

SUPPORTING YOUR GOUCHER MICRO-INTERN

Thank you for being a host and mentor to a Goucher student as part of our Goucher-Funded Micro-Internship program. We appreciate your commitment to supporting the career education of our students.

Micro-internships offer students an opportunity to gain career-related work experience, demonstrate skills and explore career options, as well as build their networks. Students completing Micro-Internships will receive micro-awards of \$675 for a 45-hour project and \$375 for a 25-hour project as funding permits. The Career Education Office is thankful to our generous donors who made this funding possible, with no cost to the project hosts.

MICRO-INTERNSHIP DETAILS

- Designed to be completed remotely, which removes barriers to participation and allows for flexibility
- Focused on specific projects, so students should have a final artifact when the project is completed
- Started and completed during Winter Break, January 3-26, 2024

Below are tips to support your Goucher micro-intern and ensure it is a positive learning experience for all involved:

DUTIES, RESPONSIBILITIES AND PROJECTS

- Identify the project your intern will be able to complete during the four-week program length. Note any changes that need to be made since submitting the project form in October.
- Ensure the intern's responsibilities are meaningful and a valuable learning experience, ideally with no more than 25% of their time on clerical duties.
- Develop a written work plan that outlines those responsibilities and goals for the internship. This will give you a clear structure to evaluate your intern but will also help students who are used to syllabi in their classes.
- Consider ways the intern can document or offer evidence of completion, such as a final report or presentation.

ORIENTATION

- Meet with your intern on their first day to give an overview, including the mission, goals, and culture of your organization and department.
- Review the work plan for their tasks and responsibilities and clearly define your expectations.
- Explain to your intern how their project fits into the work of the organization and more broadly into your industry or career field.
 - While we know you have interns complete work that may directly positively impact your organization, the learning that takes place should be broader to be transferrable to other work settings.
- Share your written sexual harassment and discrimination policies and discuss as needed.
 - Goucher College is committed to fostering a safe living and learning environment (which includes internships) for all students, which includes freedom from any form of discrimination.
- Give them a virtual tour of the office, if possible, and introduce them to co-workers.
- Offer the intern access to the organization's virtual workspace on the server, an online project management or document-sharing tool, such as Office 365 or Google Docs.
- Understand their learning style, skills or interests, and their career goals. Ask what they are hoping to get out of or accomplish in this internship. Try to assign tasks that align with their skills, interests, and goals.
- Make your intern feel comfortable. Let them know you are excited to have them and that they are a valuable member of your team.

SUPERVISION

- Ensure you have adequate time in your schedule to be available to your intern, especially during the first few days. There may be a learning curve for students, who may also be hesitant to ask questions. Please make it clear that you welcome and encourage their questions.
- Explain your supervisory style to your intern and your expectations. This could include how you like to be updated, your preferred communication mode (email, just-in-time communication via Slack or Teams, or formal meetings). Set the stage early for the level of professionalism in communication.
- Make it clear to the student if they need to be online and available during specific hours of the day or will have flexibility to work on their own schedule.
- Schedule weekly supervision meetings. While some interns may be able to perform with little supervision, others may need more guidance and support. A 30-minute weekly meeting is ideal to get an update on projects, ensuring your intern understands and has the information they need to be successful. Use Zoom or a similar technology to host a video call to provide more personalized feedback to the student and address any issues.
 - Please note that students may not be able to turn on their cameras for any number of reasons.
- While the preference is for a regularly schedule verbal discussion, another supervisory strategy could be to request a regularly emailed report in which the student updates the host about challenges encountered, progress toward learning objectives, and any questions they may have.
- Consider setting (or asking the student to set) weekly quantifiable goals, which include due dates, priority level, review process, and the organization/industry context. For larger projects, students may need periodic deadlines for tasks or drafts.

MENTOR

- Strive to be someone from whom your intern can learn. What are things you wished you had known at the internship stage of your career? Are there resources you can share or training that would have been helpful?
- If time allows schedule meetings with 2-3 colleagues to help the student learn more about the organization and allow them to observe virtual client interactions and staff meetings.
- While there may not be time during the micro-internship (45 or 25 hours only based on your project proposal), you could connect your student to industry contacts to expand their knowledge of the field and share information about industry networking events, conferences, or trainings that your intern can pursue on their own, after Winter Break.

ADDITIONAL RESOURCES FOR VIRTUAL INTERNSHIPS

- <https://info.parkerdewey.com/remote-internships-101>
- https://www.stonybrook.edu/commcms/remot-internships-experiential-learning/supervise_remotely/index.php

Again, we thank you for your willingness to support the career education of a Goucher student and providing quality experience at your organization. One last suggestion is to remember what it was like to be a student. This may be your intern's first professional work experience, so they may not be aware of workplace norms or have industry-specific knowledge.

If you have any questions or need support from the Career Education Office, please call 410-337-6191 or email career@goucher.edu.

ADAPTED FROM

- <https://www.naceweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>
- <https://www.nsee.org/8-principles>

Updated Fall 2023