member know!

Host Site Internship Process

If you're planning to host one or more interns through D207, here's what you can expect at each step of the way.



1. INITIAL ENTRY PERIOD

After you or a D207 staff member have entered your internship requirements into our online internship management system, [CareerPathways CONNECT](#), students will apply for positions of interest.

They will be asked to create a profile and attach a resume to their application.



2. APPLICATION REVIEW

A CareerPathways team member will review student qualifications against the requirements you have provided for the internships for which they have applied.

They will be contacted by D207 to discuss all options.



3. EMAIL CONTACT

You will receive an email from the D207 CareerPathways Team that applications have been received.

Students will be contacted to schedule an interview.

If you have changes in your requirements or questions, please contact Laura Cook: LCook@maine207.org.



4. INTERVIEW

If you have chosen to interview students instead of 207 screening them for you, you may do so on-campus or at your office.

The information students provided (interests, skills/experience, at-home responsibilities, school extra-curriculars, transportation, etc.) will be reviewed with them during an in-depth interview.



5. PLACEMENT

Before making any final decisions, we will confirm you are still able to host one or more students and provide you a summary of the student(s) we are recommending.

We want to make sure that the students are a good match.

Students will then be provided your contact information.



6. ORIENTATION

Before the first day, D207 will tell students about your dress code, important rules, and where to go on the first day staff based on what you have told us. They will also have a physical or drug test, if needed.

During the first week of class, they will learn what workplace skills are and how to be a great intern!