INTERNSHIP PREP SKILLBUILDERS
Educator Guide

Preparing for and starting an internship is an exciting but often nerve-wracking experience for high school students. There is a lot of new information to digest and unknown situations to navigate. That's where **KnoPro's Internship Prep Skillbuilders** come in!

KnoPro [powered by NAF] is a 100% FREE platform for high school students who want to develop in-demand skills by completing real-world projects for cash and other prizes. Skillbuilders help students actively engage with different thought-provoking questions and are designed to be completed in 10-15 minutes.

WAYS TO ACCESS THE SKILLBUILDERS

Visit the KnoPro Internship Prep Skillbuilders Collection page   -or-

ACCESS SKILLBUILDERS ⟶

Visit the KnoPro Skillbuilders page and under the Filters, select "Special Type," then "Internship Prep"

Special Type

Internship Prep

HOW TO USE THE SKILLBUILDERS

Since Skillbuilders are designed to be short activities, you can use them in a variety of ways in class and/or as homework assignments. Students need to create a free KnoPro account.

- You can have students complete the full collection of Internship Prep Skillbuilders on whatever timeframe you choose (daily, weekly, etc.).
- You can assign individual Skillbuilders you feel are the most relevant to what you want your students to know.

SKILLBUILDER TOPICS & TASKS

Your Internship, Your Strengths
Skill assessment
Students complete a Future Ready Skills Self Assessment and identify 2 strengths and 1 area for growth.

Hitting the Ground Running
Preparing for success
After watching 3 short videos of former interns talking about their experiences, students reflect on what advice they can use to be better prepared for internships in the future.

Plan It Like a Pro!
Project management
Students create a draft of a project plan for a fictional internship.

What You Say & How You Say It
Verbal communication
Students choose between 3 scenarios and create a response for how they would communicate.

Put it in Writing!
Written communication
Students have to draft a professional email to external clients based on information received from a fictional supervisor.

SKILLBUILDER TOPICS & TASKS (continued)

Enterprise Exploration

Technology

Students research the products offered as part of Microsoft 365 and Google Workspace and create a table or an outline for a short presentation where they compare the two options' features for daily work (documents, spreadsheets, presentations), emails, and communication tools.

Making Every Minute Count

Time management

Students have to map out how they would plan their week during an internship based on different meetings, tasks, and larger projects.

Get Social…IRL

Social capital building

Students come up with 3 different questions to start conversations with colleagues so that they can begin forming professional connections.

The Art of Constructive Feedback

Giving & receiving feedback

After watching a video about how to give and receive feedback, students play the role of an internship supervisor having to give feedback to an intern who isn't completing tasks at the expected quality level.

Farewell but not Goodbye

Maintaining positive relationships after ending an internship

Using thank you note templates for inspiration, students draft a thank you message they would send to their supervisor at the end of an internship and a short check-in message they would send six months afterwards.

TRACKING STUDENTS' WORK

In KnoPro, you have the option of tracking students' completion of Skillbuilders and viewing what they submitted. To do so, you must create a free Educator account.

Under "Join KnoPro As A," select "Educator."

CREATE AN EDUCATOR ACCOUNT ⟶

There is a step-by-step article that walks you through how to create a "Class" as a way to track interns' work. Don't worry…you don't have to grade anything! This just helps the system know which specific students are completing the Internship Prep Skillbuilders and lets you see what they submitted.

If you need assistance or have feedback/suggestions, please contact support@knopro.org