Preparing Students & Supervisors for Internship Success

WBL Webinar

PRESENTERS

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Director, Work-Based Learning
NAF

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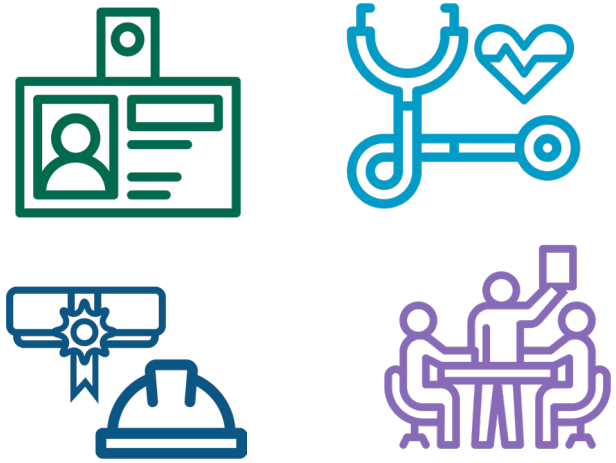
Infosys

AGENDA

- NAF internship policies and tech tools
- Review internship preparation strategies and resources for students and supervisors
- Share information and demonstrate the Infosys Springboard Digital Academy
- Q&A

NAF INTERNSHIP POLICY & TECH TOOLS

NAF INTERNSHIP POLICY



ACTIVITY TYPES

Students will get credit towards NAFTrack Certification for the following kinds of WBL Career Preparation activities:

- Internships
- Clinical experiences
- Youth apprenticeships
- Mentored industry projects

ACTIVITY DURATION

Experiences must be **80+ hours in length (or 2 at 40+ hours)**

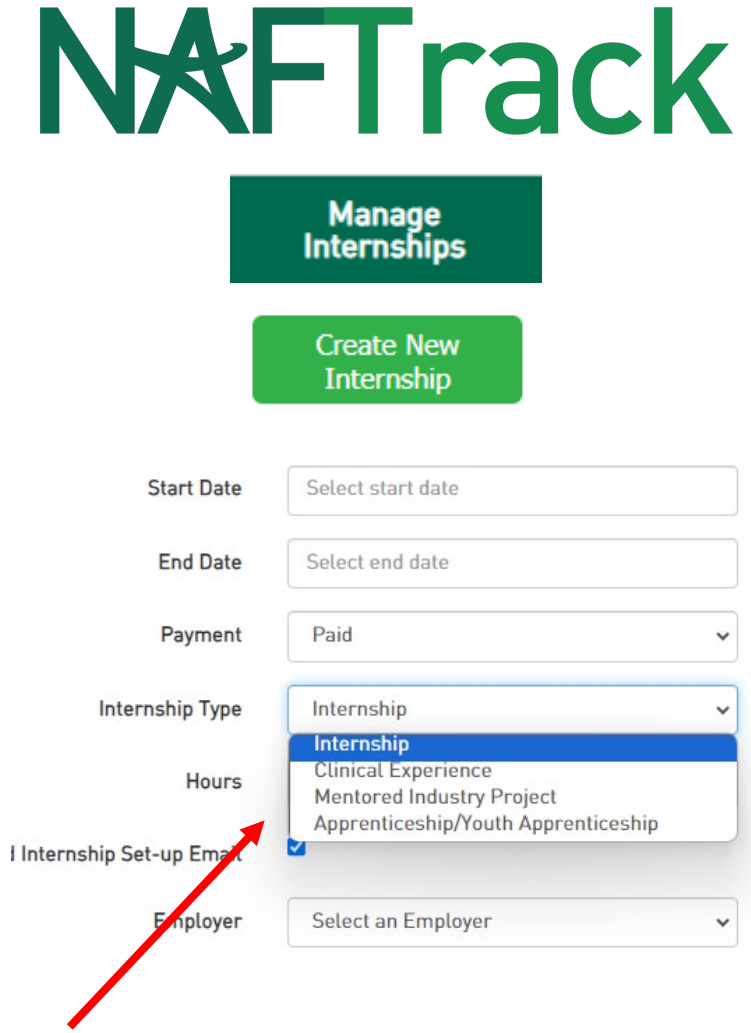
SUPERVISION & ASSESSMENT

Experiences must validate a student's mastery of skills as measured by the student's mentor or supervisor (not teacher, parent, or guardian) using the Future Ready Skills Assessment (formerly called the Internship Assessment).

