VIRTUAL

INTERNSHIP TOOLKIT

TOOLKIT CONTENTS

DALLAS THRIVES

Launched in November 2020, **Dallas Thrives** is a community vision to double the number of young adults earning a living wage in a single generation while closing racial and socioeconomic achievement gaps in living wage attainment.

Dallas has been, and continues to be, an economic powerhouse. Among the nation's 12 largest metropolitan areas, Dallas had the fastest rate of job growth from February 2019 through February 2020. Despite this success, employers often find it difficult to fill talent needs and only 25% (1 in 4) young adults earn a living wage. The local economy loses nearly $4 billion dollars in annual GDP and about $40 million in sales tax revenue every year due to these gaps.

Increasing the number of Dallas young adults earning a living wage can drive immense economic impact and make the region a model for racial equity and economic resilience, but it requires broad action from many. Virtual internships are just one of the ways that local employers can support Dallas' work towards living-wage goals. Internship opportunities provide high school and college students career exposure and the chance to gain critical work experience, networks, and mentorship to achieve a living wage career.

DALLAS WORKS: MAYOR'S SUMMER YOUTH EMPLOYMENT PROGRAM

Virtual internships are a key strategy for both Dallas Thrives and the City of Dallas. Dallas Works provides paid summer employment and internship opportunities to Dallas high schoolers and young adults. These opportunities provide students valuable hands-on experiences that can help them visualize their futures and ultimately prepare the future workforce for the City of Dallas. Beginning in 2008 as the Mayor's Intern Fellows Program and expanding in 2020 into its current form, Dallas Works has provided over 3,000 high school students with internships and expanded in 2021 to include Dallas youth up to age 24.

DALLAS REGIONAL CHAMBER

The Dallas Regional Chamber (DRC) works to strengthen the Dallas Region and its vibrant and diversified business community. The DRC believes that the success of the Dallas Region and Texas are closely tied to the quality of the workforce and talent pipeline – from early childhood through K-12 and higher education to a career. The DRC fosters collaboration between the business community, educational institutions, and workforce development organizations to meet industry needs. DRC staff and employer members have played an important role in shaping the Virtual Internship Toolkit so that it is well-aligned to the needs of employers. They are excited to support the growth of high-quality virtual internship opportunities that not only better prepare students to enter the workforce, but also provide great benefits and insights to local employers through the interns' work on meaningful projects at their host sites.

DALLAS INDEPENDENT SCHOOL DISTRICT

Dallas Independent School District (ISD) serves over 150,000 students and has a goal of graduating career ready students that can gain entry-level employment in a high-skill, high-wage job and continue their education at the postsecondary level. Dallas ISD Career and Technical Education programs including, NAF Academies, P-TECH and Early College High School programs, Career Institutes and comprehensive programs continue to build out the continuum of work-based learning experiences for students to ensure they gain exposure to career options, develop and apply skills and prepare for their future career. Virtual internships fall at the culmination of this continuum providing actual work experience. Dallas ISD is excited to work with more employers to provide students virtual internship opportunities that can prepare them for good jobs available locally.

The Virtual Internship Toolkit is a resource to help grow the number of high-quality virtual internship experiences for students in Dallas by providing best practice-informed guidance on virtual internships that can support employers and school staff to develop programs more easily.

The toolkit draws on virtual internship programs used by Dallas employers as well as national best practices. Since many strong internship materials originated in the college environment, often materials have been adapted to better focus on high school students and the virtual internship experience. While the Virtual Internship Toolkit is focused on "virtual" experiences, it can also be beneficial for designing in-person and hybrid internship programs.

*Within the toolkit, you will find **THREE** types of tools:*

1

SAMPLE DOCUMENTS
Draft examples

2

TIPS
Implementation advice

3

CHECKLISTS
Step-by-step guidance

Whether you have been hosting interns for years or are completely new to the idea, there are a lot of resources here to help you. We encourage you to pick and choose the tools that are most useful and relevant to you. Hosting interns can be a great benefit to your company, as well as students, so we are excited to support you.

SPECIAL THANKS

We are thankful for the many partners who contributed materials and provided ongoing feedback during development of the Virtual Internship Toolkit, especially:

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GETTING READY

· **TOOLS IN THIS SECTION** ·

Are you considering starting a virtual internship program, but don't know where to start? Hosting virtual interns can be a rewarding experience for employers big and small, across a range of sectors, we're excited you're thinking about it! This section includes information and tools to help you plan for and promote your internship.

SAMPLE:
Talking Points and Email – Making the case for hosting a virtual high school intern

TIPS:
When is a virtual internship the right choice

CHECKLIST:
Readiness self-assessment

CHECKLIST:
Virtual internship program planning

WHAT IS A VIRTUAL INTERNSHIP?

Virtual internships are paid, online work experiences for students that contribute to your company's work and provide students with a window into your business, your company culture, and your industry. Typical high school virtual internship experiences are 120 hours spread over 4 weeks in the summer, though semester-length internships can also be arranged.

Virtual internships most often involve juniors and seniors taking on short-term projects that address challenges your business is facing. These projects allow you to meet business needs, develop a future talent pipeline for your company, and allow students to gain experience with business skills like goal setting, project management, teamwork, communication, and leadership.

HYBRID INTERNSHIPS

Hybrid internships -- where interns spend some days physically at your workplace and other days working from home -- are an increasingly popular option. In hybrid internships, students get to experience the culture of an office or workplace first-hand but do the majority of their internship work (including projects, mentorship, and networking) at home.

There are many ways to approach the hybrid format. Hybrid interns may go to their employer's worksite 1-2 days per week or 1-2 times per month to do in-person networking, attend presentations, or meet with their mentor. Another example is to launch your internship in-person for a week, then move to online project work for several weeks, and then do the final week in person.

Whether you're creating a fully virtual or a hybrid internship, the core elements of a high-quality student experience are the same, while your project plan schedule adjusts to accommodate interns on site when needed.

BUDGETING FOR AN INTERN

Employers should plan to compensate their interns for their work either through hourly pay or through a flat stipend. Typical hourly pay for an intern is $10-15/hour. Your school, nonprofit, or Dallas Works partner can advise you on how to structure intern compensation as part of your planning decisions.

TYPICAL VIRTUAL INTERNSHIP:

Total Hours
120 hours (minimum 80)

Length Range
4 weeks @ 30 hours/week to
16-week semester @ 7.5 hours/week

When
During the summer or over a semester during the school year

Student Age
11th or 12th Grade

Paid
Yes

HOW DO VIRTUAL INTERNSHIPS WORK?

MEANINGFUL PROJECTS
Whether one major project or several smaller projects, employers engage interns in meaningful work that is based in a real-life challenge, allows them to problem solve, and leads to a tangible product or outcome.

CLEAR EXPECTATIONS AND FEEDBACK
Interns are provided clear expectations about performance and virtual workplace standards, are engaged in regular goal setting, and receive frequent, constructive feedback that helps them stay on-track and learn.

A Virtual Internship incorporates
FOUR KEY ELEMENTS

WELCOMING COMMUNITY
Employers create a welcoming environment and build community among interns and staff with strong onboarding, points of connection, and celebration.

NETWORKING AND MENTORSHIP
Interns have networking opportunities to explore careers and grow their professional network, as well as a mentor(s) who can help them navigate the workplace and support their career development.

MAKING THE CASE: WHY YOUR COMPANY SHOULD HOST A VIRTUAL HIGH SCHOOL INTERNSHIP

Virtual internships
ALLOW EMPLOYERS TO...

Show that community investment is an important part of company brand: Offering a virtual internship is a tangible demonstration of your commitment to the long-term prosperity and growth of the Dallas community. It shows that when it comes to supporting Dallas, your company is all in. As a Dallas-based employer, the students and families in Dallas ISD are your customers, your employees, and your community -- today and in the future.

Increase employee engagement: Virtual internships provide a meaningful engagement opportunity between your team and the interns, allowing your staff to directly interact with young people and gain fresh perspective on existing business problems. Employers who have conducted virtual internships report high levels of employee satisfaction from the experience of working with students.

Build employee management experience: Virtual internships are excellent development tools for employees looking to build their skills as managers. As an intern supervisor, your employees will be developing project management, team leadership, evaluation, and communication skills every day.

Create a more diverse talent pipeline and bring more diverse voices into your work: 96% of Dallas ISD high schoolers are students of color. Creating a virtual internship with Dallas ISD allows you to bring diverse voices into your work for the summer, and to develop connections with diverse talent pools to meet your future employment needs.

Engage perspectives of youth on important issues impacting your company: Generation Z (youth born after 1997) represent future talent and customers for your company. As digital natives, they tend to have added savvy around communicating using video and social media, and are often leading voices on issues like racial equity and climate change. Internships can be opportunities to leverage their unique skills and perspectives to meet your business needs.

Offer internships that work with your virtual office: Many employers in the local area have moved their workforce partially or entirely to virtual work. Virtual internships and student engagement programs are a natural fit for your virtual office.

Increase awareness of your company and brand: Participating in a virtual internship raises awareness of your company and brand within the local community, including with local students, families, other employers, and local government.

BENEFITS OF VIRTUAL INTERNSHIPS

Virtual internships are similar to in-person internships in many ways, but have a few specific benefits for students and employers

Wider talent pool	Employer can choose from interns across the Dallas area, regardless of their proximity to the office.
Intern is more free to focus on giving their best performance	Interns work from home or from a workspace at school and do not have to figure out how to arrange transportation, special clothing, money for food, etc. Working from home can also make the work environment less intimidating for students, freeing them up to do their best work.
Not as demanding on your physical space	No need to find space for desks, create badges, or set up phones and workstations for the intern.
More efficient for the intern and your team	Interns spend their time efficiently, focused on achieving a learning goal and/or building a specific skill. They have less downtime that a supervisor has to figure out how to fill, and their work is more meaningful. This also means supporting an intern takes less of your team's time. Interns typically spends only 30/hours per week "in the office" with much of that time being independent or group project work.

