



CAREER

& TECHNICAL EDUCATION

AN EMPLOYER'S  
GUIDE TO

HIGH SCHOOL  
STUDENT  
INTERNSHIPS

# WHAT DOES PAID INTERNSHIP LOOK LIKE?

Employers have the opportunity to interview pre-screened “internship ready” students. Once selected, students will work a minimum of 150 hours, or two 75 hour internships.

Student will be enrolled in a high school credit course and have a supervising instructor to monitor student progress during the internship experience.

The internship will take place most typically during the summer between the 11th and 12th grade but can be extended into the school year. The participating intern will range in age from 16 -18 years old.

Employers have an immediate support system in place and can contact the supervising instructor to assist with any issues.

## HOW TO GET YOUR BUSINESS FUTURE READY

### OPTION 1

Students become an employee during the internship duration and will be paid by the employer.

### OPTION 2

Students can be paid through a third party vendor. Funds go directly to an agency who becomes the fiscal agent for the intern. The student will then be employed as a temporary employee.

#### TO HIRE AN OCPS HIGH SCHOOL INTERN CONTACT:

**Patricia Breeding**

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