

INTERNSHIP PLANNING GUIDE

This Internship Planning Guide should be utilized in conjunction with the Internship Program - Student Checklist.

BASIC PLANNING STEPS

1. Complete the Online Internship Program Application

Students will be notified of their acceptance status into the Internship Program sometime during January prior to their internship year.

2. Receive Acceptance into the Internship Program

Students will be notified about their acceptance status in January prior to their internship year.

3. Register for the Internship Program Course

Students can participate in the Internship Program for one period (8th) or two periods (7th & 8th) for one or both semesters during their senior year. Internships are for the benefit of the student and are tailored to meet the unique needs of each learner. Some students may choose to explore more than one career option, location or department during the course of their internship and others may decide to stay at one place for a full semester.

4. Register for the Career Exploration Course

The Career Exploration course is a prerequisite or co-requisite to the Internship Program.

5. Attend Internship Program Planning Sessions the Spring before Internship Year

In preparation for your internship semester(s), planning sessions will be held to share expectations of the internship program, discuss your desired type of internship experience(s), short and long term goals, resume and reference sheet development, and interviewing skills. The information you learn and the skills you develop during these sessions will help you to find and secure your ideal internship.

6. Identify Career Interest Area(s)

Complete the "Career Cluster Interest Survey" and submit to your School Internship Coordinator prior to the last day of school before your internship year or semester. The Career Cluster Interest Survey is a career guidance tool that allows you to respond to questions and identify the top three Career Clusters of interest based on your responses. This pencil/paper survey takes about fifteen minutes to complete. It is available in English and Spanish and can be viewed and printed out at this website: <https://www.careertech.org/student-interest-survey>

Career Cruising Assessments

Additional career interest assessments are available on the Career Cruising website and may be completed as desired: <https://public.careercruising.com/en/>

7. Prepare a Resume and Reference Sheet

Resume Preparation

Before you write your resume, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume. Think about all of your experiences, paid or unpaid, that would be considered work-related or that helped you develop skills –don't shortchange yourself. A resume sample and a list of action verbs is provided at the end of this document.

8. Complete Internship Program Signature Forms

The Internship Program Signature Forms packet contains the following forms that are required for students to participate in the McLean County Unit District No. 5 Internship Program. They must be completed thoroughly, properly signed by the student & the student's parent or guardian, and submitted to the School Internship Coordinator prior to the first day of your internship semester.

9. Determine Number of Internship Experiences

You may choose to arrange up to two internship experiences each semester. The table below shows possible options.

SEMESTER 1	SEMESTER 2	TOTAL INTERNSHIP EXPERIENCES
0 - NOT ENROLLED IN INTERNSHIP PROGRAM	1 - INTERNSHIP EXPERIENCE	1
0 - NOT ENROLLED IN INTERNSHIP PROGRAM	2 - DIFFERENT INTERNSHIP EXPERIENCES	2
1 - INTERNSHIP EXPERIENCE	0 - NOT ENROLLED IN INTERNSHIP PROGRAM	1
1 - INTERNSHIP EXPERIENCE	1 - INTERNSHIP EXPERIENCE	2
1 - INTERNSHIP EXPERIENCE	2 - DIFFERENT INTERNSHIP EXPERIENCES	3
2 - DIFFERENT INTERNSHIP EXPERIENCES	0 - NOT ENROLLED IN INTERNSHIP PROGRAM	2
2 - DIFFERENT INTERNSHIP EXPERIENCES	1 - INTERNSHIP EXPERIENCE	3
2 - DIFFERENT INTERNSHIP EXPERIENCES	2 - DIFFERENT INTERNSHIP EXPERIENCES	4

10. Identify Internship Options

Chamber of Commerce Member Directory

Identify career area(s) you wish to explore utilizing organizations and businesses listed by category in the McLean County Chamber of Commerce Member Directory: <http://www.mcleancochamber.org/members/member-directory>

Network, Network, Network

Talk to your parents & their friends, your friends & their parents & their friends, students who have held internships like the one you want, teachers who teach in your career interest area.

