

# On-Campus Micro-Internships

On-campus micro-internships give students the chance to build real workplace skills without ever leaving the school building. **These short, guided experiences allow students to support everyday school operations—such as office assistance, project coordination, and event support—while developing professionalism, communication, and responsibility.** Micro-internships are easy to supervise, have a low barrier to entry, and help students gain confidence before moving into community-based internships or jobs.

## Student Job Options

### Office & Administrative Support

- Front Office Assistant
- Attendance/Records Helper
- Copy/Print Center Assistant
- Mailroom/Delivery Runner
- Data Entry Support

### Technology & Media

- Tech Help Desk Assistant
- Classroom Tech Setup Crew
- Photography/Videography Assistant
- Social Media Support
- Digital Archiving/Scanning Team

### School Events & Operations

- Event Setup & Tear-Down Crew
- Student Ambassador/Tour Guide
- Parent Night or Open House Support
- Field Trip Coordination Helper
- Auditorium/Stage Crew

### Library & Academic Support

- Library Aide
- Tutoring & Peer-Support Roles
- Study Hall Assistant
- Bulletin Board & Display Designer

### Facilities & Maintenance

- Classroom Reset Crew
- Recycling/Green Team
- Supplies & Inventory Helper
- Gardening/Landscaping Crew

### School Store & Entrepreneurship

- School Store Cashier/Inventory Manager
- Snack Cart or Coffee Cart Team
- Basic Bookkeeping/Stock Tracking

### Community & Culture Roles

- Student Newsletter Reporter
- Morning Announcements Team
- Positive Behavior Support Ambassador
- Welcome Crew for new students

**Designate a Lead Coordinator** – The program works best when led by a CBI/CTE teacher, career coordinator, or counselor who can organize placements, track hours, and communicate with staff.

**Partner with Supportive Staff Mentors** – Assign each micro-internship a staff mentor (office staff, librarian, tech aide, custodian, event coordinator) who can provide quick guidance and sign off on tasks.

**Start Small and Build a Routine** – Begin with a few easy roles, schedule students in short time blocks, and gradually expand as teachers become familiar with the process and see the benefits.



# Virtual Micro-Internships

Virtual micro-internships give students the chance to build real workplace skills without ever leaving their home. **These short, guided experiences allow students to support everyday school operations—such as office assistance, project coordination, and event support—while developing professionalism, communication, and responsibility.** Micro-internships are easy to supervise, have a low barrier to entry, and help students gain confidence before moving into community-based internships or jobs.

## Student Job Options

### Communications & Outreach

- Attendance Call/Text Support
- Family Reminder Messages
- Newsletter Assistant
- Welcome Crew

### Tech & Digital Support

- Student Tech Help Desk
- “How-To” Video or Slide Creator
- LMS Cleanup Assistant
- Digital File Archiving

### Events & Engagement

- Virtual Event Host Support
- Career Speaker Coordinator Helper
- Spirit Week or Challenge Tracker
- Club Meeting Support

### Academic & Learning Support

- Peer Tutoring
- Study Hall or Work Session Co-Host
- Resource Builder

### Operations & Data Support

- Data Entry or Verification
- Survey Assistant
- Inventory or Ordering Tracker

### Media & Design

- Social Media Drafts
- Photography or Video Editor
- Digital Bulletin Board Design

### Career Readiness & Professional Skills

- Interview Practice Partner
- Resume or Application Helper
- Professional Email Assistant

**Designate a Lead Coordinator** – The program works best when led by a CBI/CTE teacher, career coordinator, or counselor who can organize placements, track hours, and communicate with staff.

**Partner with Supportive Staff Mentors** – Assign each micro-internship a staff mentor (office staff, librarian, tech aide, custodian, event coordinator) who can provide quick guidance and sign off on tasks.

**Start Small and Build a Routine** – Begin with a few easy roles, schedule students in short time blocks, and gradually expand as teachers become familiar with the process and see the benefits.



# Student Internship Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Teacher/Counselor: \_\_\_\_\_

What position are you interested in pursuing?

\_\_\_\_\_

Why are you interested in an on-campus micro-internship?