MAKING THE CASE: WHY YOUR COMPANY SHOULD HOST A VIRTUAL HIGH SCHOOL INTERNSHIP

EMPLOYER STORY: THOMSON REUTERS

Employer
Thomson Reuters

Length of Program:
From 8 weeks up to 8 months

# of students served:
Goal of 100 students in 2021

Focus areas:
Virtual marketing, customer relations, finance, project management

Description:
Thomson Reuters hosted virtual interns in 2020 on their customer relations team – training recent high school graduates to respond to custom inquiries over the phone – and is expanding its program for 2021 to include virtual marketing, finance, and project management. Thomson Reuters works with students from Dallas ISD's P-TECH schools who are trained for their internship through a Virtual Learning Academy co-created by P-TECH, Thomson Reuters, and Dallas technology company STEMuli

"It is essential for the business community to assist in the cultivation of the future workforce. Providing career experience is critical for the students to be more prepared for the career opportunities that are increasing in the area, and the ability to provide internships, apprenticeships, externships, etc. has evolved to allow many more companies to participate. Let's all do our part!"
– Gabrielle Madison, Director, Public Relations, Thomson Reuters

EMPLOYER STORY: CAPITAL ONE

Employer
Capital One

Length of Program:
5 weeks

# of students served:
50

Focus areas:
Community development, design thinking, project management

Description:
Capital One, collaborating with KPMG and AT&T, worked with students from DISD's NAF Future Ready Lab program for its first virtual version of the Future Ready Lab internship in summer 2020. In the morning, students participated in professional development training and community building exercises. In the afternoon, teams of 10 students worked on projects focused on socioeconomic issues in Dallas, including gentrification and diversity and inclusion. Student groups met with their Capital One mentors daily. Hotspots were donated by AT&T to allow virtual interns internet access for the program.

"Disparities in education create impediments to socioeconomic mobility and impact individuals' financial health and overall wellbeing. That is why Capital One is deeply engaged in workforce programs, including paid internships, to unleash the potential of youth in underserved communities to thrive in a rapidly changing employment market."
– Jana Etheridge, SVP, Chief of Staff and Customer Office, Financial Services, Capital One

PRE-INTERNSHIP PREPARATION

High school students in Dallas ISD typically have access to pre-internship preparation training that includes:

- Resume and Interview Prep
- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Business and Meeting Etiquette (including Zoom)
- Goal Setting and Teamwork
- Written and verbal communication

Many students receive specialized training depending on the school or Career and Technical Education pathway they are on. In your internship application, you can indicate targeted skill requirements that you are seeking and work with school partners to help identify students who might be a good fit for your projects.

TOOLS

🔗 SAMPLE:
Talking Points and Email – Making the case for hosting a virtual high school intern
If you are interested in hosting high school interns at your company but need support on how to talk to leadership or HR about the idea. These talking points and draft email can help you prepare and initiate the conversation.

🔗 TIPS:
When is a virtual internship the right choice
These tips will assist you in determining if a virtual internship makes sense for your company. Given the benefits for students and employers, some employers may also want to consider a "hybrid" approach to their internship program.

🔗 CHECKLIST:
Readiness self-assessment
Whether you are just exploring the idea of a virtual internship, expanding an existing internship program, or launching an internship program for the first time, the readiness self-assessment helps you walk through some of the initial planning and role considerations that will support success. This is a great tool to support discussion for your team to align on your decision to move forward and the exciting steps ahead.

🔗 CHECKLIST:
Virtual internship program planning
This is a comprehensive checklist that will support you through all the steps to launch an incredible virtual internship program for high school students. Use this as a reference to get started but adapt as you see fit. You may find certain steps unnecessary because you already have some resources in place. Some upfront investment in virtual internship program design, planning, and onboarding can ensure a great experience for your company.

MEANINGFUL PROJECTS

TOOLS IN THIS SECTION

SAMPLE:
Virtual intern projects
by skill area

SAMPLE:
Detailed virtual internship
project plans

MEANINGFUL PROJECTS

Meaningful Projects:

Whether one major project or several smaller projects, employers engage interns in meaningful work that is based in a real-life challenge, allows them to problem solve, and leads to a tangible product or outcome.

Working with a virtual intern is an opportunity to bring in new talent to tackle real projects within your organization. A project could be a collaboration between a group of interns, between interns and your employees, or engagement with customers. A well-structured project/projects with weekly milestones is especially important in virtual internships, where a student is often working independently from their supervisor.

TOOLS

🔗 SAMPLE:
Virtual intern projects by skill area
Having trouble identifying project ideas? This is a list of example virtual internship projects aligned to skill areas. In particular, these leverage universal skills that most high school students have gained and also highlight projects where Generation Z has particular expertise that can inform your company's work. You may also have a project that requires more technical skills, in that case, you will want to align with the school district on identifying students with the required training (e.g. coding, Adobe tools, etc.).

🔗 SAMPLE:
Detailed virtual internship project plans
These example project plans provide a detailed view of how a meaningful project can be broken into steps over a four-week or eight-week virtual internship. This helps students plan how they use their time and provides intermediate deliverables where they can receive feedback from their manager as they go to ensure they stay on track to completion. These detailed project plans also share how the other key elements of virtual internships (welcoming community, networking and mentorship, and clear expectations and feedback), can be integrated throughout the course of the student's internship. Generally it is recommended that a "full-time" intern day be 6 hours (e.g. 30 hours per week) rather than 8 hours. This more accurately reflects what a student is accustomed to in a typical school day.

Additional Links •

🔗 SAMPLE:
Internship Projects from P-TECH

WELCOMING COMMUNITY

TOOLS IN THIS SECTION

SAMPLE:
Memo announcing virtual internship program

CHECKLIST:
Onboarding

SAMPLE:
Virtual community-building activities

TIPS:
Using student-friendly communication

SAMPLE:
Celebratory closing event agenda

WELCOMING COMMUNITY

Welcoming Community:

Employers create a welcoming environment and build community among interns and staff with strong onboarding, points of connection, and celebration. For many high school students, the virtual internship will be their first career experience, and the environment may be unfamiliar. Creating an environment where they feel comfortable will enable them to do their best work on your projects.

Just like any new employee, a virtual intern should be made to feel like a valuable member of the team, and included in the company culture. Even if an intern is not in your physical office, you can still take steps to create a welcoming environment. For example, you can introduce the intern to company leadership, include them in staff meetings, send them swag, or share virtual brand tools like Zoom backgrounds and virtual badges. These activities not only benefit the intern, they also create opportunities for team-building for all your employees.

TOOLS

SAMPLE:
Memo announcing virtual internship program
As the first day of your internship approaches, reach out to your staff to let them know what to expect and how they can get involved. This sample memo provides an example of how you might announce your virtual internship program to staff.

CHECKLIST:
Onboarding
Strong onboarding to your virtual internship helps interns feel welcome and valued, and can set them up to do their best work on their projects. Like with your own employees, good onboarding can also save staff time later by answering common questions and putting interns on a path to start working right away. This onboarding checklist walks you through recommended items to touch on during the first day or week of your virtual internship program.

SAMPLE:
Virtual community-building activities
It is beneficial to integrate interns into your company culture and to help interns and employees build meaningful connections. This not only creates a welcoming atmosphere, but it also provides employees opportunities to share about their work and the company while getting to know interns they may work with on projects. This list provides example activities that can help build community.

TIPS:
Using student-friendly communication
While employers should treat high school interns much like any other new hire, we've included some tips and tricks to help employers and interns communicate effectively.

SAMPLE:
Celebratory closing event agenda
Company staff often do a lot to support intern success and build great pride in their interns. Similarly, interns put a lot of hard work into completing their internship projects. It is important to celebrate these accomplishments, highlight intern work, and show off professional growth! This is a sample agenda for a closing celebration that includes other considerations.

NETWORKING & MENTORSHIP

TOOLS IN THIS SECTION

SAMPLE:
Mentorship plan

SAMPLE:
Intern information sheet
for mentorship matching

TIPS:
Mentorship best practices

SAMPLE:
Networking activities

NETWORKING & MENTORSHIP

Networking and Mentorship:

Interns have networking opportunities to explore careers and grow their professional network, as well as a mentor(s) who can help them navigate the workplace and support their career development.

Working with interns through mentorship is one way to engage your employees in your virtual internship program -- especially early career employees. This gives employees an opportunity to work on management and leadership skills, while also providing the intern with a "go to" person outside of their supervisor who can support their challenges and growth as they navigate their internship. Building networking events into your internship is an additional way to boost employee engagement while improving your interns' experience. High school interns are still early in their career identity formation and thinking about their post-high school pathway, so they are eager to interact with as many different career paths as possible. Employees grow their own communication and soft skills as they share their stories and guide interns through career exploration.

TOOLS

SAMPLE:
Mentorship plan
Mentoring can be a rewarding experience for employees and can also make a big impact on a student's school and life success. Incorporating a mentorship plan within your virtual internship program provides added support for interns to build a long-term connection to your company and guidance to do their best work, while enabling employees to deepen their connection to the local community and gain inspiration from potential future employees. Here we provide a sample mentorship plan that outlines how to recruit mentors, frequency of meetings, and ideas for how mentors and mentees can engage.

TIPS:
Mentorship best practices
If you are considering adding a mentorship component to your virtual internship program, these tips provide best practice guidance for employee mentors, including ways they can best support students and things to avoid. These tips can ensure mentorship experiences are fun and valuable for both mentor and mentee.

