

INTERNSHIP PREP SKILLBUILDERS

Internship Supervisor Guide



Looking for short activities for your interns to complete?

Try KnoPro's Internship Prep Skillbuilders!



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. Students can create a free account by visiting KnoPro.org/sign-up.



Your Internship, Your Strengths

Skill assessment



Hitting the Ground Running

Preparing for success



Plan It Like a Pro!

Project management



What You Say & How You Say It

Verbal communication



Put it in Writing!

Written communication



Enterprise Exploration

Technology



Making Every Minute Count

Time management



Get Social...IRL

Social capital building



The Art of Constructive Feedback

Giving & receiving feedback



Farewell but not Goodbye

Maintaining professional connections

WAYS TO ACCESS THE SKILLBUILDERS

Visit the [KnoPro Internship Skillbuilders Collection](#) page

-or-

Visit the [KnoPro Skillbuilders page](#) and under the Filters, select "Special Type," then "Internship Prep"

ACCESS SKILLBUILDERS



Special Type

Internship Prep

WAYS TO USE THE SKILLBUILDERS

- Have interns complete the full collection during their onboarding process
- Add them into interns' weekly tasks
- Pick specific topics that align with interns' work or are topics you feel are the most relevant
- Build in time during your check-in meetings to discuss interns' answers

TRACKING INTERNS' SUBMISSIONS

By creating a free KnoPro account, you can track interns' completion of Skillbuilders and view what they submitted. This is optional.

Visit [KnoPro's Sign Up page](#) and create an Educator account.

This account type is what all adults use to access the system. The other account type is Student.

Create a "Class" by following this short, [step-by-step article](#).

You can name it whatever you want and then have your interns join it. Don't worry...you don't have to grade anything! This just helps the system know which specific students you want to track and enables you to view their work.

If you need technical assistance, please contact support@knopro.org

