## **Internship Job Description Content Guide**

Use this guide to help shape a clear and engaging internship opportunity that attracts the right students, sets expectations, and supports learning.

### Structure of the Internship

With the internship learning goals established, you can begin to design the internship structure. Below are three common and effective internship models to consider:

* **Rotation Internship:** The rotational internship structure offers dynamic and comprehensive exposure to different roles and departments within the organization. Interns on this track benefit from a well-rounded perspective, honing versatile skills, and exploring the different roles and career paths within the organization. This approach encourages adaptability and a holistic understanding of business operations.
* **Role-Specific Internship:** Internships can be focused within a specific role or department, allowing interns to delve deeply into their chosen field, gaining specialized expertise and contributing meaningfully to the team's objectives. This approach fosters a strong sense of ownership and mastery.
* **Project-Focused Internship:** A project-focused internship assigns interns to an important project to complete within the internship timeline. This approach grants interns a heightened sense of responsibility as they work on a real-life project with tangible impacts on the organization. Simultaneously, it brings fresh, diverse perspectives that can kickstart new or postponed projects and strategies.

### Internship Job Description Content

### Internship Title

Provide a clear, specific title that reflects the role and makes sense to a high school student.

**Examples**:

* Marketing Intern
* Engineering & Design Intern
* Animal Care Assistant Intern

### Internship Overview (1–2 Paragraphs)

Briefly describe your organization, the department/team the intern will be working with, and the purpose of the internship.

* What does your organization do?
* What will this intern help with or contribute to?
* What makes this opportunity meaningful or exciting?

### Internship Learning Goals

List 3–5 goals that describe what the student will learn or gain from this experience. These should reflect the educational purpose of the internship. The [**Internship Learning Goals Worksheet**](https://docs.google.com/document/d/1mC5AfTwkwlavYCdTx5PX287-tJBW28w9fH9HlEl1m2A/edit?usp=sharing) is a tool to guide you in identifying and refining these objectives (this document is view only; please download to edit).

**Examples**:

* Develop an understanding of project management and budgeting tools by the end of the internship.
* Understand and demonstrate the basic process for triage and patient intake within the first 20 hours of the internship.
* Demonstrate the ability to consistently write a professional email by the end of the internship.

### Roles & Responsibilities

Describe the types of tasks, projects, or responsibilities the intern will take on. Think of the Learning Goals as *what* the intern will learn, and the Roles & Responsibilities as *how* the intern will learn it. Include examples of both daily activities and larger projects if applicable.

**Examples**:

* Assist with social media content creation.
* Shadow technicians during equipment maintenance.
* Participate in staff meetings and take notes.

### Skills and Knowledge the Intern Will Gain

List the workplace or industry-specific skills your intern will walk away with. These can include technical, soft, or transferable skills.

**Examples**:

* Time management and task prioritization
* Using graphic design software (e.g., Canva, Adobe Photoshop)
* Customer service and communication skills
* Understanding of renewable energy systems

### Preferred Skills or Interests

Outline any background knowledge, interests, or personal traits that would help a student thrive in this role. These should serve as helpful guidelines, not strict requirements. Keep in mind that most interns are still developing their skills and may have little to no industry experience. Focus on basic, accessible skills and interests - ones that a student could reasonably gain through school, extracurricular activities, or everyday life.

**Examples**:

* Interest in science or the environment
* Comfortable working with animals
* Basic computer skills or familiarity with Google Docs

### Career Interest Categories (optional)

Career Interest Categories are designed to help a person identify fields that align with their unique strengths, preferences, and passions. The student application has applicants rate each category.

To help us find the applicant that is the best fit for the role, it would be very helpful for each job description to include one or two Career Interest Categories that best define the internship role you are offering.

**Career Interest Categories:**

* **Social:** People with Social interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information. They like teaching, giving advice, and helping and being of service to people.
  + Example jobs include: Registered Nurse, Teacher, Therapist or Counselor, Paramedic, Social Worker, Waiter, Travel Guide, Coach.
* **Artistic:** People with Artistic interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.
  + Example jobs include: Designer (fashion; floral; interior; graphic), Actor, Dancer, Editor, Makeup Artist, Photographer, Architect, Writer, Chef, Hairstylist, Film Editor.
* **Conventional:** People with Conventional interests like work that follows set procedures and routines. They prefer working with information and paying attention to detail rather than working with ideas. They like working with clear rules and following a strong leader.
  + Example jobs include: Accountant, Bookkeeper, Computer Programer, Emergency Dispatcher, Lawyer, Medical Assistant, Pharmacy Technicians, Secretary.
* **Investigative:** People with Investigative interests like work that has to do with ideas and thinking rather than physical activity or leading people. They like to search for facts and figure out problems.
  + Example jobs include: Scientists (Biochemists, geneticists, environmental), Engineer, Advanced Medical Personnel (Nurse Practitioner, Surgeon, Anesthesiologist, Cardiologist), Dentist, Software Developer, Veterinary Assistant, Psychiatrists.
* **Realistic:** People with Realistic interests like work activities that include practical, hands-on problems and answers. They like working with plants and animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work.
  + Example jobs include: Airline Pilot, Animal Caretaker, Automotive Engineer, Commercial Truck Driver, Carpenter, Cook, Electrician, Farm Equipment Mechanic, Firefighter, Mechanical Engineer, Plumber.
* **Enterprising:** People with Enterprising interests like work that has to do with starting up and carrying out business projects. These people like taking action rather than thinking about things. They like persuading and leading people, making decisions, and taking risks for profit.
  + Example jobs include: Sales Agents, Supervisors (within many industries), Human Resources Managers, Event Planners, Directors and Producers, Real Estate Brokers, Legislators.

### Internship Schedule

Include the following:

* Approximate start and end date (or date range)
* Desired hours per week (e.g., 5–10 hours/week)
* Preferred days & times (e.g., Monday–Thursday afternoons, flexible scheduling)

*Tip: Some students can leave school early to attend an internship, while others are only available after the school day ends. The more flexible your internship structure (e.g., hosting on weekends or past 5:00 P.M. on weekdays), the more likely it is that CTE Foundation and SCOE can match you with a well-suited intern.*

### Internship Compensation

Clearly state if the internship is paid (include rate, if known) or unpaid.

### Intern Supervision & Support

List the name and title of the intern’s direct supervisor and/or mentor.

### Number of Interns

The number of interns you are interested in hosting.

### Location & Work Environment

* Is this internship always in-person (include worksite address) or a hybrid of in-person and remote work?
* Specify if a uniform or specific work attire is required, and whether it will be provided by your organization.
* Include any special notes (e.g., must be comfortable working outdoors, may require closed-toe shoes)