SAMPLE:
Intern information sheet for mentorship matching
This form will help you get to know your interns before they start. It can be included in your welcome packet and can also be used to help match mentors with student interns based on interests or other needs (e.g. time availability).

SAMPLE:
Networking activities
Networking events and activities create opportunities for interns to connect with other employees in your company to learn about different roles and pathways that other professionals took to advance their careers. They are also a fun way to engage your employees in building connections to the future pipeline of talent. These activities show different examples of how you might support networking and highlight some perspectives students hope to gain.

CLEAR EXPECTATIONS & FEEDBACK

· · · · · · · · · · · · · · · **TOOLS IN THIS SECTION** · · · · · · · · · · · · · ·

SAMPLE:
Office norms and expectations for the virtual workplace

SAMPLE:
Weekly manager intern evaluation form

TIPS:
Manager best practices

SAMPLE:
Weekly student internship report form

SAMPLE:
30-minute manager check-in agenda

SAMPLE:
End of internship "exit ticket" for intern

CLEAR EXPECTATIONS & FEEDBACK

Clear Expectations and Feedback:

Interns are provided clear expectations about performance and virtual workplace standards, are engaged in regular goal setting, and receive frequent, constructive feedback that helps them stay on-track and learn.

Setting clear expectations and providing timely feedback will help your intern be productive and effective. As virtual interns do much of their work independently, setting them up for success means setting goals, having structured regular check-ins, and frequently re-centering on norms and expectations throughout their internship. This is good practice for the intern supervisor as much as the intern, and gives the supervisor an opportunity to work on their skills developing and encouraging new talent.

TOOLS

SAMPLE:
Office norms and expectations for the virtual workplace
Employers can support high school students to navigate the virtual workplace and better align to their company's culture and norms by clarifying expectations. For example, is your company more formal or casual about attire when employees are working from home? How do employees typically communicate with their supervisor when they have questions-- email, Slack, during scheduled check-ins? Often we have workplace norms that we adopt over time but aren't made clear. This sample list of common workplace expectations can be adjusted to your own workplace.

TIPS:
Manager best practices
Providing clear expectations and regular feedback for interns ensures that interns can thrive on their assigned project. This list offers tips for managers supervising high school students, from how often to meet to suggested topics to cover in feedback.

SAMPLE:
30-minute manager check-in agenda
Just like with other company employees, regular check-ins can help your intern feel supported and ensure that you and your intern are aligned on next steps. These short check-ins help managers learn how interns are doing and where additional support might be needed so that high quality deliverables are achieved. This sample outlines an example agenda of topics and discussion questions for a routine check-in.

SAMPLE:
Weekly manager intern evaluation form
This is an intern evaluation form that covers the key professional skills students learn during their internship. You can customize it with any important skills specific to their internship project. The form is designed to be used weekly in a full-time internship, but you may want to modify it to fit the cadence of your internship or your management approach. Typically a manager will set aside 15-20 minutes to complete the form and 30-minutes for the conversation with their intern to walk through the evaluation.

SAMPLE:
*Weekly student internship report form*
This is a form that students can complete weekly to update you on their progress and prepare for their weekly check-in. It is meant to be a companion form to the weekly manager evaluation form. Depending on the length of your internship, it can be modified to be a tool that is used biweekly, monthly or on a timeframe of your choosing.
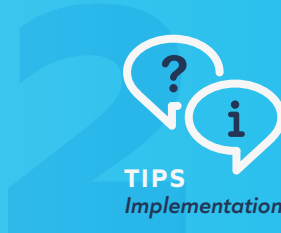
SAMPLE:
End of internship "exit ticket" for intern
This is an end of internship evaluation that gives the student a chance to provide feedback to the employer and manager about their overall experience during the internship – what do they feel they've learned, would they recommend this experience to a friend, what did their manager do well/could have done better to support them, etc. Employers can use this feedback to understand if they are reaching internal goals with their internship program, and to facilitate discussions with school and/or nonprofit partners about system improvements for future interns.

TOOLS
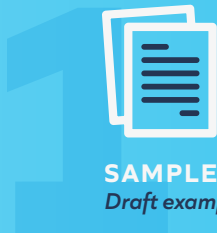
1
SAMPLE DOCUMENTS
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TALKING POINTS
Hosting a virtual high school intern will:

Show that community investment is an important part of our brand

- This is a clear and tangible demonstration of our commitment to Dallas -- we see Dallas' success as part of our success
- Many of our employees are parents or family members of students in Dallas ISD, this shows that we are committed to them and invested in the future of this community

Create a more diverse talent pipeline and bring more diverse voices into your work

- These high school students come from very diverse backgrounds and 96% of Dallas ISD high schoolers are students of color. The perspective they can bring to our business problems is different from our usual college student or graduate recruitment pool
- Having a diverse workforce makes our company more competitive, and building that workforce has to begin with early investments
- We'll be making a first impression on these students that will stick with them, through college and into their careers
- The college talent pipeline is very competitive, so starting to cultivate our talent pool earlier can give us an edge down the road

Increase employee engagement and build employee skills

- Employees like working with and mentoring high school students, they can see the difference it makes in their lives
- Working with interns can also be a low-cost way to offer management and leadership development opportunities to employees who are looking for new challenges
- Employees can make even more intentional and meaningful connections with students working virtually than in a traditional internship – they're helping the student accomplish their project goal, not just coming up with tasks for them to do to stay busy

In addition, virtual internships make sense for our workforce

- Hosting a virtual high school intern allows us to still participate in the community even while our employees are largely working remotely
- It takes less staff time to support and supervise a virtual intern. They work 30 hours per week, dividing time between attending meetings, networking, and mentorship activities; meeting with their team and supervisor; and working independently on their intern project

DRAFT EMAIL
re: business case for virtual interns

SUBJECT LINE: Creating a virtual internship program

Greetings:

This summer, I think [company A] should host a virtual high school intern from [District or program]. Here are a few things I think a virtual intern could do for our organization:

Show that community investment is an important part of our brand
Hosting high school interns shows our commitment to and investment in this community. It also raises the awareness of our company and our brand within Dallas, with government, industry, and community stakeholders.

Bring more diverse talent into our organization
The high school interns bring an important voice and a different perspective to our work. We can assign them to real business problems and gain insights we wouldn't get from a college intern or another employee.

Increase employee engagement and build employee skills
Other employers in Dallas who have worked with virtual interns reported high rates of employee engagement and positive employee feedback from the program. Employees like mentoring high school students and it gives them a chance to build their own leadership and project management skills.

Why virtual interns?
Hosting interns virtually means that we don't have to worry about finding desk space or badges for interns and we don't have to be concerned about possible liability from having a minor on site. It also means our existing remote workers can be involved in supervising and supporting interns.

Virtual interns are "at work" only 30 hours per week, most of that time working independently or in groups on a specific project. They will attend staff meetings virtually, meet with their assigned manager and mentor, and participate in networking activities. This spreads their supervision out across the team, so it's not a big burden on anyone's time.

What's next?
I'd like to meet with you to discuss next steps, including what project we might put the intern on and what we need to do to prepare.

Best,
XX1

TIPS: WHEN IS A VIRTUAL INTERNSHIP THE RIGHT CHOICE?

A virtual internship might be right for you if....

- It's your first time hosting high school interns and you want to test the experience
- You've hosted high school interns before and you want to scale up your program without overwhelming your business
- Your work is project or deliverable-based and your managers are comfortable supervising project-based work
- Your workforce is already entirely or partially remote
- You want your team to be able to easily balance internship supervision and their core responsibilities
- You don't have enough space to host interns on site
- You have liability or safety issues that make it difficult for you to have minors on site

You may also want to consider a hybrid approach -- where interns work from home most of the internship but spend a few days per week or per month at the worksite. This could be right for you if...

- You want interns to experience the company culture in person, but you don't have capacity to support them on site every day
- You want to have the option of bringing your intern to your workplace so they can observe a business function in person
- Your interns' project can be completed from home, but you prefer to have mentorship and networking events in-person, on site
- Your interns are completing a project with a lot of "blue sky" thinking where in person collaboration is preferred -- white boarding, brainstorming, etc.

CHECKLIST: READINESS SELF-ASSESSMENT

Goals and Fit

A virtual internship program clearly aligns to our mission and goals.	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree

What are we trying to accomplish? What's our organization's "Why" for the program?

Would an internship program fit our organizational culture?

When and where have we supported work-based learning initiatives in the past? What went well and what were challenges?

Leadership and Support

We have a high level of support for an internship program at various levels in our organization	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree

Who would be key champions for the internship program?

Who would be in charge of the internship program?

Do we have managers who can set aside time and would like to supervise interns?	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree

Where/with whom does additional buy-in and/or capacity need to be built?

Initial Planning

We have the time and resources to support a virtual internship program *This includes the ability to pay interns, having a point of contact for the school district and intern recruits, and managers who can support regular intern check-ins*	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
Can our company support multiple interns virtually? *Keep in mind with virtual internships it is easier to support multiple interns, but you should still plan to have a dedicated supervisor*	Yes	No	If yes, how many?		

What are some of the projects that we could have interns work on during their internship?

What is our ideal time of year to host interns?	Summer	School breaks *(e.g. Spring Break)*	After school

What is our ideal duration for a virtual internship?	Intensive: 30 hrs/ week for	4-weeks	6-weeks
	Less condensed: 7-10 hrs/ week for	3-months	
	Other:		

Overall Assessment

Overall, we feel we have the purpose, leadership, and capacity to support a successful virtual internship program	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree

What are our next steps?

