



## Long Beach CaLL Virtual Internship Program



**Virtual Internships** are an innovative way to connect LBUSD students to businesses and organizations in the Long Beach, Los Angeles County, and Orange County areas. They provide students opportunities to remotely participate in engaging, real-world career experiences that prepare them for success in the future workforce.

### How it Works

- Internships are hosted via virtual platforms such as Zoom, Microsoft Teams, or preferably, Google Meet
- LBUSD contracts, parent permissions, agreement forms and evaluations are still required; paperwork is coordinated via Google Classroom and Google Forms
- Internship Timeline – TBD by employer. Students are in session beginning September 1. There may be flexibility with internship hours given virtual platform. Please contact CaLL for more info.
- Financial Compensation is encouraged whenever possible. Please contact CaLL for payment options

### Student Learning Objectives:

- Develop working mentorships, participate in job shadows & informational interviews with professionals
- Explore the many roles and functions within the business/organization and demonstrate understanding of options for educational & training requirements, postsecondary pathways and salary ranges
- Apply academic learning and high school pathway to real-world career setting
- Complete internship tasks and duties, conduct research and engage in project-based learning
- Develop the traits of a young professional through mentorship and support
- Gain confidence, increase awareness of personal strengths, career interests and college & career goals

### Employer/Internship Host Commitment

- Ensure students complete internship hours (60 hours required)
- Provide clear, manageable assignments and projects regularly (see “Project of Value” resource guide)
- Attend virtual check-in meetings with intern(s). Schedule and frequency TBD by employer/internship host and student (incl. in total internship hours)
- Attend one mid-internship virtual check-in meeting with CaLL and intern(s)
- Review and approve weekly timesheets
- Complete and submit necessary district forms as requested and end-of-program evaluation

### CaLL/LBUSD Commitment

- Provide ongoing support to employer/internship host and students before, during, and after internship
- Staff available to meet with employer supervisors and/or students should any issues arise
- Attend a virtual mid-internship check-in meeting with host/employer and intern(s)
- Provide employer and student evaluation forms; maintain records for each student intern

### Parent/Guardian Commitment

- Support student participation and sign permissions to virtually connect with employer/internship host
- Encourage student to effectively carry out the duties and responsibilities of internship agreement between employer/internship host and CaLL/LBUSD, including participation and professionalism

### Student Commitment

- Engage professionally; fulfill all assignments, projects & internship hours designated by host/employer
- Attend a mandatory orientation with CaLL and complete all necessary paperwork and agreement forms

### Questions? Please Contact Us!

- Kehau Fujikami at [KFujikami@lbschools.net](mailto:KFujikami@lbschools.net) | 562.997.8160 for logistics and communication
- Michelle Thomassian at [MThomassian@lbschools.net](mailto:MThomassian@lbschools.net) | 562.997.8249 for internship development