Print Resources

Explore printed resources such as newspapers, yellow pages, and trade magazines.

11. Identify Internship Options

Identify at least three potential sites for each desired internship experience.

12. Internship Planning Form

Fill out the *Internship Planning Form* and submit it to your School Internship Coordinator prior to the last day of school before your internship year. A minimum of three potential sites must be listed for each desired internship experience. The form must be filled out completely before it is submitted.

13. Complete the Student Section on Letter of Introduction to Prospective Mentors

14. Approach Potential Mentors

Contact Potential Mentors

Once you have an idea for an internship site(s), you are ready to contact potential mentors. It is best to make the contact by going in person to his/her work place. Make sure you know the correct pronunciation and title of the person you plan to contact. Be prepared with the following information:

- **Internship Program Information:** Plan to take with you a copy of your Resume, Reference Sheet and the Letter of Introduction to Prospective Mentors.
- **Availability:** Be prepared to discuss the amount of time you plan to commit to your internship experience; start date, end date, and arrival & departure times for each day of the week.
- **Motivation:** Be ready to explain your motivation for pursuing an internship experience. For example, are you considering a career in a specific area and looking for an opportunity to try it out? Have you learned about a topic or subject in your course work that fascinates you and want to investigate it in more depth?

15. Follow Up With Potential Mentors

Send Thank You Notes

A simple thank-you note or e-mail after a contact with a potential mentor can reflect very favorably on you. By sending a note of appreciation, you show common courtesy and respect. Since few candidates send thank-you notes you automatically stand out if you do. It's best to follow up by writing or emailing the person you spoke with by the end of the next business day, so you're still somewhat fresh in their mind. It can make a much bigger difference than you might think -- perhaps even the difference between the opportunity going to you or someone else. Of course, you'll need to customize your message, but here's one example of what a thank-you message might look like:

Dear Mrs. Smith,

Thank you for taking the time to meet with me this morning. Our conversation gave me a better understanding of ABC Company and the requirements in this career field. I would consider it a privilege to have the opportunity to intern with your team. Please contact me if you have questions about the Internship Program. I look forward to speaking with you again soon.

Sincerely,

[Your name]
[Email]
[Phone number]

16. Secure a Verbal Commitment

Once you have determined your most preferred internship site(s) you should obtain a verbal commitment.

17. Complete Internship Program Agreement

As soon as you have obtained a verbal commitment, contact your School Internship Coordinator to schedule an initial meeting. This meeting should occur at the internship site with you, your prospective Internship Mentor, and your School Internship Coordinator. During this meeting the Internship Program Agreement will be completed. The agreement should be completed, signed, and submitted to the School Internship Coordinator no later than the first day of school.

18. Report to School Internship Coordinator 1st Day of School

On the first day of school, you should report to your School Internship Coordinator during your scheduled internship period(s) for additional details and information.

RESUME PREPARATION

Resume Design Guidelines

There are many different ways to design an effective resume and endless resources for resume writing. An extensive collection of the best resume writing, editing, and strategy resources on the Web is available for free on the Quintessential Careers website; <https://www.quintcareers.com/resres/>

- ✓ Use white or off-white paper
- ✓ Use 8-1/2- x 11-inch paper
- ✓ Limit resume to one page if possible
- ✓ Print on one side of the paper only
- ✓ Use a font size of 10 to 14 point
- ✓ Use non-decorative typefaces
- ✓ Choose one typeface and stick to it
- ✓ Avoid excessive italics, & script
- ✓ Avoid underlined words
- ✓ Design for skimmers, not readers
- ✓ Be brief and direct

Using a Resume Template

One nice tool to shorten the process is the Microsoft Word resume template. If you choose to use this tool...

Go to Word - under File, choose New - in the search box, type in "Resume" - choose a resume style that is classic and conservative - click the box "Create" to download the resume template - highlight each line in the template to type in your own information - save

Proofread, Proofread, Proofread

Run a spell check but do not trust the spell check alone -Proofread carefully yourself - Ask other people to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected.)