CHECKLIST: VIRTUAL INTERNSHIP PROGRAM PLANNING

Activities to be completed 1 to 6 months prior to internship start

Activity	Tool included in this toolkit
Decide if a virtual internship program is right for you	
Complete readiness self-assessment	✔
Design internship program	
Decide how many interns you have the capacity to host, length of your internship and timing	
Identify funding for intern pay *(typical pay is $10-$15/hr)*	
Determine intern meaningful project(s)	✔
Develop position description, include project description(s) and skill requirements	
Scope project(s) and create weekly schedule with objectives, tasks	
Identify point of contact at school district	✔
Recruit students	
Meet with school district to introduce program and align to school policies *(e.g. appropriate communication channels for work with students)*	
Create application and advertise position description	
Solicit applications and respond to interested candidates	
Schedule and conduct interviews and selection process	
Send offer email and call candidates selected	
Provide feedback to unsuccessful applicants	
Gather acceptance agreement from candidates accepting virtual internship positions	
Send company announcement introducing virtual interns	✔
Order company "swag" to send to students	
Onboard students	
Determine the technology tools the intern will need to be successful *(common list below)*	✔
Identify information about your company and culture that you want to ensure interns receive	
Set onboarding plan for the first day and week	✔
Outline Intern expectations and establish management plans	
Select managers for incoming interns	
Set clear expectations and policies for intern managers to ensure common management practices	✔
(e.g. Tasks, time commitment, schedule for intern check-ins, virtual workplace standards, intern performance evaluations)	
Provide managers and mentors training *(include intern management approach/policies and virtual engagement best practices)*	
Set-up mentorship and networking opportunities	
Develop mentorship approach	✔
Identify mentors for incoming interns and match them	✔
Identify opportunities for networking	✔
Plan for celebration and wrap-up	
Plan celebratory closing event	✔
Create a survey or "exit ticket" to get feedback from students, managers and mentors on the program	✔
Schedule a meeting with the school district to receive their feedback	
Schedule a meeting with intern team to process feedback, evaluate success and make recommendations for any improvements or updates	

Intern Technology Access

Prior to onboarding an intern, employers should confirm technology needs with the school district or nonprofit contact. Depending on the student's specific needs, employers may be asked to provide:

- Technology device for completing work *(e.g. laptop or tablet)*
- Security protocols needed to safely share and access your network and/or documents *(e.g. VPN, anti-virus software)*
- Internet hotspot
- Microsoft Office
- Access to any other work productivity tools your company plans to use with the intern *(e.g. Slack, Zoom, email)*

Skills Developed	Project Idea
Business development and analytics	Create a data visualization of the demographics of customers using a specific product or service, and recommend how we could grow the underrepresented customer base
Communications	Develop a social media campaign that encourages Generation Z to try a new product or service at your company
Community Outreach/ Community Relations	Design a public information campaign or community outreach strategy
Finance	Create a budget for an employee meal delivery benefit
Human Resources	Redesign company LinkedIn page and/or recruiting materials to better attract Gen Z employees
Human Resources	Create a "Get to know our communities" program to help new employees from out of town learn about Dallas
Management	Create an employee recognition program for a department or division -- including threshold for recognition, types of recognition
Management	Revise internal employee communications (newsletter, social media, etc.) to be more engaging to early career employees
Marketing	Develop a pitch and/or a marketing campaign around a new product
Research	Conduct focus groups or implement a survey for a program or service to identify improvements that can be made
Research	Research a community or neighborhood in Dallas and recommend how we should market or provide a service to that specific community
Sustainability/Strategy	Create a sustainability strategy for internal cafeteria or other office area

SAMPLE: DETAILED VIRTUAL INTERNSHIP PROJECT PLANS

Dewberry Beverages Virtual Internship	Project: Create a social media strategy for promoting Dewberry Beverage's new Watermelon Seltzer to Gen Z consumers			
	MEANINGFUL PROJECTS	**WELCOMING COMMUNITY**	**NETWORKING & MENTORSHIP**	**CLEAR EXPECTATIONS & FEEDBACK**
Week 1	Understand what Watermelon Seltzer is, and how and why it was developed	Introduce intern to company, social event for other interns	Intern meets with mentor, sets goals for the internship	Review company expectations, project milestones, hours, meetings intern must attend
Week 2	Understand current social media strategy, success metrics, and how to use logos and brand materials, review social media used by other brands and note what stands out to you	Intern-organized social or team building meeting	Weekly check-ins with mentor	Discuss interns initial brand research and any questions they have about branding
Week 3	Present to manager elements of the product that most appeal to Gen Z consumers – basis of the strategy	"Company tour" presentation from different staff/team/department	Speed networking event – pick at least one person to follow up with	Check in with intern 2-3 times during week to provide feedback on Gen Z research
Week 4	Create 2-3 sample posts and present for feedback	Intern-organized social or team building meeting	Mid-point check-in with mentor	Mid-point check-in – how are things going? What could improve?
Week 5	Make revisions based on feedback, discuss success metrics	"What I wish I knew" lunch with early career employees	Follow up from speed networking	Check in with intern 2-3 times during week to confirm on track with revisions
Week 6	Publish and begin tracking social media campaign	Intern-organized social or team building meeting	Discuss after internship plans with mentor	Walk through initial campaign impact metrics with intern
Week 7	Present campaign and initial results to company	Lunch and Learn with C-suite	Help intern frame internship on resume, LinkedIn	End of internship evaluation
Week 8	Evaluation, celebration, wrap up	End of internship celebration	End of internship celebration	End of internship celebration

SAMPLE: DETAILED VIRTUAL INTERNSHIP PROJECT PLANS

Yellow Rose Sales Co. Virtual Internship	Project: Create an employee recognition strategy for the AcmeCorp enterprise sales team			
	MEANINGFUL PROJECTS	**WELCOMING COMMUNITY**	**NETWORKING & MENTORSHIP**	**CLEAR EXPECTATIONS & FEEDBACK**
Week 1	Intern has met the enterprise sales team, understands what enterprise sales does, and why it's important to the company	Introduce intern to company, social event for other interns	Intern meets with mentor, sets goals for the internship	Review company expectations, project milestones, hours, meetings intern must attend
Week 2	Understand what performance metrics are, how enterprise sales staff performance is currently measured. Write interview questions for next week's sales team interviews, and schedule interviews	Intern-organized social or team building meeting	Weekly check-ins with mentor	Check in with the intern 2-3 times during the week to provide feedback on their interview questions and confirm they've successfully scheduled interviews. Offer to practice an interview individually or as a group
Week 3	Interview team about what types of recognition and incentives are meaningful to them. What would they like to have more of? What would they like to have less of?	"Company tour" presentation from different staff/team/department	Speed networking event – pick at least one person to follow up with	Follow up with intern about interviews -- do they need any help?
Week 4	Present to manager on learnings from interviews, write 2-3 proposed incentives/recognitions to offer the enterprise sales and identify the metrics for earning the recognition	Intern-organized social or team building meeting	Mid-point check-in with mentor	Provide feedback on draft metrics/recognition. Mid-point check-in – how are things going? What could improve?
Week 5	Revise employee recognition plan and metrics based on manager feedback; Prepare presentation on new recognition program to give to sales team	"What I wish I knew" lunch with early career employees	Follow up from speed networking	Check in with intern 2-3 times during week to confirm on track with revisions, presentation
Week 6	Present to sales team on new recognition program, work with manager to select recognition/incentive vendors	Intern-organized social or team building meeting	Discuss after internship plans with mentor	Provide feedback on presentation
Week 7	Implement new recognition program --begin tracking the metrics,	Lunch and Learn with C-suite	Help intern frame internship on resume, LinkedIn	Review implementation progress with intern
Week 8	Evaluation, celebration, wrap up	End of internship celebration	End of internship celebration	End of internship evaluation. End of internship celebration

SAMPLE: DETAILED VIRTUAL INTERNSHIP PROJECT PLANS

Lone Star International Virtual Internship	Project: Create a "Welcome to Dallas" Orientation for Newly Arrived Employees			
	MEANINGFUL PROJECTS	**WELCOMING COMMUNITY**	**NETWORKING & MENTORSHIP**	**CLEAR EXPECTATIONS & FEEDBACK**
Week 1	Meet with HR, learn where new employees are moving from, their background and demographics, and the goals of the orientation	Introduce intern to company, social event for other interns	Intern meets with mentor, sets goals for the internship	Review company expectations, project milestones, hours, meetings intern must attend
Week 2	Intern prepares interview guide and schedules interviews with recently hired employees who moved to Dallas from out of town/state	Intern-organized social or team building meeting	Weekly check-ins with mentor	Check in with the intern 2-3 times during the week to provide feedback on their interview questions and confirm they've successfully scheduled interviews. Offer to practice an interview individually or as a group
Week 3	Interview recent hires about their experience getting oriented to Dallas and their new job. What was the hardest thing? What did they wish they knew?	"Company tour" presentation from different staff/team/department	Speed networking event – pick at least one person to follow up with	Follow up with intern about interviews -- do they need any help?
Week 4	Present to manager on the themes from the interviews, Intern and manager discuss how to respond to these themes -- what are the five big things that the "Welcome to Dallas" tool will try to address?; Pick a format for the tool (video, PowerPoint, Google map, etc.)	Intern-organized social or team building meeting	Mid-point check-in with mentor	Work with intern on identifying the "five big things" for the project Mid-point check-in – how are things going? What could improve?
Week 5	Work on first draft of presentation	"What I wish I knew" lunch with early career employees	Follow up from speed networking	Check in with intern 2-3 times during week to confirm on track with revisions, presentation
Week 6	Continue presentation work, test draft presentation with new hires from interviews	Intern-organized social or team building meeting	Discuss after internship plans with mentor	Provide feedback on presentation
Week 7	Revise presentation based on feedback	Lunch and Learn with C-suite	Help intern frame internship on resume, LinkedIn	Review final presentation
Week 8	Present "Welcome to Dallas" tool Evaluation, celebration, wrap up	End of internship celebration	End of internship celebration	End of internship evaluation End of internship celebration