NAFTRACK: STILL YOUR GO-TO SYSTEM FOR INTERNSHIP TRACKING

- 2023-24 school year and summer 2024 internships will still be entered via NAFTrack
- Any student participating in an internship must be entered into NAFTrack and will access their account to complete the Reflection Form at the conclusion of the internship
- Students participating in any of the National Partner Internship Programs or the RTX Future Ready Engineers Program are assigned in NAFTrack by NAF HQ staff and we ensure supervisors complete the Future Ready Skills Assessment
- Academies are responsible for assigning students in NAFTrack to internships with any other organizations & ensuring that those supervisors complete the Future Ready Skills Assessment

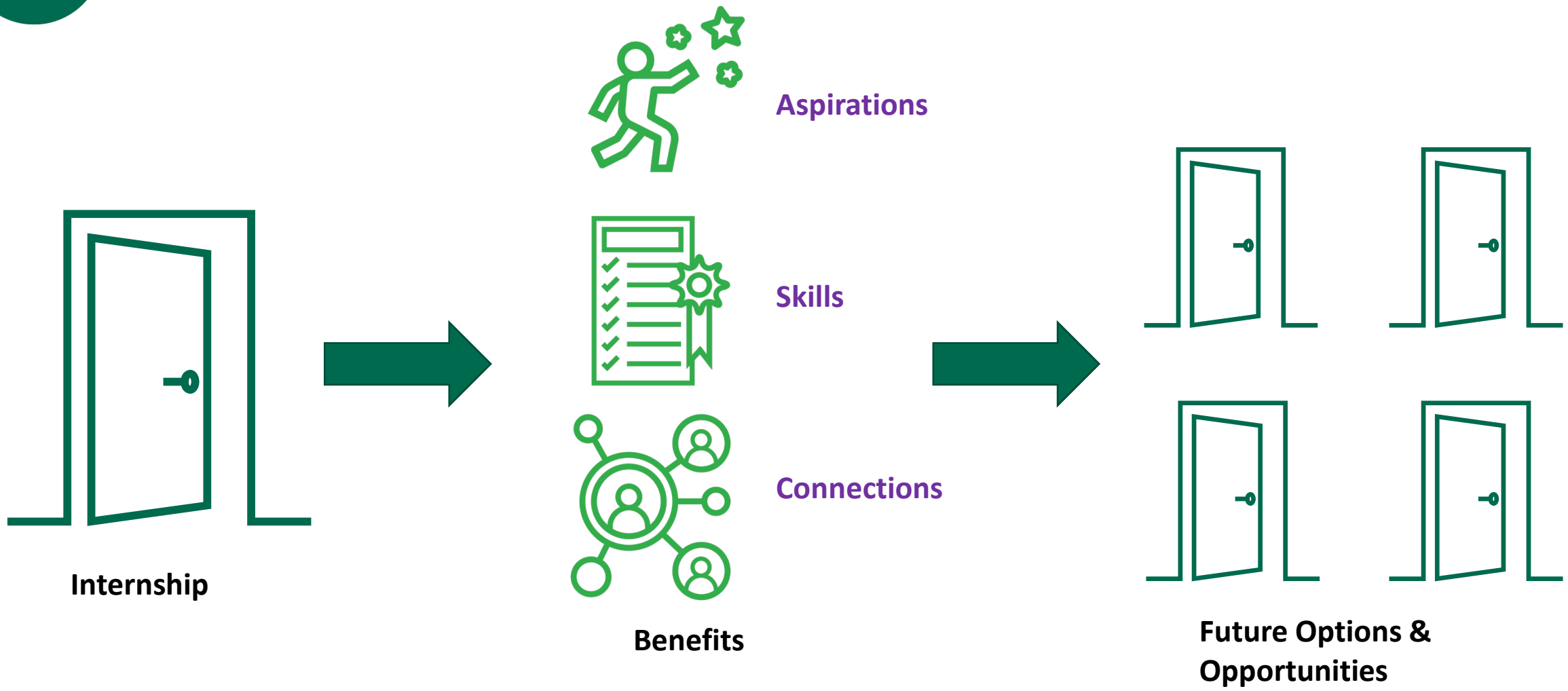
If you have questions, please consult your Portfolio Manager



