



Steps to Developing a High School Internship Program

- Address your organization's need for a high school intern.
- Identify the educational experience or learning objective(s) an intern will accomplish.
- Outline the tasks an intern would complete, including the estimated hours, duration, and format of the internship (virtual, onsite, or hybrid).
- Determine your budget and compensation structure.
- Develop a job description using the information you've gathered.
- Contact Stride at www.stridelearning.com/employerguide to connect with qualified students and the appropriate high school.
- Conduct interviews and extend an offer to the student you select.
- Notify the selected intern, congratulate them, and remind them of expectations and learning objectives.
- Notify Stride that you have hired a high school student from a Stride K12-powered school through our website: stridelearning.com/employerguide.
- Onboard, train, supervise, and educate the student throughout the internship.
- Schedule time during the internship to provide and receive feedback from your intern.
- When the internship has ended, thank the student for their time and contributions. Both parties should complete an internship program evaluation identifying learning outcomes, task/project outcomes, and feedback regarding work performance.
- Contact Stride and provide us with feedback on your experience.