Metroplex Green LLC Virtual Internship	Hybrid Internship (4 days remote work, 1 day on site) Project: Create an environmental sustainability plan for the company cafeteria			
	MEANINGFUL PROJECTS	WELCOMING COMMUNITY	NETWORKING & MENTORSHIP	CLEAR EXPECTATIONS & FEEDBACK
Week 1	**Virtual**: Learn about company's sustainability goals and why they are important **In person**: Visit company headquarters, meet team, tour cafeteria	Introduce intern to company, social event for other interns	Intern meets with mentor, sets goals for the internship	Review company expectations, project milestones, hours, meetings intern must attend
Week 2	**Virtual**: Create plan for observing waste in cafeteria -- what do people throw away? What gets reused? What are 1-2 questions you want to ask cafeteria users about sustainability **In person**: Observe cafeteria and note findings	Intern-organized social or team building meeting	Weekly check-ins with mentor	Check in with the intern 2-3 times during the week to provide feedback on their observation plan
Week 3	**Virtual**: Write up notes from observation day and talk about what you saw with your manager. Identify 5 big things you want to focus on for the sustainability strategy **In person**: Brainstorm with your manager or team how to use your five big things in a strategy -- what could it look like? What do you need to learn more about? At the end of your in person day, have a research plan for week 4	"Company tour" presentation from different staff/team/department	Speed networking event – pick at least one person to follow up with	Work with your intern virtually on finding 5 big things from their observation day Meet with your intern in person to brainstorm ideas for using 5 big things in a strategy. Work with them on a list of things to research next week
Week 4	**Virtual**: Research topics/issues for strategy identified in week 3 brainstorm **In person**: Share with your manager what you learned. Discuss possible changes to recommend for the cafeteria based on your research	Intern-organized social or team building meeting	Mid-point check-in with mentor	Check-in with intern to troubleshoot research issues Provide feedback on possible changes Mid-point check-in – how are things going? What could improve?
Week 5	**Virtual**: Write first draft of recommendations for creating a more environmentally sustainable cafeteria -- what would you change? **In person**: Review draft of recommendations with manager and get feedback	"What I wish I knew" lunch with early career employees	Follow up from speed networking	Check in with intern 2-3 times during week to confirm on track with draft recommendations Review draft recommendations in person and provide feedback
Week 6	**Virtual**: Revise recommendations based on manager feedback **In person**: Present second draft of recommendations, discuss how you will present final strategy	Intern-organized social or team building meeting	Discuss after internship plans with mentor	Provide feedback on presentation; advise on final strategy presentation
Week 7	**Virtual/in-person**: Complete final strategy presentation	Lunch and Learn with C-suite	Help intern frame internship on resume, LinkedIn	Review implementation progress with intern
Week 8	**Virtual/in-person**: Present final strategy End of internship evaluation, celebration, wrap up	End of internship celebration	End of internship celebration	End of internship evaluation End of internship celebration

TEMPLATE: DESIGN YOUR OWN VIRTUAL INTERNSHIP PROJECT

Company Name	Project			
	MEANINGFUL PROJECTS	WELCOMING COMMUNITY	NETWORKING & MENTORSHIP	CLEAR EXPECTATIONS & FEEDBACK
Week 1		Introduce intern to company, social event for other interns	Intern meets with mentor, sets goals for the internship	
Week 2		Intern-organized social or team building meeting	Weekly check-ins with mentor	
Week 3		"Company tour" presentation from different staff/team/department	Speed networking event – pick at least one person to follow up with	
Week 4		Intern-organized social or team building meeting	Mid-point check-in with mentor	
Week 5		"What I wish I knew" lunch with early career employees	Follow up from speed networking	
Week 6		Intern-organized social or team building meeting	Discuss after internship plans with mentor	
Week 7		Lunch and Learn with C-suite	Help intern frame internship on resume, LinkedIn	
Week 8		End of internship celebration	End of internship celebration	

SUBJECT LINE: Welcome 2021 interns – announcing our new virtual internship program

[Company A] is excited to launch our new virtual internship program for high school students and to welcome our first-ever cohort of [five] interns. The virtual internship program is a partnership with Dallas Independent School District (ISD).

Why high school interns and why virtual interns?
Offering high school internships with Dallas ISD is part of our long-term talent recruitment strategy, introducing these early career learners to our industry and our company. Working with Dallas ISD also helps us connect with a diverse pool of talented, driven young people, who can bring unique insights to our work.

Creating a virtual internship program allows us to work with a wider pool of students from across Dallas – not just those located close to our office. The project-based model at the heart of the virtual internship works well with our company's needs and allows us to assign both in-person and remote staff to intern management.

What to expect?
Interns will be joining [Company A] for 4-weeks during the month of July, and will get to know our company, functions and roles (including XXX, YYY, and ZZZ), and complete one short-term project.

While the program is virtual, and students won't be on-site at our campus every day, we encourage you to take advantage of several opportunities to meet Dallas' future leaders. The first opportunity to meet is on July 1 (see below) and additional events and gatherings will be announced over the course of the coming weeks.

We are also looking for individuals who are interested in serving as mentors for the new interns, helping them to acclimate to our company culture and guide them in achieving their personal and professional goals. This can be an excellent development opportunity for staff who are looking to build their own leadership and management skills. If you are interested in serving as a mentor, please contact the virtual internship lead – early career staff are especially encouraged to consider this opportunity.

Welcome and intern mentorship / networking
You're invited to join a full staff Zoom meeting to welcome the new interns on July 1st, we hope you can attend. Intern managers have been identified, but we still have one-on-one networking opportunities on Fridays that we would like to fill. Please email virtual internship program lead, [X at X] if you are interested in participating.

Thank you in advance for your hard work and supporting our class of 2021 interns!

CHECKLIST: ONBOARDING

Sample First Day/Onboarding Checklist

STEP	SAMPLE INFORMATION SHARED
Warm-up activity	• Fun activity for interns and staff to be able to introduce themselves and learn something about each other
Introduce key people that will be part of their virtual internship experience	• Welcome video by office lead or CEO • Share who interns will be working with or can go to for different needs including: virtual internship program lead, managers and other mentors or support staff
Provide an overview of the company	• What your company does • Size and characteristics of the company • Array of jobs represented • Company culture • Virtual tour of physical office (e.g. pictures of key locations) • Etc.
Preview their internship work	• Share why the company wanted them as interns • Discuss their specific intern project and why it is important to the company • Dive more fully into their work as interns on day two
Set expectations and virtual workplace standards	• Share typical schedule, including: – Frequency of check-ins or meetings with manager – Specific hours (if any) they should be working • Remote workplace etiquette and expectations, including: – Professional dress/attire (While working remote, how formal is your workplace) – How quickly interns should respond to a message – What to do when they have down time – Preview what weekly check-ins will look like – Best way to communicate a question or problem to their manager (what channels to use and when) – Taking breaks (yes, this is important even in a virtual setting)
Explain any compensation or benefits	• Hours • How to get paid/Timesheets • Finalize any key paper work
Introduce technology and information security	• Share the virtual meeting platform you use and its functionalities (e.g. Zoom, Google Hangouts, Microsoft Teams) • Introduce any other remote work productivity tools interns will use (e.g. Slack, GoogleDrive, Microsoft) • Don't assume students have knowledge of particular technology or software unless you have learned they have those skills through the application and interview process

Tips:

- Limit orientation session to maximum 90-minutes, this is a lot of information and students are used to class schedule time blocks
- Mix-up your facilitation techniques
  - Integrate discussion into your onboarding, don't just present "at" students
    (e.g. interns might share what they're excited to learn during their internship)
  - Encourage students to use the chat feature
  - If you have more than 4 students, use break out rooms to encourage small group conversation
  - Use tools like Mentimeter or Poll Everywhere to engage students in sharing information about themselves, gather their ideas or advice, or quiz them on learning
- Make it fun!
  - Send virtual intern "swag" ahead that interns can hold up or wear
  - Use pictures to "show" not just tell (e.g. What not to do--Zoom background edition)
  - Gameify information to make it more fun and check for understanding
    - Examples: Create a challenge that requires use of platform's functions, make a quiz on
- Designate an "onboarding buddy" (if not the virtual internship program lead), to be available during the first week to answer questions.

