

CAREER-ORIENTED INTERNSHIPS



The **St. Louis Internship Program (SLIP)** serves youth who are rising juniors and seniors in high school seeking challenging opportunities in private sector businesses, public agencies or nonprofit organizations. SLIP empowers young people to take critical steps toward meaningful careers.

Each year, SLIP trains and places talented youth in summer paid internships with employers ranging from Fortune 500 companies to small local companies in healthcare, financial services, law, and other sectors.

Become a St. Louis Internship Program Employer

Employers support this life-changing program by providing authentic projects, tasks and experiences. Employers pay interns \$8.00 or more per hour for eight weeks of part-time or full-time work. Participating employers gain the satisfaction of mentoring young talent while enjoying great benefits for their companies.

SLIP not only changes the lives of St. Louis youth but can also help businesses in countless ways. Interns can increase your organization's productivity, energy and diversity, providing an outstanding return on your company's investment of time and training. SLIP supervisors report that their intern make a valuable contribution to their workplace.

Employing SLIP interns will:

- Bring fresh ideas, energy and creativity to your workplace
- Increase diversity in your company and industry
- Deliver extra help for office projects at minimal cost
- Provide opportunities for employee growth through the experience of supervising interns
- Offer the satisfaction of transforming a young life and giving back to our community

Kara was such a great asset to Graybar. Her work ethic and attention to detail are highly admirable for her age. Kara was never late to work and conducted herself in the most professional manner. Graybar would hire Kara at first chance! – *Supervisor, Graybar*

SLIP interns are eager to contribute to the workplace by completing authentic tasks. Interns do real work, ranging from clerical tasks to research, events support, inventory control, tutoring, and much more.

Interns complete work readiness training that teaches workplace communication, problem solving, professional conduct, networking, resume writing, interviewing skills and other key skills.

Interns are carefully matched with employers based on their skills, interests and qualifications. SLIP selects interns who are a good fit for your organization and are excited to explore new careers.

Interns and employers receive support through worksite visits, email updates, and phone support.

SLIP also provides additional academic and career enrichment for interns, including industry-specific events, career readiness resources, financial literacy training, scholarships and more.



Joining the St. Louis Internship Program has been the most beneficial decision I've made to reach my goals. I have learned important skills that will help me in my future job search. I've received great advice about college and building my resume. Now colleges will set me apart from other students. – 2011 Intern

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St. Louis Internship Program (SLIP)

- Founded in 1992 in St. Louis, MO
- Independent 501c3, community-supported organization
- Funded through program fees as well as contributions from corporations, individuals, foundations and community organizations
- Committed to training future leaders and tax paying citizens in the St. Louis community and providing them with professional experience
- Over 3,400 students have completed the SLIP program with over 98% of the interns graduating high school and going on to college or other post-secondary training
- SLIP has been the recipient of a number of awards, including EMA Foundation School/Business Partnership Award co-sponsored by the Wall Street Journal, The American Bar Association (ABA) - Information America Partnership Award of Merit, St. Louis Social Ventures Partners (a program of the Regional Business Council) – Collaboration, Focus St. Louis' What's Right with the Region Award and many others

Year-Round Program Model

- Intensive application process including written application and oral interview with program staff
- Eleven mandatory Saturday Training & Development Sessions that teaches students employability skills
 - ◆ Basic work readiness skills such as dress for success, professional etiquette and interpersonal communication provide insight into professional work culture
 - ◆ Job seeking skills such as resume writing and interviewing skills help students see that acquiring professional positions can be possible
 - ◆ Practical work skills such as computer and office equipment operation give students tools they need to be effective in an office setting
- Paid, eight-week internship in professional settings
- Post-secondary planning activities including ACT Prep and field experiences to universities
- Career field experiences to local businesses and leadership programs

Internship Objectives

- Interns become acclimated with the office environment
- Interns complete projects and assignments as designated by their supervisor
- Student introduction to the office environment to facilitate real working attributes, including an understanding of protocol, timeliness with project completion, and mastery in task execution

Internship Assignments and Projects

- Completing a specialized project essential to the department or the company
- Taking part in scheduled staff meetings and/or regularly-scheduled work processes
- Culminating presentation to staff about departmental functions/company functions and intern responsibilities and duties
- Interviews with staff at all levels of the department or organization

Examples of Projects and Assignments

- Organizing and packaging promotional materials and materials for staff trainings
- Creating an Excel spreadsheet for statistical tracking
- Assisting in completion of state monitoring audits
- Filing client correspondence
- Inputting and organizing data in a database for searchable utilization of the data
- Completing basic office procedures such as filing, copying, scanning, and faxing
- Greeting clients and assisting in client registration processes
- Archiving historical data with document imaging tools

SAMPLE LIST OF EMPLOYERS

Armstrong Teasdale LLP
BJC HealthCare
Boys and Girls Club of Greater St. Louis
City of St. Louis, Mayor's Office
Cassidy Turley
CS Flooring
Emerson
Greensfelder, Hemker & Gale, P.C.
Herzog Crebs LLP
The Hullverson Law Firm
Laclede Gas
Lathrop & Gage L.C.
Mid-America Transplant Services
PARIC
RubinBrown
Sandberg, Phoenix & von Gontard P.C.
Schlichter, Bogard & Denton
SSM Health Care—Corporate Office
St. Luke's Hospital
Thompson Coburn LLP
United Way of Greater St. Louis, Inc.
United States District Court of Eastern Missouri
Washington University School of Law