

The Internship Survival Kit

What is it and what's in it?

The Kit consists of a number of elements which are complementary and compulsory to help students with **Workforce Ready** awareness. The Kit is housed in Trident Learning and runs alongside the regular program of study.

Elements include:

- Self-directed Workforce Ready Skill Course
- Mini Research Essay
- Internship Commitment Letter
- Information on Orientation Workshops
- Internship WIKI-Portfolio, Instructions and more.



Internship Extras

- Internship Webpage/Tab
- 10 Brochure Series
- Corporate Speakers Data Bank
- SJPP Alumni Databank
- SJPP Job Placement Databank

Benefits of the Internship Program

- Better trained graduates with a leading edge in the workplace as well as insights into professionalism and proper social behaviour.
- Better relationships with industry, government and business.
- Better prepared students who are more desirable to employers and are ready to meet today's challenging work environment.
- Competency transfer for effective and responsible students.
- Better education to students by students returning and sharing their experiences with instructors and peers.
- Partnerships with students and work-site help to establish the validity of the SJPP's programs as nationally sound and recognized among students, employers and peer institutions.



Internship Program Guide for Instructors/Faculty



SJPP Liaison Office

Understanding your part in the Internship Program

The goal of every trainer and or instructor is to ensure that his or her students leave at the end of the year significantly improved from when they met at the start of the school year.

As educators and those associated with education, we want our students to be **workforce ready**, and therefore employable, and/or more confident in his/her ability to pursue greatness.

The Internship Program is designed to complement your curricula efforts towards preparing your students for the current and changing demands of the labour market.

Each instructor/faculty member bears the concern to ensure that students are well equipped with the required skills



as outlined by the curricula as well as those essential skills noted by the hidden curricula of soft and social skills which makes one employable and amiable to the various labour market settings.



A successful Internship Program depends on the performance of the academic year that precedes it. While not every student may be deemed as eligible for participation in the internship program, it is imperative, that all stakeholders maximize the opportunity to secure “*on-the-job*” training opportunities for their students.

Partnerships between the institution and corporate society may be initiated by any instructor/faculty, member of the administrative team or SJPP family. To initiate a partnership, the potential partner should be vetted by an officer of the institution in his/her area of expertise (with or without the Liaison present). Said officer should visit the premises, share with the potential partner an outline

of the Internship Program and complete a Corporate Partners Company Profile Form (available on the Internship webpage). This profile is then submitted to the Liaison Office for processing the partnership for the institution and works towards securing a Memorandum of Understanding between the institution and the partner.

Site Visits

All subject matter experts/instructors should actively participate in such. At the very least each division should agree on a delegation of officers to conduct such annually. Mileage for such visits is standard, check with your Accounts Department. These help to build networks, creates a bond and demonstrates to students your care and involvement in their success and let’s employers know your are serious about the Internship Program and the students success.

