Apprenticeships vs. Internships vs. Mentorships

**Apprenticeships**

An Apprenticeship is a formal employment program where an individual attends classes to complete a certificate or degree for a particular trade or career path. At points within the education tenure, the individual is employed by an organization that offers on the job training in that field of study. The Apprentice is allowed to do the work for that industry alongside a journey level employee. One major factor of an Apprentice is that they are able to do the work and job duties assigned for the role with supervision and guidance from the journey level employee.

The salary for that Apprentice is aligned with the industry and job classification for the entry level classification in that field. While the Apprentice is not paid the full wages of an entry level role, the salary scale should be set so that in the 2-3 years that it takes for the Apprentice to complete the minimum education credits and on the job training hours, they would be paid wages that closely align to the entry level salary as they move through the program. For example, in year one of on the job training, an Apprentice may make 10% less than the starting salary for the entry level role in the field. In year 2, they may make 5% less and by year 3 of completion of the program, they would be at the entry level salary range.

An Apprentice knows the career that they want to set their sights on and is working to achieve journey level status in that field.

Apprenticeships are given job descriptions. They are an employee of the organization.

**Internships**

An Internship, paid or unpaid, is meant to be an educational opportunity, not an employment opportunity. An intern is not an employee of the County. They are brought in to learn and become educated on a particular job or organization or industry. They are individuals who come into an organization for short-term periods of temporary work. Their degree or certificate program does not have to be aligned with the internship organization that they are supporting. They should not be given access to confidential information. Interns should not have an email address associated with the organization.

Interns are not meant to replace the role of an open position or be given responsibilities that are the job of another employee. The primary goal of an intern is to teach and train them and give them insight in the field you have brought them into. Each opportunity should be that of a learning opportunity. Project based internships are a good use of interns because it allows interns to learn a program and work with a team or group.
of people on completing a task. For day to day operations, an intern can be used to support and shadow staff members through their work as they learn the industry and help to support the work alongside a regular employee.

Interns can be unpaid or paid. Some paid interns can have a set amount as a stipend, be paid a lower minimum wage salary, or have no monetary attachment tied to the appointment. Their educational component is their responsibility and whether they receive credits for their internship or not is at the discretion of their educational institution. You may be required to sign or submit documentation as proof that the intern helped to support your program.

An Intern does not know the exact job classification they are going to land in, but they are seeking experience and information in order to make a selection.

Interns receive internship announcements to describe their responsibilities and requirements. They do not get job descriptions and they are not employees of the organization.

**Mentorships**

A mentorship is a version of job shadowing at the highest level. Mentor programs are meant to connect individuals who obtain a specific skill and knowledge with another individual who wants to learn those skills from a professional. Mentoring consists of a long-term commitment on the side of the mentor focusing on supporting the growth and development of the mentee. The mentor becomes a point of contact for questions, offers support and guidance, advocates and champions the mentee. There is no monetary gain in the mentor/mentee relationship. It is not a paid or stipend program and is solely created for the intention of supporting an individual through their career in a specific field of study. Mentees should choose a subject matter expert and mentors should be willing to fulfill the commitments of being a mentor.