

Components of a High-Quality Career Immersion Experience

Innovation Career Pathway Programs must create an opportunity for student to complete 100 hours of a career immersion experience in either an internship or capstone class, offering structured work readiness activities and work-based learning experiences. This experience must be captured with a SIMS course code, so that it is a part of a student's transcript and is available for state data monitoring. To ensure the quality of the internship program or capstone, the following must be incorporated:

- a. For Internship experiences¹:
 - i. At least 100 hours at a work site, which may be paid or unpaid, with a preference for paid experiences.
 - ii. Use of the MA Work-Based Learning Plan as a structured assessment tool, with a pre and post review of the student's performance in the internship.
 - iii. A staff liaison who supports the student at the work site.
 - iv. Regular and ongoing journal-writing that is reviewed by staff, that provides the student with the opportunity for reflection, and, where possible, a time during the week when students in work-based learning experiences can share their reflections.
 - v. An end of internship culminating product created by the student, such as a written report, oral presentation, video, or other product.

- b. For a capstone class:
 - i. A well-designed process for identification of individual or team student project that ensures an alignment with the industry sector.
 - ii. At least one hundred hours of activity by the student outside of the classroom, in the form of research, service-learning, or other related activity, that supports the capstone project.
 - iii. The participation of an advisor with knowledge of the industry sector that defines the pathway, ideally an external partner not part of the school staff, who guides the development of the project.
 - iv. The creation of a high quality end product governed by a rubric, with each student's product judged to meet or exceed minimums defined by the school.

¹ For guidance on high quality internships, see [*Elements of Model Internship Programs*](#). This resource guide, from the Massachusetts Department of Elementary and Secondary Education, Office for College, Career, and Technical Education, provides advice, forms, letters and other materials to support the creation of internship programs. Materials for the guide were contributed by School to Career Connecting Activities partner schools from around Massachusetts.