

Steps to a Successful Internship Program



Contact and Recruit Organizations

This is accomplished with participation from all parties involved:
Students Parents Educators Businesses BVEF

Promote the Program

Using direct communication with students and parents
Share online and through School Counselors and Educators

Create a Student Eligibility Process

This may include: Grades, Behavior and Attendance
Students also complete and submit an application

Arrange Interviews and Meetings

Initiate introductions between host organizations and students
Virtual or in-person

Gather Company Safety Information

Workers Compensation Insurance binder
Student Supervisor CORI

Set Parameters for the Workplace

Schedule for days and hours at site
Reference Massachusetts Child Labor Laws
Coordinate transportation between students and business

Create a Foundation for the Future

Utilize follow up surveys with companies and students
Share success stories in Newsletters and on Social Media
Strategic email correspondence

For more information on creating a successful Internship Program in your district or organization,
please contact Tom Belland at tbelland@bveducationfoundation.org or
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