

Career Launch internships provide the opportunity for businesses to partner with their local school district to create an increased awareness of career opportunities within the community and South Dakota. Student learners gain knowledge and skills in their desired career field to build career readiness through a real-world experience. Business partners mentor a Student Learner and prepare them for the workforce.

### ***Schedule and Hours***

The student learner's schedule needs to accommodate their internship by integrating the internship program as part of their curriculum and offering a CTE towards the student learner's graduation requirements. The student learner can complete their hours during school, after school, weekends or any combination. (i.e. usually 2 consecutive periods during a semester or during 2 consecutive open periods)

### ***Students***

The school can determine which grade level(s) will participate. The student learner has the opportunity to participate in a semester or school year long paid/unpaid internship with a business sponsor. The school will determine the minimum number of hours a week needed for the student learner to successfully complete their internship. (e.g. 10 hours a week)

### ***Youth Labor Laws***

[http://www.sdjobs.org/employment\\_laws/youth\\_employment.aspx](http://www.sdjobs.org/employment_laws/youth_employment.aspx)

### ***Worker's Compensation***

Worker's compensation is provided by the school if the internship is not paid for by the business.  
Worker's compensation is provided by the business if the business has hired the student.

### ***Outreach***

To increase awareness of the internship program informational meetings or flyers can be provided to teachers, students, parents, and businesses. Information can be sent home with students.

### ***Forms***

This webpage includes forms the Department of Labor and Regulation utilizes with their Career Launch SD program. Schools can adjust these forms to make their own. Schools should seek their own legal counsel.

### ***Process***

1. Interested students complete an Internship Application.
2. Students meet with staff to review and discuss the application.
3. Based on student interest, staff identify a business partner to offer an internship.
4. A business partner may choose to interview potential students.
5. Based on information from the business partner, staff complete a Training Plan for the position.
6. The Training Plan, Work Based Learning Agreement, and Authorization Forms are signed.
7. Staff provide site visits to ensure the training is meeting the needs of the business and student and address any concerns.