Sample Resume for High School Students

Writing a resume when you're a high school student can seem overwhelming. Start by looking at examples, read tips, and choose a design format for your resume. Experiences like babysitting, lawn mowing, and volunteering, all help to show valuable work skills. The example shown below explains what to include in each section.

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References

Available upon request.

Contact information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)
1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences
Regardless of style, begin each phrase/sentence/ bullet with an active verb. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

■ **Action Verbs**

Read the list of action verbs below checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

<p>Management Skills</p> <p>administered analyzed assigned chaired consolidated contracted coordinated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised</p>	<p>Communication Skills</p> <p>arranged authored collaborated convinced developed directed drafted/edited formulated interpreted mediated moderated negotiated persuaded promoted publicized reconciled recruited translated wrote</p> <p>Research Skills</p> <p>clarified collected critiqued</p>	<p>diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed</p> <p>Teaching Skills</p> <p>adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated</p>	<p>explained facilitated guided informed instructed persuaded set goals stimulated trained</p> <p>Financial Skills</p> <p>allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed assessed assisted planned</p>	<p>projected researched</p> <p>Helping Skills</p> <p>clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented</p> <p>Technical Skills</p> <p>assembled built/calculated computed designed devised engineered</p>	<p>fabricated programmed remodeled maintained operated overhauled repaired solved upgraded</p> <p>Creative Skills</p> <p>acted created customized designed developed directed established founded illustrated initiated instituted integrated introduced invented originated performed</p>	<p>planned revitalized shaped</p> <p>Clerical or Detail Skills</p> <p>approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processes purchased recorded</p>
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CREATE A WINNING IMPRESSION

Create a winning impression by projecting a successful image utilizing the following techniques:

- **Dress for Success:** Interns must follow the dress code of their school and their Internship Site. There's no impression like the first impression. Initial decisions made about you in the first three minutes are nearly irreversible. The purpose of your clothing is to project an image of professionalism. Here's how to dress for the best possible outcome:

DO	<p>choose jeans, baggy pants, shorts, skirts or pants with chains or hanging straps - choose low-riders or have visible undergarments - choose extremely tight or extremely loose fitting clothing - choose t-shirts, or tops with writing or logos - choose high heeled, open toed or open heeled shoes - choose large jewelry, bangles or chandelier/dangly earrings - choose to overpower your appearance with heavy cologne - choose to wear elaborate hairstyles - choose to wear extremely worn out jeans or worn out casual slacks</p>
DO NOT	<p>choose jeans, baggy pants, shorts, skirts or pants with chains or hanging straps - choose low-riders or have visible undergarments - choose extremely tight or extremely loose fitting clothing - choose t-shirts, or tops with writing or logos - choose high heeled, open toed or open heeled shoes - choose large jewelry, bangles or chandelier/dangly earrings - choose to overpower your appearance with heavy cologne - choose to wear elaborate hairstyles - choose to wear extremely worn out jeans or worn out casual slacks</p>

- **Smile:** There is nothing you can do that will be more endearing when first meeting a person than to smile. A sincere smile comes from a person who is relaxed and happy. If you are not entirely happy but you can still soften your face, that will help create a good impression.
- **Eye Contact:** If you focus on people's eyes, you will indicate interest in them and what they are saying. Look away and you seem uninterested. Practice looking at people's pupils when listening.
- **Greeting:** When people ask how you are...tell them how you would like to be unless you are feeling great. They don't really want to know that you are overworked or ill. Imagine the impression you would make if you told people that you 'have never been better.' Also put energy into your greeting.
- **Shake Hands:** Physical contact is disappearing and the hand shake is all we have left in a business context. The rules are simple. Offer your hand first. Look the person in the eye - - Smile - - Match the strength of the grip.
- **Pace:** Some people speak very quickly, some are slow, some loud, some soft. Everyone thinks that their delivery style is normal and it is...for them. You will create a better first impression if you deliberately copy the pace and volume of the person you are speaking to.