



Interfaith Community Services

2021 Summer Internship Program FAQs

Internships are a unique opportunity. They offer a chance for a mutually-beneficial relationship between enthusiastic high school students and savvy business owners. The Transitional Youth Academy internship program is excited to facilitate internships on your behalf.

But first, what does it mean to host an internship?

The National Association of Colleges and Employers (NACE) defines internship as a “form of experiential learning that *integrates knowledge* and theory learned in the classroom with *practical application* and *skills development* in a professional setting. Internships give students the opportunity to gain valuable applied experience and make *connections* in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

The Transitional Youth Academy asks that business owners and supervisors keep this definition forefront when considering an internship opportunity. Rather than plug an intern into an existing internal job, also challenge interns to think outside the box and apply their most up-to-date knowledge towards your business needs.

What do I gain in hosting a student intern?

- Hours of dedicated, in-person or virtual, assistance on a project or assignment outside the scope of existing internal jobs
- A source of fresh ideas, new talent, and up-to-date knowledge
- A chance to observe potential employees firsthand and strengthen recruitment efforts
- A chance to provide internal staff with leadership experience in mentoring an intern

What am I responsible for in hosting a student intern?

- Write or co-write a job description with clear tasks, responsibilities, and potential learning objectives
- Provide necessary training, orientation, on-site supervision and monitoring to an intern
- Follow Transitional Youth Academy internship requirements, including the forms and process, such as:
 - Participation in student intern program interviews during the recruitment process
 - Completion of individual student intern evaluations at the end of the internship period
 - Completion of internship program evaluation at the end of the internship period
- Assist the intern in reaching their professional goals and learning objectives
- Welcome and integrate the intern into your company’s team, encourage outside perspectives and feedback

How many students will I interview?

The internship committee will narrow the number of applicants interested in your organization to the top two or three students per requested internship spot. The committee will only move the top candidates forward in the process.

How are interns placed?

TYA selects not only the students who prove that they are responsible, dedicated and motivated, but also the best fit between an intern and a host organization. Matches between interns and host organizations are based not only on the needs and merits of an organization's proposed project/s, but also on the talents and interests of intern applicants.

What type of trainings do students receive prior to their internship?

All students are required to participate in a pre-employment training program that prepares youth to be productive learners and earners in the workplace. The activities equip students with job seeking and job keeping skills in order to manage their own search for employment. It also provides the knowledge to perform well on the job.

What type of trainings do I need to provide the intern?

Employers are responsible for providing trainings for each intern that is specific to the intern's job duties and responsibilities. Since the program is intended to be an experiential learning opportunity it is expected that employers will take the time to train (and mentor) interns on various hard and soft-skills which will help them gain work experience and knowledge.

What is the maximum number of interns I may host?

Employers are not limited to a specific number of interns. TYA asks that each employer evaluate their needs, in addition to, time available from employees to train, mentor, educate, and supervise interns. These items should be considered when determining the amount of interns that you may request.

Do I have to accept an intern at the end of the process?

TYA will not make you accept an intern at the end of the process. We hope that you feel that the students you meet are highly qualified and a good fit for your organization. If you feel that you haven't found a student that fits with your needs you are not obligated to accept them as an intern.

What are the facility requirements for hosting organizations?

Employers must have the following items available for interns:

- Access to a phone in case of emergencies
- Bathrooms
- Secure location for personal belongings
- Computer access

What happens if an intern works longer than scheduled/contracted hours?

All interns must **only** work the schedule and hours which have been agreed upon within the (Summer Internship Program Agreement). If there is a change to the schedule which must be made or that the employer would like to request, this change must be formally requested and approved in writing (via email). If an intern works more hours than agreed upon it is the employer's responsibility to pay the intern for the difference in wages.

Who is responsible for employee relations matters? How are they handled?

Employers must immediately inform TYA of any accidents, incidents, issues, or concerns that arise during the internship period. The TYA staff will always be available to provide support and assistance in regards to employee relations matters. To the extent possible, employee relations meetings should be conducted with TYA staff present. However, immediate and urgent items will need to be handled by the site supervisor who will need to later inform staff of the situation and how it was handled.

What if an intern is not a good fit?

If an employer finds that an intern is not a good fit throughout the internship the employer must immediately inform TYA of this. TYA and the employer may then determine next steps which may include a performance improvement plan for the intern, daily meetings, check-ins and additional supervision provided by TYA, or in the worst case scenario reassignment to a different internship site.

Fair Labor Standards Act

Transitional Youth Academy believes that interns should be financially compensated for their work. We know that paid internships attract high-quality students, and open up the opportunity to more students. Therefore, interns are paid through the Transitional Youth Academy. However, we still request that employers uphold the following Fair Labor Standards Act ("FLSA") factors for an unpaid internship.

These factors include:

- The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school;
- The internship experience is for the benefit of the student;
- The intern does not displace regular employees, but works under the close observation of a regular employee;
- The employer provides the training, derives no immediate advantage from the activities of the intern, and on occasion, the operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship

For any additional questions, please contact Vanessa Marshall, *TYA Program Manager*, via email at vmarshall@interfaithservices.org or via her cell phone at (760) 458-6913.