

# Workforce Education & Development Internship Program

Promoting Partnerships between Workforce Education  
& Development and Local Business & Industry

## What can a WED Intern do for me?

There are two types of work that WED  
Interns can do for participating partners:



**Southern**  
Illinois University  
Carbondale

### *Instructional Internship*

Interns conduct training activities in the  
public or private sector & in adult education programs  
in an approved educational center. The intern will  
follow the program of the on-site supervisor in both  
regular & extra class activities.

### *Professional Internship*

Interns conduct research on curriculum development or  
program management in an approved public sector,  
private sector, or educational site. The intern will work  
closely with the on-site supervisor to determine  
practices & procedures of the work environment.

## Examples of Internship Projects

- Designing & administering a GED  
teaching & tutorial program.
- Writing job descriptions for compliance  
with external guidelines.
- Developing & delivering custom training  
programs, such as enhancing employability  
skills, computer training, and technical skills.
- Integrating computer-based support into  
training & development projects.
- Developing & managing a database to  
document training  
records.
- Develop a training  
needs plan.
- Streamlining work  
process through  
organizational & task  
analysis.

### **Contact Information:**

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## References

“We have had nothing but good experiences with the people who  
have worked with us from the SIU Workforce Education &  
Development (WED) Degree Program. One of our associates  
began taking courses through WED. Based on her demonstrated  
growth in job skills, we were able to promote her from an  
administrative assistant into a Training Specialist role. We have  
utilized two interns from the program over the past year to  
complete significant instructional design & development  
projects. Both demonstrated a solid knowledge of the  
instructional design process & were able to work both  
independently & creatively.” **Judi A. Sharp Branch Staff  
Training Edward Jones – St. Louis, Missouri**

“My internship lasted about 4 months at Pfizer Pharmaceutical  
at the Groton Facility. Through networking with a Pfizer  
employee, (who was also an SIU grad), I was able to develop  
web-based training on a program Pfizer was using worldwide to  
send data back & forth between facilities. It was a tremendously  
rewarding experience. Not only did I help out a major company,  
but the internship introduced me to executives at Pfizer who  
will always remember my work. In addition, the internship can  
be referenced on a resume much easier than a paper or other  
assignment. I feel that my successful transition from military  
career to civilian trainer was greatly impacted by my internship.  
It helps to see how training is done in a different environment  
& helps make connections to people that can really help you  
during the job search.”

**Brian Sparks**

**Logistics Analyst, EG&G**

“We are using interns to update specific Apprenticable  
occupations. They are using the knowledge & skills learned in  
the WED program to provide a usable model for these  
occupations. We are happy we made the decision to work with  
the WED.”

**Don Reese, Apprenticeship & Training**

**Rep. US Department of Labor Education  
& Training Administration**

“The internship experience was one of the highlights of the  
WED program. The classes leading up to my internship fully  
prepared me to excel. I had the opportunity to develop a test  
bank for a nationally known, widely used 16-chapter textbook.  
The questions I developed will be published in the textbook's  
4th edition, which will be published in May 03. One of my  
goals is to become a curriculum designer & the internship gave  
me the opportunity to hone & refine the necessary skills.”

**SMSgt Steve Skaggs, United States Air Force Summer, 2002  
WED graduate**

“We are using SIU interns to develop & teach our Skilled Trades  
On-the-Job Instructor Training Program. The interns were quick  
to answer to the call of our needs. This program met a critical  
commitment to our prime regulator & customer. The program  
is now an ongoing program that we will integrate future SIU  
intern support as well as our own internal instructors. The SIU  
interns were instrumental in getting this program off the ground  
& quickly sailing to a success story. We will continue to call on  
SIU interns for future training & development needs.” **Patrick J.  
Bullard Chief of Training & Education Electric Boat  
Corporation**