

# The Internship Process...

## Step 1

Student  
Search

Students can search for internships based on their interests. If they do not find an internship that they are interested in, they can suggest sites for the school to add.

## Step 2

Student  
Request to  
Pursue

When the student finds a site they are interested in, they can add them to their wish list or request to pursue the site.

## Step 3

Internship  
Coordinator  
Approves  
Request

If the internship coordinator feels it will be a good fit, they can approve the request to pursue the site. The internship coordinator assigns a date when the request will expire.

Internship Coordinator  
denies request

## Step 4

Student  
Tries to Land  
the Internship

The student - with the help of their teacher - has a set amount of time to try to land the internship. They will typically send a resume/LinkedIn, try and schedule an informational interview or a shadow day.

Student is unable to land  
the internship

## Step 5

Student  
Request to  
Start Internship

When the student feels like they have landed the internship, they request to start.

## Step 6

Teacher/Advisor  
Approves  
Request to  
Start

The teacher or advisor can then approve the student to start the internship. They complete the setup process, including setting goals and a schedule.

The teacher/advisor does  
not approve internship start

## Step 7

Student Attends  
Internship

The student then attends the internship.

Student Logs  
Attendance

They can log attendance and set daily goals.

Teacher/Advisor  
Monitors  
Attendance

The mentor confirms daily attendance.

The school monitors attendance and can receive weekly summary reports.

## Step 8

Student  
Requests to End  
Internship

The student requests to end the internship.

## Step 9

Teacher/Advisor  
Ends Internship

When the teacher/advisor ends the internship, the opportunity is available for the next student to pursue.