SAMPLE: VIRTUAL COMMUNITY-BUILDING ACTIVITIES

GENERAL COMMUNITY-BUILDING TIPS

- Set up an early meeting with your interns focused entirely on community building
- Incorporate community-building activities for a few minutes at the beginning of recurring meetings throughout the internship
- Have interns design their own social activities -- this can be a mini-project in and of itself
  - You can incentivize interns by allowing a certain number of their work hours to go towards planning
  - Make the connection that community-building is an important part of developing a company's culture

SOCIAL ACTIVITIES

Get to know you video chats and ice breakers

- Come with different prompts for discussion, many ice breaker question lists can be found online like this **one**
- Examples:
  - Take two minutes to find an object that is important to you and talk about why it matters
  - Find a picture on your phone or online that matches a certain theme (Color Blue, a sport you love, your best friend, a goal for the future)
- There are fun ice breaker templates and ideas for many online engagement tools like **Mentimeter**, **Mural** and **Zoom**

Virtual game nights

- Find fun "minute to win it virtual games" to play online, there are many fantastic YouTube videos with family friendly ideas
- There are also online games that have minimal cost such as those that are available at Jackbox games (Drawful 2 is a favorite)

Online scavenger hunt

- A scavenger hunt is a game where individuals or teams have a list of items they must find within a designated time
- Create a short list of items participants have to find, examples might include: your workspace, item you can't live without, favorite food item in your house, take a selfie with your best surprised face, or perform a Tik Tok dance
- For each item, participants have to share an image or video (via email, Slack or other chat method), to show that they have found it
- You can make the scavenger hunt a competition that takes place in a few minutes with a prize for the winner, or have it take place over a week's time

Create a team music playlist

- You can choose a theme, for example: what is your favorite hype song, a song that makes you happy, or a song that would introduce you
- Each intern shares their song
- Add it to a team playlist that you share through Spotify or YouTube
- This song can also be used when you introduce interns at your closing celebration

PROFESSIONAL DEVELOPMENT ACTIVITIES

Company tour

- Make a photo-based slide show using PowerPoint or another tool that includes pictures of different parts of your office and departments (you can also use video!)
- Invite 1-2 people from each department to talk briefly about their department and its role in the company
- It can also be helpful to show interns how people personalize their workspaces and common spaces in the office

Professional development workshops

- Have staff in your organization lead professional development workshops for interns
- Topics might include:
  - What I Wish I Knew
  - College Talks
  - Employability skills like leadership, teamwork and collaboration, interpersonal skills, flexibility and adaptability

Right way/wrong way skits (This can be done virtually!)

- Break into small groups (could be only interns, or mixed intern/staff teams)
- Assign each group a professional soft skill they are using during their internship or a workplace standard (e.g. teamwork, time management, interviewing, presentation skills, appropriate attire)
- Have small groups learn about the skill and develop a skit that models the "wrong" way and the "right" way to do the skill
- Return everyone to the full group
- Have each group present their skit and the other teams will guess their skill/standard, and which is the "right" way and which is the "wrong" way

Gameify intern project progress

- Provide badges or create digital leadership boards (Excel is great!) to show progress across intern projects

STUDENT-FRIENDLY COMMUNICATION

Try to repeat or share your most important messages multiple ways.

Students are often taking in a lot of new information during their internship experience, so it can be helpful to reiterate important information and share it through different channels (e.g. in a meeting and via email or a document that can be referenced).

When explaining something to your intern, check for understanding.

Ensure your intern understands the direction they've been given and can take action. Do they understand the format you expect the final deliverable to be in? Do they understand the deadline and the schedule for interim check-ins? Do they know who to ask for help and understand the importance of asking for help when needed?

Try to use simple language to explain things and demystify acronyms, technical terms, or workplace jargon.

We often use terms that interns might not be familiar with, try to share what those words mean and provide examples. A few common examples include, using COB for close of business, PR for public relations, or terms and sayings like "the cloud" and "think outside the box."

Avoid making assumptions about your intern's existing experience, particularly with specific technology.

While Generation Z are digital natives and typically pick up tech quickly, they aren't necessarily familiar with some of the specific software programs or online tools used in the workplace. Try to introduce technology and help them understand when and how they are to be used at your company.

Identify clear points of contact whenever possible, so that students understand who to reach out to about what.

For example, who do they speak with during the application process, when they have a technology problem, or if they have questions about their project work – these could be the same person, or all different folks.

Virtual or in-person?

Even if your internship is virtual, we suggest having your final celebration in-person. It's an opportunity to bring in the broader network of people who have supported your interns. This is a chance for interns to feel valued and celebrated for their accomplishments, as well as highlight your company's commitment to local talent.

Who to invite?

Beyond the interns, intern managers and lead staff you can invite:

- Mentors
- Other company staff or leadership
- School staff who have supported interns or coordination
- Intern family members or supporters -- Give interns the opportunity to invite people who have been important in their lives

Activity	Description
Welcome	• Share agenda • Why you're gathering -- to celebrate! • Acknowledgement of intern contributions by leadership
Introductions	• Fun activity to introduce who is in the room

Intern Presentations	• 5-7 minute PowerPoint presentation
	• Interns should share:
	  – Project overview and purpose
	  – Impact of their project on the company
	  – Favorite parts of their internship experience and challenges they encountered
	  – What they've learned and how they've grown during their internship

Intern Graduation	• Managers share on the accomplishments of each intern and key professional strengths they've demonstrated • Intern presented with certificate or something to commemorate their experience – Mail it in advance if virtual, so that students can hold it up to the screen
Company Staff Thank Yous	• Thank the staff and mentors that have supported interns – Have interns organize this segment, or provide space for interns to share personalized thank yous, but let them prepare in advance

Ideas for making it fun!

- Provide students with something that commemorates their internship experience, this may be a certificate or a t-shirt
- Quiz or raffle with prizes and giveaways
  - Quiz the interns on fun facts they would have learned about your company during their internship. They can respond in the chat or be the first to raise their hand using platform tools.
  - Use this **virtual raffle wheel** to draw names
- Food always improves a celebration, so add a food component to the event
  - This is still possible when you are remote. A special treat like lunch or dessert can be delivered to intern homes before, during or after the event. Just gather addresses and let them know in advance. Depending on allergies, pizza tends to be a popular student choice.
- Include an image slide show of intern activities and work samples
- Share fun superlatives ("Most likely to..") about each of your interns and support staff
- Provide professional headshots to interns on their graduation day (this is applicable if you are having your celebration event in-person)

SAMPLE: MENTORSHIP PLAN

Recruiting mentors:

- Mentoring is a fantastic way to engage staff at your company and provides them an opportunity to feel more connected to their community and get to know interns
- Early career staff make great mentors and through mentoring they can grow their own leadership and interpersonal skills
- Try to pair interns with mentors who share their interests, background, or goals -- the intern information sheet in this toolkit can help gather this information
- When recruiting mentors, be clear about the role and time commitment, and share the opportunity widely via your company's primary communications channels (e.g. announce at company-wide meetings, post with affinity groups or in company chat channels, etc.)

Typical mentorship schedule and guidelines:

- Mentors should plan to meet with their mentee weekly or biweekly in a scheduled setting
- Provide an orientation or short training for mentors; walk through the mentorship best practices in this toolkit
- Set clear boundaries for communication (e.g. during work hours, on work-based Zoom or telephone)
- It can be helpful for mentors to focus their sessions on particular topics and to discuss the goal of the meeting at the beginning. They can also include ongoing check-ins on the interns work

Mentor engagement ideas:

On the following page, there are seven example topics for mentors and mentees to explore together. These can serve as guides for weekly sessions across a summer virtual internship. Keep in mind it's best if mentorship sessions are conversational, and that both mentor and mentee are sharing and listening.

Topic	Mentorship Sharing	Discussion Questions for Intern
	In addition to covering a topic, each week learn how your intern's experience is going and check-in on if they need any support.	
Getting to know each other and internship goals	• Share about yourself: what is your role at the company and how long have you been there, what are your interests, things you like to do for fun, etc. • Identify some of the things you have in common • Share why you decided to become a mentor and your goals for mentor sessions	Learn about their interests, things they like to do for fun, what classes they're taking, etc. You can even do a series of fun rapid fire questions: • When are you most happy? • What's one of your favorite places to go in your community • What is a big issue you'd like to see solved? • Who are two people you admire and why? Learn about what they're hoping to gain from their internship experience (these can be fun to write down for reflection at the end of the internship): • What are you most excited to learn during your internship? • What do you think is going to be challenging? • Is there anything you'd like to cover in future mentoring sessions?
High school as a launchpad	• What was your high school experience like? • What skills did you learn or experiences did you have in high school that helped you most in work?	• What is the best thing about school right now? • What do you like least? • What are you most looking forward to next year? • What feels the most stressful or are you the most nervous about for next year? • What are some of your classes or activities that you feel are most helpful to developing skills you'll use in your career?
Exploring careers	• Share your career story--How did you get to where you are now? • What prepared you for this job? • Challenges you've overcome • What did you think you wanted to be when you were younger and what have been different path changes you've taken? • Where do you want to go in the future?	• What are careers you're interested in or could see yourself doing in the future? • If you could invent a job for yourself, what would it be? • What kind of jobs would you like to learn more about? • Is there any work skill you would like to learn?
Identifying key things you want in a workplace	• What are your job responsibilities? • What do you do in a typical day? • What do you like about your job? • What were things that mattered to you in a workplace (e.g. work on a team, work in an office)	• What's interesting to you about my job? • What about my job would you not like? • Is there anyone's work you've seen at this company that seems particularly interesting to you? • What are other factors you want to consider when identifying a job that is right for you? (e.g. company culture, pay, commute) • What are the most important things to you in a work setting? (e.g. work outdoors, want every day to look different, work alone)
Building on your strengths and growing your network	• Share some of your professional strengths; how did you become good at those things; how have hobbies and interests you've developed in your personal life further your success in the workplace • Who are important people in your life and career networks; share how they support your success; how have you gotten to know	Have them share their strengths: • What are two things you do really well? What are two things you could teach someone else? What do your friends or parents say you're good at? Have them identify people and supporters in their network now, and who else they would like to connect with: • Who are some of the important people in your life? (family, friends, adults in the community, etc.) • How can they help you on your career path? (e.g. support, teach a skill, • Who would you like to add to your network? • Who are some people at this company you'd like to connect to?
Post-High school and college planning	• Share your experience with on-the-job training or college; how have you leveraged continuing education and professional development	• Are you thinking about going to college or getting some other type of training after high school? If so where? • How are you feeling about the process of searching and applying? • What type of support do you have for navigating the college process? What else would be helpful?
Reflecting on the internship experience	• Share how you've seen your mentor grow over their experience and some of the great qualities they bring to their work	• At the beginning of the internship, you said you want to learn X, do you feel you've done that? • How do you feel like you've grown during your internship? • What has been challenging that you weren't expecting? • Has this experience changed how you›re thinking about your future and life after high school?

