



Prepare to Launch – From Pilot to Sustainable Program

Vision + Definitions



ISD 917 connects students and employers through credit-bearing internships that build abilities, expand career options, and create a clear roadmap to workforce success. By aligning education with industry needs, we increase job placements, strengthen attendance and credit attainment, and develop the next generation of talent for Dakota County and beyond.

917 Youth Internship

Program Expectations & Opportunities

- Students participate in a minimum of **5 hours per week** to earn elective credit opportunities
- Students are required to complete an identified **industry-recognized credential** during their internship experience
- Flexible scheduling is available to increase access and participation opportunities for all students, based on employer availability and needs
- Students gain valuable workplace skills, career exploration experiences, and professional connections while receiving support from 917 staff

Program Pilot Goals



- Increase access to internships
 - *Looking for one to two districts to participate in pilot program.*
 - *Pilot capped at 10 students, paid, credit-bearing, a minimum of 5 hours per week for a semester credit (example of 60 hours)*
- Provide additional capacity to member districts
 - *Student Applications will be launching September/October '26*
- Community impact
 - *10 businesses engaged in partnership event*
 - *5 Employers trained as skills mentors*
- Positively impact attendance and credit accumulation

Criteria + Eligibility:

- Rising Juniors or Seniors
- Academic Standing (School Approval)
- Has transportation
- Eligible to work in US
- Participation in internship preparation activities

Launch Checklist



917 Youth Internship Program

Checklist of Preparing to Launch the Spring 2027 Pilot Cohort

May Workshop

- Finalize Vision, Goals, and Internship Definition
- [Operations Calendar Key Dates](#) for Pilot Cohort
- Finalize Business Partner Messaging ([Info Session Slide Deck](#) + One-Pagers)
- Save the Date: Champion Convening with Member Districts + Pathways to Partnerships Event with Employers
- Draft a Student Application |
 - Finalize Student Recruitment Strategy (prioritize 3 channels)
 - Finalize Matching Matrix
- Finalize student preparation strategy - (prioritize 3 components)

Summer

- Website Content
- Create One-Page Student-Facing Flyer
- Employer Welcome Guide

August

- Pathways to Partnerships Event Promo + Invites Out
- Develop a process for tracking business partners + available opportunities

September

- Champion Convening
- Mentor Training Content
- Student Application Launch + Promo, **Deadline November 1**
- Finalize Training Agreement Template

October

- Pathways to Partnerships Event
- Build Student Reflection and Evaluation Tools
- Work with employers to finalize position descriptions for spring

November

- November 1: Student Applications are Due
- Review student applicants, working with the home school to verify eligibility
- Complete first round interviews with eligible students
- Provide student preparation activities and resources
- Match students with appropriate employer opportunities using Matching Criteria
- Communicate student progress through the application process to students, schools, and families

Key Dates for Spring 2027 Pilot



Program Planning

Strategy Review, Calendar, Pathway Mapping

February - May 2026

Business Outreach

Employer Recruitment, Profile Creation

Pathways to Partnership Event in Oct

Student Recruitment

Application Process, Student Screening

App Deadline: Nov 1

Matching & Preparation

Matching Students, Interview Prep

Interviews in December/Jan

Launching the Experience

Student Orientation, First Day

January 25 - Quarter 3+4 Internships

Ongoing Support

Pulse Checks, Reflections, 360 Reviews

*Mid Exp 360s - March
End Exp 360s*

Wrap-Up & Next Steps

Celebration, Surveys, Planning

May

Managing the Experience: What, Who, Why, Where & When

The When	Who	What to Discuss / Collect	Goal	Where & When
Educational Training Agreements	Student, Employer, & School	What are they learning? How is the work-train-shadow reflected?	Set expectations for success for all stakeholders	Prior to the start of the internship
Student Reflections	Student	What are they learning? How does it align with goals? Wins & challenges?	Give students voice; collect qualitative impact data.	The 3rd, 6th and final weeks of each quarter
Employer Pulse Checks	Employer	Is the student meeting expectations? Is the 'why' for partnering still being met?	Ensure employer support; identify concerns early.	The 3rd, 6th and final weeks of each quarter
Goals & Progress	Student, Employer & School	Are hours being met? How is this shaping the student's post-graduation plans?	Keep program on track; gather long-term impact data.	Exit interviews at the end of the internship with each stakeholder



Channel / Method	Target Audience	Timing & Touchpoints	Who Delivers	Notes
May & September	Member districts Perkins reps and Admin	Identify 1-2 districts interested in being a pilot	917 coordinates	
June	Dakota-Scott County Workforce	Info session	Noelle/Frank	
October-November	Students	Application and information Student Info session Parent Communication	917/Member high school Internship contact	
September-January	Families, counselors, businesses	Community pages, emails, info sessions	917 and member district counselors/Internship contact	
January	Students	Internship Starts	917 and member district counselors/Internship contact	
February-May 27.28 Scale up to expand the internship program	Families, counselors, businesses Students	Application and information Student Info session Parent Communication	917 and member district counselors/Internship contact	

4 As Quality Check



Dimension	Guiding Question	Score	Evidence / Notes
Aspiration	<i>Did the internship connect to each student's genuine career aspirations?</i>		Key evidence / notes:
Abilities	<i>Are students building measurable, transferable skills?</i>		Key evidence / notes:
Agency	<i>Do students have voice and choice in their internship experience?</i>		Key evidence / notes:
Authentic	<i>Are experiences genuinely tied to real workplace tasks?</i>		Key evidence / notes:



Together, we are building a sustainable, equitable and innovative regional Internship Program that connects today's classrooms to tomorrow's careers.