

# The Intern Project

## 2024 Partner Manual

to support a successful internship program at your site.



An initiative of the LA Promise Fund.  
Operating since 2014.

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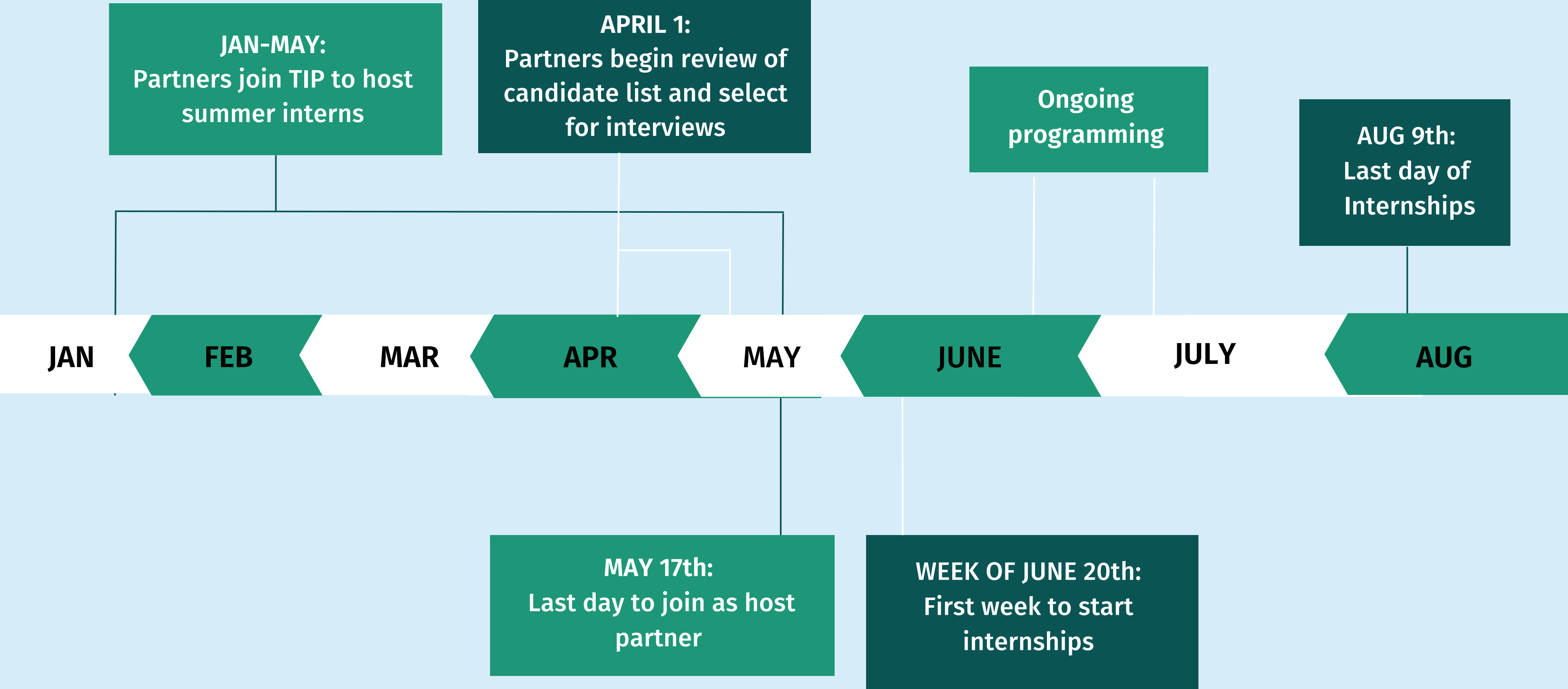
# Table of Contents

- 1. Partner Timeline & Important Dates**
- 2. Best Practices**
- 3. Sponsorship Breakdown**
- 4. Partner Resources**
- 5. Appendix**
  - a. Sample Intern Responsibilities**
  - b. TIP Programming**
  - c. Goal Setting with Your Intern**

This packet includes resources to help cultivate a healthy and supportive workplace culture for high school interns to help them feel empowered. We encourage you to use these tools and personalize them to align with your organization's style.

For any questions, please reach out to The Intern Project Team at [theinternproject@lapromisefund.org](mailto:theinternproject@lapromisefund.org)

# 2024 TIP Timeline



# Important Dates

## MAY

### **May 17th -**

Last day to join as a host partner

## JUNE

### **June 17th -**

First day of internships

### **June 20 & 21st -**

TIP orientation for students

## JULY

### **Ongoing -**

TIP programming

## AUG

### **August 9th -**

Last possible day for internship

### **August 12th -**

School resumes

# Best Practices

## Set Goals

To promote student growth, we encourage managers to provide learning goals for all tasks, including administrative ones.

## Set Expectations

Students should be oriented and trained the first week so they can get acclimated and understand what is expected of them.

## Check for Learning

To ensure interns are on track with their learning goals, include a few minutes in your check-in to talk about successes and challenge.

## Celebrate Wins

Workplace recognition motivates and makes employees feel valued for their work. Affirmations and praise can go a long way with students.

## Designated Check In

Interns should have a manager that checks in with them on a weekly basis to assign tasks, share information, and establish weekly learning goals. If you work in-office, determine a schedule for the intern to come in as well.

