



California FBLA Internship Project Guidelines

Behold the **Catch-22** of the business world:

How does a prospective employee secure a *job* without *previous experience*???

And how does this jobseeker obtain *experience* without a *job*???

Fortunately, there is an answer! FBLA members can participate in experiential education programs like **internships**, which promote FBLA goals by:

- developing competent, aggressive business leadership
- strengthening the confidence of students in themselves and their work
- creating more interest in and understanding of American business enterprise
- assisting students in the establishment of occupational goals
- facilitating the transition from school to work

Just follow these simple steps:

1. **Read** the *Guide to Internships*.
2. **Find** an internship opportunity near you, using the tips provided.
The internship must have a **minimum** of 20 hours or two weeks.
Participation in a Regional Occupational Program (ROP) may receive credit.
Participation in a high school student service program **does not** receive credit such as an aide or tutoring program.
3. **Complete** one section of the **Internship Project Participants Summary** and each “before” item in the **Internship Project Checklist**. (Your chapter may use more than one Participants Summary.)
4. **Participate** in an internship!
5. **Complete** each “after” item in the Internship Project Checklist

This is an **individual member** state project. Be sure to follow the above guidelines carefully. To receive credit, send the **Internship Project Participants Summary** and completed attachments from each participating member in your chapter to the Temporary State Officers’ Adviser by the **received deadline of March 24**.



Guide to Internships

What is an internship?

An internship is a work or service experience, resembling an apprenticeship, that usually requires rigorous academic preparation. Students may intern at a business, school, factory, hospital, laboratory, government agency, or other organization. There are part-time internships during the school year and, more often, longer programs during the summer. Investing time and energy in an internship is an excellent way to investigate where your career path may eventually lead. In fact, employers who search for qualified employees often end up hiring past interns, since this reduces the cost of recruitment and training.

What are the benefits of participating in an internship?

- exploring new employment opportunities
- obtaining practical field experience in a real life situation
- determining how education, skills, and technology are used in the workplace
- developing your career portfolio and gaining an advantage over other job applicants
- expanding your network of professional contacts, who may write your reference letters later

Steps to Obtaining a Successful Internship

STEP ONE: Find an Internship

1. Visit your school's career center or check the daily bulletin for local listings
2. Try browsing through the Business section of the Yellow Pages
3. Use the following useful websites
 - <http://wetfeet.internshipprograms.com>
 - www.internweb.com
 - www.youthatwork.org
 - www.indeed.com – type “internship” as a keyword
 - www.simplyhired.com – type “internship” as a keyword
 - www.idealist.org – click on “Internships” on the right menu
4. Log onto any of the following websites or call these companies that offer high school internships to see if they have positions available. **See last page.**

STEP TWO: Apply for the Internship

Most organizations require one or more of the following: a résumé, a cover letter, an application that they provide, your high school transcript, and one or more reference letters. Think about how your previous training, including academics, qualifies you for the position. Many local internships will also require an interview.

1. Résumé Tips

- Use Bulleted Sentences
 - Bullet points with short sentences are preferable to lengthy paragraphs, because resumes are read quickly, and therefore make key phrases stand out. Bulleting information helps the reader view your accomplishments at a glance.

- Use Action Words
 - At the website: http://www.resume-help.org/resume_action_words.htm there is a list of action words that should be used in your résumé to help it stand out. Try to vary your word choice and not start every bullet point with the same action word.
- Focus on your Uniqueness
 - Anyone can claim to be dedicated, responsible, and hardworking, but not everyone can say that they were President of their high school's Future Business Leaders of America. Make sure you include the work experience that is unique to you, and avoid listing out how you're organized, responsible, and hardworking, because anyone can advocate that.
- Visit these Websites
 - http://www.resume-help.org/resume_writing_tips.htm
 - <http://jobstar.org/tools/resume/index.php>
 - <http://www.free-resume-tips.com/10tips.html>

2. Interview Tips

- Before the interview, look up some commonly asked interview questions, and practice your responses to them. However, don't memorize your answers verbatim, or you will appear too rehearsed during the actual interview
- Choose an outfit that adheres to the FBLA dress code
- Give a firm handshake, make eye contact, sit up straight, smile, and speak articulately
- Write a thank you card to all of the individuals that interviewed you immediately after you have had your interview
- Visit these Websites
 - <http://www.interviewtips.org/>
 - http://www.worksmart.ca.gov/tips_interview.html
 - <http://www.job-interview.net/>

STEP THREE: Complete the Internship

After going through all of the preliminary requisites to earning your internship, all you have left to do is complete it! Before and after your internship, make sure you complete all parts of the project and attach it to the Internship Project Checklist.



Internship Project Student Performance Appraisal Form

We appreciate your taking time to host this Future Business Leaders of America (FBLA) member at your workplace. We are very interested in the long term success of this Internship Project and would appreciate your taking a few minutes to share your assessment of the internship experience. Your feedback will be very valuable not only to your intern but also to California FBLA. Please attach your business card as well. Thank you!

Host Name _____ Student Name _____
 Title _____ Chapter _____
 Organization _____ Date _____

Standard	Rating				
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
Punctuality	1	2	3	4	5
Professional Appearance	1	2	3	4	5
Professional Conduct (trustworthy, follows directions, works safely)	1	2	3	4	5
Communications (articulate, works well with others)	1	2	3	4	5
Attitude (respectful, shows initiative)	1	2	3	4	5
Overall Evaluation	1	2	3	4	5

Additional Comments: _____

Would you be willing to host another CA FBLA member in the future? Yes No

 (Signature) _____
 (Date)



Internship Project Participants Summary

Chapter _____ Section _____

Student _____	Host _____
Dates _____	Title _____
Hours _____	Organization _____
Industry _____	Address _____

Student _____	Host _____
Dates _____	Title _____
Hours _____	Organization _____
Industry _____	Address _____

Student _____	Host _____
Dates _____	Title _____
Hours _____	Organization _____
Industry _____	Address _____

Student _____	Host _____
Dates _____	Title _____
Hours _____	Organization _____
Industry _____	Address _____

Student _____	Host _____
Dates _____	Title _____
Hours _____	Organization _____
Industry _____	Address _____

(Adviser's Signature)

(Date)

Please send this form along with each participant's Internship Project Checklist and documentation to the Temporary State Officers' Adviser by the received deadline of March 24.



Internship Project Checklist

You must have all of the asterisked (*) items completed to receive credit for this project:

To be prepared before:	*	Résumé—do not exceed one page
	*	Cover Letter—do not exceed one page
	*	Company Brief—do not exceed 100 words a. Discuss founder, current CEO, type of industry, competitors b. Mission Statement
To be prepared after:	*	<i>Student Performance Appraisal Form</i> —ask host to fill out on the last day and attach business card
	*	Handwritten Thank You Note—attach copy
	*	Evaluation of Experience—do not exceed 200 words a. What did you learn from this experience? b. What did you find interesting/boring? c. How was this experience applicable to your future career goals?
	*	Presentation to Chapter—attach photo (please dress in appropriate business attire)

Please staple all of the documentation in the order listed above to this **Internship Project Checklist** and submit the items to the Temporary State Officers' Adviser by the received deadline of March 24. Advisers—also submit the **Internship Project Participants Summary** to:

Kiki Nakauchi, Temporary State Officers' Adviser
745 Claremont Drive
Morgan Hill, CA 95037

Member's Name _____

School _____ Adviser _____

Address _____

City, State ZIP _____ School Phone (_____) _____

Adviser's Email Address _____

Member's Signature _____

Adviser's Signature _____