(Select all that apply)

- Gain work experience
- Learn responsibility and professionalism
- Explore career interests
- Build communication skills
- Earn CBI / work-based learning hours
- Other: \_\_\_\_\_

Availability

Days available:  Mon  Tue  Wed  Thu  Fri

Preferred time block(s): \_\_\_\_\_

Anything else you want us to know?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand the following:

I understand that participating in an on-campus micro-internship means I am expected to act professionally at all times. I will follow school rules, listen to staff mentors, arrive on time, and complete assigned tasks responsibly. I understand that I must treat others with respect, stay in approved work areas, use equipment appropriately, and follow all safety guidelines. I also understand that this opportunity is a privilege, and failure to meet these expectations may result in removal from the micro-internship program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Student Internship Opportunity

Dear Families,

We are excited to share a new opportunity for students at our school: On-Campus Micro-Internships. These short, supervised experiences allow students to build real workplace skills while remaining on campus during the school day. Through micro-internships, students may assist with everyday school operations such as office support, technology help, event setup, library assistance, or school culture projects. These roles help students develop responsibility, communication skills, professionalism, and confidence in a safe and structured environment.

Students who participate are expected to follow school rules, arrive on time, work respectfully with staff and peers, and complete assigned tasks responsibly. Each student is supported by a staff mentor and supervised by a program coordinator to ensure a positive and meaningful experience.

On-campus micro-internships are designed to help students explore career interests and prepare for future opportunities such as Career-Based Intervention (CBI), community internships, or part-time employment. There is no cost to families, and students never leave the school building to participate.

If your student is interested, they will complete a short interest form and behavior agreement before being placed in a role. We encourage families to talk with their student about this opportunity and the importance of professionalism and responsibility in the workplace.

If you have any questions, please feel free to contact us. We look forward to supporting students as they grow their skills and confidence through this program.

Thank you for your support,

# Student and Parent Contract

We are excited to inform you that your child has the opportunity to participate in our On-Campus Micro-Internship program. This program is designed to help students build the skills and experiences needed to succeed in the workforce and in life after high school.

In order to ensure the best program possible, please complete the following form.

I, \_\_\_\_\_, (student's name) agree to the following conditions:

- Attend class regularly and be on time
- Come prepared with necessary materials and a readiness to learn
- Participate actively in classroom activities and discussions
- Set and work toward academic, personal, and career goals
- Show respect for yourself, classmates, teachers, and workplace partners
- Follow all school rules and CBI program guidelines
- Demonstrate professional behavior and a positive attitude
- Communicate effectively and work well with others
- Complete all assignments, projects, and tasks on time
- Ask questions and seek help when needed
- Monitor your own progress and reflect on areas for improvement
- Represent the CBI program with responsibility and integrity in all settings

We understand and agree with the aims and rules of the Micro-Internship Program and will cooperate with the school to accomplish these goals. We, therefore, give our permission for our child to be enrolled in this program.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

# Micro-Internship Pre-Evaluation

## Student Information:

- Name: \_\_\_\_\_
- Grade: \_\_\_\_\_
- Date: \_\_\_\_\_

## Personal Goals:

What are your personal goals for this program? (Example: improve social skills, develop job readiness)

## Skills Assessment:

Rate your current skill level in the following areas  
(1 = No experience, 5 = Highly skilled):

- Communication Skills: 1 2 3 4 5
- Teamwork Skills: 1 2 3 4 5
- Problem Solving Skills: 1 2 3 4 5
- Time Management: 1 2 3 4 5

## Work Experience:

Have you had any previous work or volunteer experience? YES NO  
If yes, please describe:

## Expectations:

What do you hope to learn from participating in this program?

# Micro-Internship Post-Evaluation

## Student Information:

- Name: \_\_\_\_\_
- Grade: \_\_\_\_\_
- Date: \_\_\_\_\_

## Personal Goals:

Did you meet your personal goals for the program?  
Explain how or why not.

## Skills Assessment:

Rate your current skill level in the following areas  
(1 = No experience, 5 = Highly skilled):

- Communication Skills: 1 2 3 4 5
- Teamwork Skills: 1 2 3 4 5
- Problem Solving Skills: 1 2 3 4 5
- Time Management: 1 2 3 4 5

## Work Experience:

What work or volunteer experiences did you have during the program?

## Reflection:

What did you learn from this program that will help you in future work or volunteer situations?