## Engagement Ideas

**Low lift/ high engagement opportunities for your employees and interns can provide value. Having opportunities to ask questions, listen, and interact with each other is highly encouraged.**

- ✓ Job Shadowing / Mentor for a Day
- ✓ Informational Interviews
- ✓ Sitting-in Meetings and Calls
- ✓ Review Resumes/ LinkedIn profiles



# Being Mindful

## Industry Jargon & Acronyms

Take time to explain commonly used language and acronyms as students may not be familiar.

## Being Approachable

Smiling, being open to answer questions, and taking time to check-in all go a long way with a student intern.

## Clear Expectations

From the beginning, be clear about learning goals and expectations including any desired outcomes.

## Ongoing Feedback

Provide positive reinforcement for skills that have been developed and make time to check-in for feedback.

# Ongoing Feedback



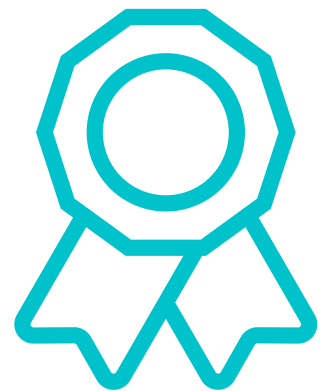
Provide instant and ongoing feedback and tie it back to your intern's goals.



Enable action by removing barriers so interns can do their tasks effectively.



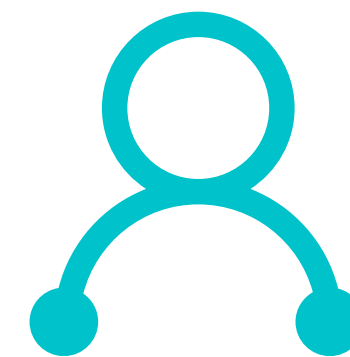
Review performance and take advantage of learning opportunities when presented.



Generate short-term, realistic wins.



Reward the behavior you want to see more of by giving specific praise when tasks are completed.



Create a space for interns to feel safe, risks and be vulnerable. Have a solutions-oriented approach.

# Sponsorship Breakdown

Gift a scholarship to a student(s) to intern at a local nonprofit or social justice organization.  
 Minimum: 60 hour internship  
 You determine how to work hours:

Sponsorship Levels	
1 intern/~60 hours	\$1,375
1 intern/~90 hours	\$1,860
2 interns/~60 hours	\$2,715
2 interns/~90 hours	\$3,720

Base Cost Per Intern		
Item	Description	Cost
<b>INTERN STIPEND</b>	The minimum wage as of 2024 is \$16.78 for companies with over 25 employees	\$1,025
<b>PROGRAM &amp; OPERATIONS</b>	Talent sourcing and placement, field trips, venues, transportation, food, materials, overhead	\$350
<b>TOTAL</b>		\$1,375

\*Minimum wage based on Los Angeles County policy. Scholarship minimum amount \$1,375.  
 There is a \$350 cost per student placed. This amount is included in the figures above.  
 Last updated January 2024.



# Resources

## [TheInternProject.org](https://TheInternProject.org)

- Partner Manual
- Get Involved
- Summer Schedule
- Partner Check-in Form

TheInternProject

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[Partners](#)

[The Intern Project Program](#)

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We empower students  
they change the trajectory  
their career

Supporting college, career, & life success

[Become A Host Partner](#)

# APPENDIX



# Sample Intern Responsibilities

## Support Workforce Development

- Review/ Develop LinkedIn profile
- Provide feedback on resume
- Support their digital portfolio
- Help/Review with college personal statement
- Help/Review cover letter
- Practice interview skills
- Practice informational interview skills
- Discuss personal career journey



Abramson Architects Final Intern Presentation  
Summer 2022



# Sample Intern Responsibilities

## Integrate into Work Culture

- Sit in on meetings
- Note taking during meetings, webinars, training
- Memo writing
- Job shadow
- Field trip to other departments
- Check-in/ meet with other departments
- Goal setting
- Connect students to network



Rams Interns Team Meeting  
Summer 2023



# Sample Intern Responsibilities

## Resource Finding/ Research

- Research to find and update resources for community, organization, and colleagues
- Research potential software, clients, ideas
- Culminating presentation with learning experience or ideas for organization
- Industry research project



America on Tech Pitch Presentation  
Summer 2022

# The Intern Project Programming

On top of attending their internship, students will also participate in weekly career coaching sessions and TIP programming that include:

**TIP Orientation: Goal Setting, Communication, Workplace Training, Case Studies**

**Time Management & Organization Skills**

**Financial Literacy: Budgeting, Saving, Student Accounts**

**Preparing for After High School**

**Resumes & LinkedIn**

**Networking & Informational Interview Skills**

**Field Trips**

**End of Summer Celebration**



# Goal Setting

**S**

**Specific**

*What do I want to accomplish?*

**M**

**Measurable**

*How will I know when it is accomplished? What are the outcomes I'm looking to achieve*

**A**

**Achievable**

*How can the goal be accomplished?*

**R**

**Relevant**

*Does this seem worthwhile/connected to my work?*

**T**

**Time bound**

*When can I accomplish this goal? By when will I accomplish the goal? the Deadline.*

Setting up learning goals for specific areas can help focus & maximize growth for the intern experience. Goals can focus on a variety of topics:

- Skill Development
- Personal Development
- Career Knowledge
- Software

Identify 2-3 goals for the internship. Use the SMART Method.