



LaunchPad[®]

Career Liftoff for Kids

LaunchPad FAQs For Employers

What is LaunchPad?

LaunchPad is a component of UpLink, Kansas City's first-ever community hub connecting businesses with classrooms. LaunchPad connects students to internship and job shadow opportunities with local employers and connects teachers with classroom career speakers through a volunteer speakers bureau.

How does LaunchPad work?

Using UpLink's online database at yf-uplink.org employer partners can post LaunchPad internship and job shadow opportunities and search from a list of student applicants. Likewise, students can search for opportunities and post applications online. Teachers also can use the LaunchPad database to help students search for these opportunities and to "book" classroom career speakers.

How do I begin?

First, register to become an employer partner at yf-uplink.org/LaunchPad. A client services manager will contact you to discuss the terms of the partnership and work with you to set up an online account.

Who develops the LaunchPad student internship scope and description?

Employers develop opportunity descriptions that benefit both their organizations and the students. Students can be given as much or as little responsibility as your company sees fit. Once opportunity descriptions have been written, employers can log in to their account to post opportunities.

What are the start and stop dates for student internships? How many hours per day/week will the intern work?

Depending on the nature of the assignment and time of year, internships usually last a minimum of four weeks or more. Internships can be full- or part-time and can take place anytime during the year. The scheduling of the work is completely flexible and is to be worked out by mutual agreement between the company and student.

What is the age range of the students applying for internships and job shadows?

Internships are available to students in 11th and 12th grades. Job shadow opportunities are available to individual students, small groups and classrooms, grades 7-12.

Are internships paid or unpaid?

Employers can offer paid or unpaid internships. Wages are determined by the employer.

Are internships and job shadow opportunities open to all students or only students in certain districts?

Employers can make opportunities available to all participating districts or specify if opportunities are only available to specific school districts.

When does job shadowing take place and how long does a job shadow event last?

Individual and group job shadows take place during school hours and can be half- or full-day events depending on employer and student preferences.



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Can internships take place during school hours if the student is eligible to leave school grounds?

Yes. In fact, many schools have programs and courses that require internships during school hours.

How much discretion does an employer have over the nature of the internship?

Employers have complete discretion and are encouraged to craft internships that are mutually beneficial to the company and student hired.

Can an internship be expanded if the student and employer wish to extend it?

Absolutely. Many employers choose to extend internships beyond the original stop dates. Some also offer additional training and scholarship opportunities to students who complete successful internships.

If our needs change, can we move the student intern to another department?

Companies can, and are encouraged to, move interns to different areas of the company to provide the student with a well-rounded experience.

Do we have to rotate the student intern around to multiple departments?

Companies are encouraged to provide interns with a well-rounded experience, but companies may assign interns to only one area that is most suitable.

What type of communication does a participating company keep with YouthFriends during the internship?

If you have any questions about LaunchPad or the process of employing an intern, feel free to contact any member of our client services team at 816.842.7082 during the internship process.

In the rare instance where an internship is not working well for an employer, how should the company handle the situation?

If an internship is not working well, the employer should handle the situation according to company policy, which may mean terminating the internship.

What about insurance and liability issues? What sort of liability does my company have in regards to an intern?

A company is liable for an intern in the same way a company would be liable for any temporary employee. If you have concerns about your company's liability, contact your company's legal advisors before committing to an internship.

What does the ideal internship description look like?

Sample job opportunities can be found at yf-uplink.org/LaunchPad/.



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