

# INTERNSHIP PROGRAM

Connecting High School Juniors & Seniors to Real-World Learning Experiences



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**Center for  
Innovation & Inquiry**

The IMSA Internship program connects high school juniors and seniors to real-world learning experiences with business professionals, nonprofits and entrepreneurial mentors to carry out an industry, business or product-focused research project. Our interns offer a fresh perspective on your business, strategies and plans and possess desired professional skills. Internship is a non-graduation requirement. Interns are unpaid and earn 1.0 semester credit hour upon completion.

## GOALS

- To develop critical and analytical thinking
- Improve professional written and oral communication
- Develop project and information management skills
- Develop applied industry, business or product research knowledge and skills.

## TIMELINE

### COHORT 1 | ACADEMIC YEAR

During the school year the program operates from September thru April. Matched students will work one day a week on IMSA “I-Days” (select Wednesdays designed for independent study). (20-25 weeks @ 6 - 8 hours a day)

Cohort partners and locations are approved by campus administration.

- Off-campus/in-company (e.g. Chicago ~ theMart)
- On-campus/remote (e.g. Aurora ~ IN2)

### COHORT 2 | SUMMER

During the summer months June through mid-August, the times, days and location of the summer internship is at the discretion of the IMSA student, parent and business provider. (25+ days @ 6-8 hours a day)



# BUSINESS RESEARCH PROJECTS

Interns may choose from a mentor proposed area of industry, business or product research and/or intern generated business project approved by business mentor and the Center of Innovation and Inquiry (IN2). Previous research projects have included:

- Industry, business, product, technology or communications research
- Competitor or market intelligence
- Marketing or communications management
- Innovations that are impacting the future of work, learning and scientific thinking (e.g., AI, Block chain, Gig economy, etc.)
- Technology development (e.g., software, websites, mobile applications)

## BUSINESS MENTOR

An internship is considered a valuable educational and practice-based learning experience. Business partners are expected to be mentors to interns, helping them understand the operations and development of the industry/ business, and an opportunity to enhance and develop 21st Century skills. The Business Mentor is responsible for directing the intern's work performance and providing appropriate projects and resources for the work to be done. A student may use their own equipment, but is not expected to pay for any additional resources needed.

**To register your business' interest to host an IMSA intern, visit [imsa.edu/internship](https://imsa.edu/internship)**

## MENTOR EXPECTATIONS

- Provide scope of work/business project that will outline what the student will work on with you and your team.
- Review and approve student time sheet and research project report to be given at the end of the internship.
- Submit a confidential end of program evaluation of the intern's work to IMSA program leaders and communicate with them as requested or needed.
- After the internship concludes, you may also offer a letter of recommendation for the intern. *This is not required but encouraged of our business providers for our interns.*

Business partners who have successfully hosted interns include:





## INTERN REQUIREMENTS

Students are required to complete the following:

1. **Register** your interest to participate with Internship Program Team
2. **Attend** internship program orientation, training and coaching.
3. **Create** a professional resume, cover letter and LinkedIn Page.
4. **Submit** parent(s) approval for participation and consent for travel on official Program Form
5. **Maintain** "Good" Academic Standing, program attendance and communication
6. **Complete** a Business Project Proposal and Final Report
7. **Present** Business Research Project at IMSAloquium

## ABOUT IMSA

Illinois Mathematics and Science Academy (IMSA), the world's leading teaching and learning laboratory for imagination and inquiry, is a public, tuition-free residential Academy for Illinois students grades ten-twelve. IMSA has been named among the top 40 public and private high schools in the world by The Wall Street Journal and continues to create and develop a culturally rich and inclusive environment.



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