

SUPPORTING YOUR GOUCHER MICRO-INTERN

Thank you so much for hosting and mentoring a Goucher student as part of our Goucher-Funded Micro-Internship program. We appreciate the role you are taking to support the career education of our students.

Micro-internships offer students an opportunity to gain career-related work experience to demonstrate skills and explore career options, as well as build their networks. Students completing Micro-Internships will receive micro-awards of \$500 for a 40-hour project and \$312.50 for a 25-hour project as funding permits. The Career Education Office is thankful to our generous donors who make this funding possible, with no cost to the project host.

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 3-28, 2022

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 program timeline. Note any changes that need to be made since you posted your project in Parker Dewey.
- 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.
- Identify 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 include 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. For many students there may be a learning curve and being able to ask questions is important. However, students may feel hesitant so letting them know that you welcome questions will help them feel more confident.
- Explain your supervisory style to your intern and your expectations. This could include how you like to be updated, your preferred communication mode (email, IM programs, like Slack or Teams, formal meetings, or informal chat). Set the stage early for the level of professionalism in communication.
- Schedule weekly supervision meetings. While interns should be treated with the same respect as other employees, they will 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.
- 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 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 trainings 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 (max 40 hours), 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/remote-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 a 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 2021