TIPS: MENTORSHIP BEST PRACTICES

Set your mentor/mentee relationship up for success by following these best practices:

- Set specific times when your mentee can reach you, during normal working hours (e.g. 8am-6pm). If a mentee needs to talk with you before a planned check-in, encourage them to request a time to talk rather than call impromptu

- Communicate with your mentee by work phone or Zoom

- Share your personal story with your mentee, let them know about your high school experiences and how skills you learned in high school and after got you to where you are now

- Help your mentee set goals for their internship -- what do they want to learn about the company?
  How do they want to grow personally?

- Talk to your mentee about their intern project -- what are they doing well and where are they struggling?

- Time management can be a challenge for students in virtual internships. Talk to your mentee about how they are planning their day, share with them how you manage your time and calendar, and how you stay productive during the day

- Encourage and motivate your mentee. Help them problem solve when necessary, but encourage their independence in taking action and learning through their own experience rather than stepping in

- Work with your mentee on communicating effectively in the workplace. Offer to role play scenarios with them to practice skills like taking and giving feedback, asking questions, and asking for help

- Set a strong example and model the behavior and skills you expect from your mentee

- Help your mentee set up a LinkedIn account and show them how it can help them

Watch out for these common challenges as you're working with your mentee:

- **Give your mentee an opportunity to learn through practice.** As a mentor, your role is to give feedback and help them think through situations, but ultimately let them make -- and learn from -- their own decisions

- **Model good professional boundaries for your mentee.** Don't follow your mentee on social media, other than LinkedIn. Don't have your mentee text, call or meet with you outside of work hours (unless it's for a company or district sponsored activity). Encourage them to schedule time to talk to if they want/need to communicate in between regular check-ins

- **Keep it confidential, unless you have a serious concern.** You should make it clear to your mentee that you will not share what you discuss with their school or with their supervisor unless they share with you information about abuse, neglect, or if you think they intend to harm themselves or others. If this happens, share your concerns immediately with their school representative or program intermediary.

- **Be patient, relationship building takes time.** Your mentee may need some time before they feel comfortable opening up to you, so be patient and keep working on the relationship. Take the time to actively listen to your mentee and remember, you will learn as much from them as they will from you

Student Contact Information

Name:	
Mailing Address:	
Cell Phone:	
Email:	

About You

High School Name:	
Year in School: (e.g. Junior, Senior)	
Pronouns: (e.g. she/her, he/his, they/them)	
School subjects you like or career interests:	
Hobbies/interest/things you do for fun:	
Something you're hoping to learn in your internship:	

Student Class Schedule

List your current class schedule or those you took this past spring.

Materials to Support Intern

We want to make sure you have everything you need to participate in your virtual internship. Please let us know if you have the following:

	YES	NO
Computer		
Microsoft Office (Word, PowerPoint, Excel)		
Relatively quiet space for remote meetings		
Internet/WiFi Access		

How reliable is your Wifi access?

What online tools or programs do you have experience using?
- Social media (e.g. Instagram, TikTok):
- Virtual platforms (e.g. Zoom, Google Hangouts):
- Email (e.g. Gmail):
- Other:

EXAMPLE NETWORKING ACTIVITIES

Informational Interviews
- Support students to set up informational interviews with employees at your company throughout their internship
- Encourage them to brainstorm questions in advance and send a follow-up thank you

Department "Meet and Greet"
- Highlight different departments through a series of video calls
- At each "Meet and Greet" have the department share their role in the company, a typical "day in the life" within their department, and highlight a cool project they have done. They may want to use slides to be able to show and tell their department's story
- Then move into breakouts where interns are paired or in small groups with members of the department. Have interns rotate 2-3 times so that students have the opportunity to speak with multiple staff from the department

Speed Networking
- Speed Networking uses a one-on-one or small group format and allows for more dialogue between students and employees than traditional panels
- It is a great way to engage lots of employee volunteers who can give one hour of their time
- In order for speed networking to work, you will need a video call platform that allows for pre-assigned breakouts like Zoom. You will also need your full list of participants in advance so that you can create groups. It can be a good idea to pair employees together from a department (e.g. 2 employees from sales)
- First introduce speed networking, the purpose, and how it will work
- In the virtual setting we recommend 3 rotations, 7-10 minutes in length, more than that and it can get repetitive
- Between breakouts, you will need to bring everyone back to the large group and you can do a quick game, icebreaker or share out

Elevator Pitch Workshop
- An elevator pitch is a helpful tool to teach interns because when they network with employees, they will be introducing themselves a lot and want to give a sense of who they are and help jump start further conversation
- Introduce the idea of an elevator pitch and the components (introduction, hook, solution)
- Have two employees model their own elevator pitch
- Give interns a few minutes to draft their own elevator pitches
- Break them into small groups or pairs with employees at your company to practice their elevators pitches and get feedback

LinkedIn Workshop and Support
- LinkedIn is the primary networking tool used by working professionals, hold a workshop where you introduce LinkedIn
- Have two employees (possibly someone early in their career and someone more mid-career), walk through their LinkedIn profiles
- After the introduction, have interns split up into pairs or small groups with an employee to either brainstorm development of their LinkedIn profile or to review an existing profile
- If this is done in-person, you can also include LinkedIn profile photo taking

GENERAL NETWORKING ACTIVITY TIPS

- **Provide students and employees with sample questions before networking activities**
  - With interns, you can have the group of interns brainstorm questions they want to ask in advance so they are prepared
  - With employees, remind them to learn about the students as well, it should be a two-way conversation
- **Interns want to see themselves and their experiences represented, consider this when recruiting employees for your networking events. In particular, high school students want to meet:**
  - *Young Professionals:* Staff who are closer in age and may be more relatable and represent paths that feel attainable
  - *People of Color:* 96% of the high school students in Dallas ISD are youth of color and they value meeting and seeing people of color in the workplace
  - *Alumni:* It can be especially exciting for students to meet employees that are alumni from their district or even school
  - *Mix of pathways:* Students want to hear from employees who have taken all different paths to get where they are, that may include employees who worked first after high school, as well as those who completed different types of training programs like apprenticeships, technical and 2-year degrees, or the military
  - *Varied roles:* While an intern's main project may be focused in a particular department, by networking with employees in other roles and departments, interns can learn about the huge range of career options available to them, including those they might not have considered before
- **Examples of things that interns want to learn from employees:**
  - Employee career pathways and how they got to where they are now
  - Typical day in the life at work, including what type of tasks they do or problems they're solving, do they work alone or with other people, where they do their work
  - What they like and don't like about their job
  - Challenges they've overcome
  - How they manage work life balance and how are they involved in their community
  - What did they want to do in high school and how it compares to what they do now
  - How much an employee gets paid
- **Be prepared for salary questions**
  - High school students will frequently ask about employee salaries during networking, and this makes sense! They want to understand what a person's pay allows them to do in life. Encourage employees to answer with a typical salary range in their position, how their salary changes (or does not change) overtime, and how their pay connects to job training, education, or experience they've had

OFFICE NORMS AND EXPECTATIONS FOR THE VIRTUAL WORKPLACE

Set your mentor/mentee relationship up for success by following these best practices:

Below is a sample list of common virtual workplace expectations that can be used to guide students. Every workplace is unique in its values and norms, and we encourage you to adapt these based on your company's needs and discuss them with interns at the beginning of the internship / during onboarding.

Attire/Appearance
- Even though you're working from home, your clothes and appearance should be work appropriate -- dress like you're going to an important occasion
  - Examples of appropriate dress include: polo or collared shirt, plain clean t-shirt or sweater, and khakis or jeans
  - Do not wear pajamas, clothes with holes, clothes with slogans or images, etc.
- Present your best self! Give yourself time to get ready for work -- clean up, brush your teeth, do your hair -- before you log on for work
- Get good rest so that you can be alert and present in meetings (not sleepy)
- Make sure you're working in a place that allows you to be alert and focused on work -- working from your bed may not help you stay focused
- Use a digital background for virtual calls -- ask your manager if your company has digital logo backgrounds to use

Dependability
- An important part of any job is learning how to manage your own time. This is a skill and it takes time to learn how to do it well -- you can talk to your manager or mentor about advice for managing your time
- Especially when you're working virtually, you need to schedule time for bathroom breaks, lunch, and work. It may help to write out a plan for each day -- when are you going to work on your project? Do you need to plan a bathroom break before a long meeting?
- Remember, any time you're not in a meeting is not "free time" -- it's time for you to work on your project
- Attend scheduled meetings on-time
  - This may mean you need to login a couple of minutes early to ensure you are ready when the meeting starts
- If you are going to be arriving late, let your supervisor or the lead of the meeting know in advance
- Work to meet deadlines and communicate if you are not able to meet them -- ask for help early if you are struggling or don't understand something. Don't wait until the day things are due to say you're having a problem

Communication – Interpersonal
- When you are given an assignment by your supervisor, make sure you understand:
  - What format should this be in (PowerPoint, email, document, etc)?
  - When should this be finished?
- Who should you ask if you have questions? Treat people in ways you would like to be treated -- Remember that everyone is important in the workplace. Treat everyone with respect regardless of their position or title
- Learn other people's names -- write them down if it helps
- Try not to interrupt people -- raise your hand or ask your manager about meeting norms for your employer

Communication – Phone and Email
- Return phone calls and emails within 24 hours -- even if only to say you will provide the information requested at a later time
- All emails should be written professionally, this means they have:
  - Correct grammar and punctuation, don't have spelling errors, and use full sentences or complete thoughts
  - Always include a subject line, introduction, and sign-off with signature
  - Try to use consistent fonts
  - Never say in an email anything you wouldn't say to someone's face

