

## HIRING HIGH SCHOOL STUDENTS FOR STEM INTERNSHIPS

### STEP 1: *Set goals*

- Contact Debbie Honan – 520-352-5833 Extension 7414 or dhonan@pimajted.org
- Determine your business needs through a needs assessment with your District representative.
- Review sample STEM internship project descriptions or examples.

### STEP 2: *Write a plan*

- Carefully plan your internship program
  - Develop a written training plan with your District Representative.

### STEP 3: *Recruit an intern(s)*

- Identify internship/project leader or HR representative who will facilitate selection and recruiting process for your organization.
- Review resumes of students who have applied for the position.
- Invite students to interview and interview 3 candidates and make selection.
- Extend offer(s) to students.

### STEP 4: *Manage the intern(s)*

- Assign intern supervisors. Choose someone who will be a good mentor to high school students.
- Orient and manage interns on a weekly basis with period review of progress and goals with intern supervisor and District Liaison.
- Evaluation – Quarterly evaluation and feedback.

### PREFERRED TIME LINE

- Summer Contact for Fall Internship – 120 Hour Commitment time.
- Fall Contact for Spring Internship – 120 Hour Commitment time.
- Spring Contact for Summer Internship- 120 Hour Commitment time.

### *District Representatives:*

#### **TUCSON UNIFIED SCHOOL DISTRICT**

##### **Kim Bailey**

Phone: 520-307-1027

Kimberly.Bailey@tusd1.org

##### **Schools:**

Catalina High School

Cholla High

Palo Verde High

Rincon High

Sabino High

Sahuaro High

Santa Rita High

Tucson High

#### **SUNNYSIDE UNIFIED SCHOOL DISTRICT**

##### **Michelle McCollum**

Phone: 520-545-5166

MichelleMc@susd12.org

##### **School:**

Desert View High

##### **Sumaya Frick**

Phone: 520-545-5469

Sumayaf@susd12.org

##### **School:**

Sunnyside High

#### **ALL OTHER DISTRICTS /SCHOOLS– JTED**

##### **Debbie Honan**

Phone: 520-352-5833 X 7414

Dhonan@pimajted.org

##### **Districts:**

Ajo Unified School District

Altar Valley Elementary School District

Amphitheater Unified School District

Baboquivari Unified School District

Catalina Foothills Unified School District

Marana Unified School District #6

Sahuarita Unified School District #30

Tanque Verde Unified School District #13

Vail Unified School District #20



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