

Senior Internship FAQ

STUDENT VERSION

GENERAL

Q: What are internships?

A: Internships are paid or unpaid real-world experiences offered in various industries. Internships are offered during different times of the year (summer, fall, or spring). All internships are one semester, and some are as long as one year. They provide real-world experience in your career(s) of interest, laying the foundation for future career plans.

Q: What is the overall process?

A: We will announce our internship opportunities in January 2024. If you are interested, please complete the interest form. Students who complete the interest form will be invited to the student trainings, which will prepare you to interview and apply. Students then fill out a Common Application and select which internships they are interested in. Employers interview the students, and LEAD (a nonprofit workforce development school partner) matches students with the employers. Students then interview and are selected. Once selected, students must notify their guidance counselor to schedule the appropriate classes.

Q: How big is the commitment?

A: All internships require a minimum of 8 hours per week. During the school year, internships typically range between 8-16 hours. Some internships offered in the summer can be as much as a full-time position (40 hours per week).

Q: How much do internships pay?

A: Some internships are unpaid. Unpaid internships typically focus on shadowing a professional in a field of interest or a project-based learning experience. Other internships are paid \$10-20/hour, and some internships offer scholarships or a semester stipend as compensation. The type of compensation is listed in the internship descriptions.

Q: Do I need to use my email to have an internship?

A: Yes! We will communicate with you throughout the process, which is all done by email. Check your email at least once daily and respond to emails within 24 hours. It is your responsibility to manage communication in this process, so create a plan to be successful.

Q: How do I learn more about the positions and the process?

A: Review the complete list of internships along with descriptions in the internship guide and use the Internship Calendar for a quick reference of deadlines. Remember, deadlines and timely communication are your responsibility.

APPLYING

Q: How do I apply?

A: The Internship Common Application is a Google Form application where you submit all your personal information your internship preferences, and upload your resume.

Q: What do I need to have in my application?

A: You must have a Resume to be able to apply for internships.

Q: Is there any training for resume writing, interview skills, and other professional skills?

A: Yes, student training is required to apply, and all dates of trainings are listed on the Internship Calendar.

Q: What if I miss the required training?

A: If you miss the required training due to an illness or excused absence (examples: exam, family emergency, etc.), you may still apply for an internship. Absences must be communicated to be excused by emailing Ms. Riley O'Grady at riley@lead-training.org.

Q: When is the application due?

A: This is listed on the Internship Calendar.

INTERVIEWING

Q: Does everyone get an interview?

A: Unfortunately, no. This is a competitive process, and employers will extend interview timeslots to the candidates of their choice. Since a resume is the crucial data employers use to invite students for interviews, revise and get help reviewing your resume several times before submitting it. Make sure to highlight all of your relevant courses and experiences, as well as any other achievements, volunteering, sports, or after-school programs.

Q: Are interviews in person or virtual?

A: Some interviews are virtual, and some are in-person. You will be notified of the date, time, and location if you have been selected to be interviewed.

Q: How do I prepare for an interview?

A: Practice and review your interview materials before you interview. Plan to arrive at your interview at least 15 minutes early. Most employers understand it might be your first time interviewing, so don't worry about it being perfect. BE YOURSELF.

Q: When will interviews occur?

A: Interviews will occur typically during the dates listed on the calendar. However, some employers are offering group interview dates. If you are interested in an opportunity with a specific group interview date, you must register for that date with a separate Google Form. These registration form links are in the internship descriptions and Career Experiences document. You must complete these different forms to be invited to these events.

Q: Will I hear back after my interview?

A: Yes, everyone will hear back. Internship offers occur over a three-week rolling basis. You might be notified of one internship offer immediately, while others will take the full three weeks. Everyone will be notified by the deadline.

JOB OFFERS

Q: What if I don't get an offer?

A: It is a very competitive process, and not everyone gets an interview or an offer. That doesn't mean there is something wrong with you. We encourage students to apply for multiple internships to increase their chances of having an internship offer.

Q: What if I get multiple offers? What if I don't get the offer I really wanted?

A: You must weigh each of them and pick what is right for you. You also don't have to accept any offers. It's essential, though, that you are ready to follow through and commit to the opportunity if you accept an offer.

Q: What if I don't get the offer I really wanted?

A: All internship experiences are valuable and open doors to future opportunities. It's also a chance to know if this career field interests you.

Q: Do I have to accept an offer if I don't think it is the right fit for me?

A: No, but you should do significant research before applying for internships and be prepared to accept an internship if offered. We understand that you might discover something during the interview that changes your mind, but this should be the exception rather than the norm. This is a competitive process, and you don't want to accept a position that could go to someone else.

Q: What if I accept an offer and change my mind?

A: While we understand that things can change, we believe following through with an internship is crucial if you accept the offer. Students sometimes start an internship and experience second thoughts or scheduling concerns. If you experience this, communicate it with your internship teacher first. In most cases, an issue or problem can be resolved.

COURSE REGISTRATION

Q: What happens after I accept an offer?

A: You must notify your guidance counselor so you can be registered for the appropriate course.

Q: What if I have other questions?

A: Ms. Riley O'Grady is helping to coordinate internships. If you have trouble hearing back from an employer or have a question not listed on this internship Q&A document, you can contact her at riley@lead-training.org.