Communication – Virtual Calls (e.g. Zoom, Microsoft Teams)
- Mute yourself when not speaking
- Be present and participate in meetings, this includes staying on camera as much as possible
  - It can be okay to be "off camera" in specific instances – slow internet connection, distractions at home where you've notified your supervisor
- Limit multi-tasking (e.g. checking your phone, sending private messages to other staff/interns) -- listen actively in the meeting, and use your eye contact to show you're paying attention
  - If you're having trouble concentrating in meetings, try using a concentration tool. Have a piece of paper nearby you can doodle on, or a small object to hold off camera. Just make sure it's helping you pay attention, not becoming another distraction
- Avoid eating during meetings unless it is a specific lunchtime engagement
- Be aware of what you have in your background and make sure it is appropriate for co-workers to see. You can use a simple digital background if you aren't able to tidy up what shows up in your camera

Sharing Standards with Students:
- When sharing expectations with students, it can be helpful to use images as illustrations
- Bring in humor of "what to do/what not to do" to further illustrate
- If your workplace uses many communication channels, make sure to clarify what methods of communication are appropriate for what activities (e.g. email, phone, video call, productivity platform)

Image Source: Stanford University

TIPS: MANAGER BEST PRACTICES

Considerations when recruiting managers:

- Select managers who are excited about supporting intern learning and can set aside time to meet with interns consistently

- Managing interns can be a great opportunity to build the leadership and supervisory skills of early-career staff

Strong managers use these best practices to support interns:

- Co-create goals with interns and try to align aspects of their project work or training to those goals

- Work with interns to break down projects into smaller tasks that will support them to complete deliverables; this will help them transition from the familiarity of school assignments to the kind of project management that happens in professional settings

- When giving assignments, make sure to clearly state:
  - The format for the final deliverable (PowerPoint, Word, etc.)
  - The deadline for the deliverable, and when the intern should expect to do interim check-ins
  - The importance of asking for help and the specific person the intern should go to for support

- Talk to your intern about how they are managing their time -- make sure they know they are responsible for scheduling in time for bathroom breaks, lunch, and project work – unlike during school this is not scripted for them during the workday. Share your own calendar, and show them how you manage your time.

- Welcome and encourage interns to ask questions proactively and try to be available and responsive

- Provide honest feedback -- help the intern understand the things they are doing well that they should continue to build upon and encourage their development in areas where they can improve

- Share how intern work ties into the company and future career opportunities there, as well as build their understanding of the industry you're in and the associated career pathways more broadly

- Not seeing as much progress as you'd expect on a project? – Ask your intern to share how they spend their days so that you can troubleshoot or help them prioritize tasks. They may need help breaking down a big project into smaller, manageable chunks or may be having technology challenges.

Sample Manager/Intern Check-in Schedule

Managers can structure their time with interns in many different ways, below is one example for a full-time intern. You may find that a scaled back version makes more sense for your company's internship.This schedule can be modified based on the hours an intern works and the specific management needs, but you should expect to check-in with your high school intern at least once a day in order to help them stay on track.

Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*
Quick Check-in (30-minutes)	Daily Huddle (10-minutes)	Quick Check-in (30-minutes)	Daily Huddle (10-minutes)	Weekly Feedback (30-minutes)
End of Internship: • 1-hour debrief meeting				

Purpose of manager/intern check-ins:

Weekly check-ins help an intern...

- Stay on-track
- Implement learnings
- Assess progress towards established goals
- They also provide a scheduled time for students to access their managers and ask questions, which can reduce interruptions at other times of the day

Tips for regular check-in meetings:

- Mix up your check-ins -- if you have multiple students, try small group check-ins as well as individual check-ins

- Because feedback is most useful "in the moment" or "as it happens," a daily 10-minute huddle can be a helpful tool for managers

- Schedule extra connection check-ins at the beginning of the internship, you can lessen these over time as your intern becomes more independent

- Some managers choose to facilitate a longer, more in-depth mid-point performance check-in and/or a final performance evaluation

1. ***Warm-up check-in or get to know you question (both share)***
   Example questions:
   - What are you looking forward to this week?
   - Tell me the top two things from your day/week, thus far. Or what was the best part of this week?
   - What's something new and interesting you've been thinking about lately as a result of your internship?
   - What's something that brings you joy and energy at work?
   - What is one thing you're really good at? (or you're known for among your friends)
   - If you could have any superpower, what would it be?
   - What topic do you wish you could learn as a subject in school that isn't a part of your classes?
   - If you could invent one thing, what would it be?
   - What is your catchphrase, or a word you say a lot?
   - If you had a million dollars, what would you do with it?
   - If you could know one thing about the future, what would it be?

2. ***Describe how things are going***
   This helps to open up conversation and provides an on-ramp to talk about different issues that come up during the week

3. ***What has been challenging?***
   This can be an opportunity to diffuse concerns or to help them problem solve

4. ***What can I do to support you?***
   Providing examples or adding a time frame, "what can I do to support you today?" can make this question more tangible for your intern

. . . .

Sample: 10-minute daily huddle

1. ***Share any wins –*** What did you accomplish since yesterday? Or what's a good thing that happened yesterday?

2. ***Share priorities*** – What things are you working on today?

3. ***Share where you feel like you need help*** – Is there anything that has you stuck?
   Note: This works great with a group of interns

SAMPLE: WEEKLY MANAGER INTERN EVALUATION FORM

Note: Weekly check-ins are recommended, but may not be necessary for semester-length internships or internships where the student is only "in office" 1-2 days per week. Adjust your check-in schedule to meet your specific management needs.

To supervisor: The form below is to support regular feedback with your intern. Supervisors are encouraged to complete the form (set aside 15-20 minutes) and then review it with their intern in a scheduled one-on-one meeting. Help the student think about the feedback and share how they might make any changes for the next week.

To student: An internship is a learning opportunity. This form allows your supervisor to provide you feedback each week to help you learn about your strengths and areas where you need to focus to improve and grow professionally. This form evaluates core skills that support your success in the workplace like: are you on-time, are you prepared, and your communication with others.

Supervisor:	
Intern Name:	
Internship Title:	
Date / Internship Week:	

	YES	PARTIALLY	NO
Intern completed their assigned tasks for the week			
Intern met with his/her mentor this week			

Please provide feedback on the intern's ability for the following categories:

	POOR	FAIR	GOOD	EXCELLENT	N/A
Attire/Appearance					
Interns appearance is work appropriate					
Intern is focused and ready to work each day					
Dependability					
Intern was present and on-time to remote meetings or communicated any schedule changes					
Intern uses time efficiently					
Project Management & Initiative					
Able to organize and prioritize assigned tasks					
Seeks out resources and/or asks for help when unsure about how to proceed on tasks					
Meets deadlines, and follows through until projects are complete					
Interpersonal Communication					
Listens attentively to managers, colleagues and peers (includes limiting distraction in virtual meetings)					
Effectively participates in virtual meetings and group settings					
Demonstrates a motivation to learn and accepts suggestions and constructive feedback					
Verbal and Written Communication					
Demonstrates good verbal communication skills					
Communicates ideas and concepts clearly in writing over email or in documents					

Evaluation Comments

What is one area where the intern excelled this week or gained new skills, insights, confidence, etc.?

What is one area where the intern can work to grow or improve next week?

Key tasks for next week:

SAMPLE: WEEKLY STUDENT REPORT FORM

Intern Name:	
Supervisor:	
Internship Title:	
Date:	

	YES	PARTIALLY	NO
I completed my assigned tasks for the week			
I met with my mentor this week			

Description of tasks performed this week:

List one thing that went well this week:

List one thing that was challenging this week (issue, problem, etc.):

List one thing you want to accomplish or improve next week:

Do you have any feedback on how the program is going?

SAMPLE: INTERN "EXIT TICKET" EVALUATION
for the end of the internship

The exit ticket is intended to provide feedback to the intern's manager on their experience during the internship, and to be used for future planning of internships by employers.

Intern Name:	
Supervisor:	
Internship Title:	
Date:	

	YES	MAYBE	NO
I would recommend my employer to host interns next summer			
I would recommend my manager host an intern again next summer			
I would recommend this virtual internship to a friend			

Why or why not would you recommend this experience to a friend?

	YES	MAYBE	NO
I learned new skills during this internship			
I practiced/improved skills I already had during this internship			

List three skills you think you gained or improved during this internship (examples: public speaking, data analysis, social media, communication, project management, time management, problem solving, teamwork, leadership, etc.)

1.

2.

3.

What is one area where your manager really helped you gain skills or confidence?

What is one area where your manager could have helped you more during your internship?

If you could change one thing about this internship, it would be…

CONTACT INFORMATION

Are you interested in hosting a high school intern?
You can learn more about the process to become a host
from Dallas ISD's CTE and P-TECH departments.

Dallas ISD Career and Technical Education
Phone: 972-925-8900
CTE Industry Partner Central Webpage: *https://www.dallasisd.org/ctepartners*
Get Involved Webpage: *https://www.dallasisd.org/Page/67797*

Primary Contacts:

Janel Humphries, CTE Manager
jhumphries@dallasisd.org

Tomiko Lewis, CTE Manager
tolewis@dallasisd.org

Dallas ISD P-TECH and Early College Programs
Phone: 972-925-5481
P-TECH Industry Partner Webpage: *https://www.dallasisd.org/Page/56278*

Primary Contacts:

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cnevels@dallasisd.org

Nithya Govindasamy, Director of Workplace Learning
ngovindasamy@dallasisd.org