Expanded options

PREPARING STUDENTS

HELPING STUDENTS UNDERSTAND THE BENEFITS OF INTERNSHIPS



ADDRESSING STUDENTS' PERCEPTIONS ABOUT INTERNSHIPS

- Align internships to student interest
- Work to understand unique student career aspirations and career pathway plans

Aspirations

- Intentional activities to build student confidence
- Focus on internships as skill building opportunities for all industries

Skill Building

- Internships are the beginning of student networking opportunities
- Consider established connections as you build the internship program

Connections

- Jobs to Internships
- Clinicals
- Apprenticeships
- Mentored Industry Projects

Internship Alternatives

ADDRESSING STUDENTS' PERCEPTIONS ABOUT INTERNSHIPS

"I know the career path I want to take and don't think any internship offerings fit my interests."

"I would like to do an internship, but it would be challenging to fit in with school and my job."

"I don't think I am ready for an internship and need to develop more skills."

"I am really busy during the summer and don't feel like doing an internship"

INTERNSHIP PREPARATION LESSONS

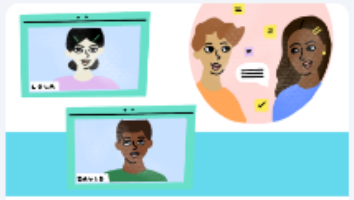
Preparing For Your First Internship

My Story, My Strengths, My Goals

Students identify their strengths and how they can use them to start figuring out their professional identity and what they want to get out of their internships experience.

My First Day

Students explore what a first day might look like and how they can best prepare themselves while maintaining self-authenticity.



On The Job (Verbal)

Students navigate the intricacies of verbal and non-verbal communication, including active listening, within the context of a workplace environment.

On The Job (Written)

Students explore the intricacies of written communication and make communication style decisions.

What Could Possibly Go Wrong?

Students are equipped with a growth mindset to help them embody adaptability and problem-solving for unexpected obstacles they may face in the workplace.

Getting Ready for the Day-to-Day

Monday Meetings

Students understand how they can best utilize and get the most out of gatherings like a Monday Meeting.

Let's Get Lunch

Students practice navigating a more relaxed environment, a business lunch, practicing how to be casual while still maintaining overall professionalism.

Busy Project Week

Students practice being helpful during a busy work week while still being mindful of their own work boundaries and having others respect those boundaries.

Supervisor's Vacation

Students figure our how to problem-solve situations that may arise if their supervisor is away.

Farewell, but not Goodbye

Students see the importance of networking, including peer-to-peer networking, and places emphasis on being polite, memorable, and proving their potential.

ADDITIONAL RESOURCES – MANY MORE TO EXPLORE!

https://ash.naf.org/public/wbl/prepare-for-internships
https://ash.naf.org/public/wbl/customizable-templates

Student Professional Development Resources

Links to videos, articles, and other sources students can view and use as they development their Future Ready Skills

Student Skills Self-Assessment

Template for students to evaluate their development of the 6 Future Ready Skills

Project of Value Plan

Showcase growth and learning through a Project of Value during a career preparation experience such as an internship, mentored industry...

Converting Jobs to Internships Checklist

Help students understand and take ownership of converting their job to a growth-focused internship.

Professional Dress Guidelines

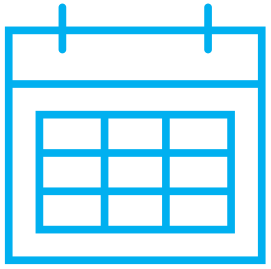
Learn more about how to make a positive impression by dressing professionally, whether for in-person or virtual work-related experiences.

PREPARING SUPERVISORS

WHAT SUPERVISORS NEED TO KNOW

Information about their interns & what they do in NAF academies

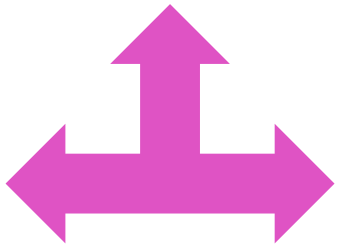
Working with students from diverse backgrounds



Internship logistics

Intern skill development

Completing the Future Ready Skills Assessment (formerly Internship Assessment)



Navigating difficult situations

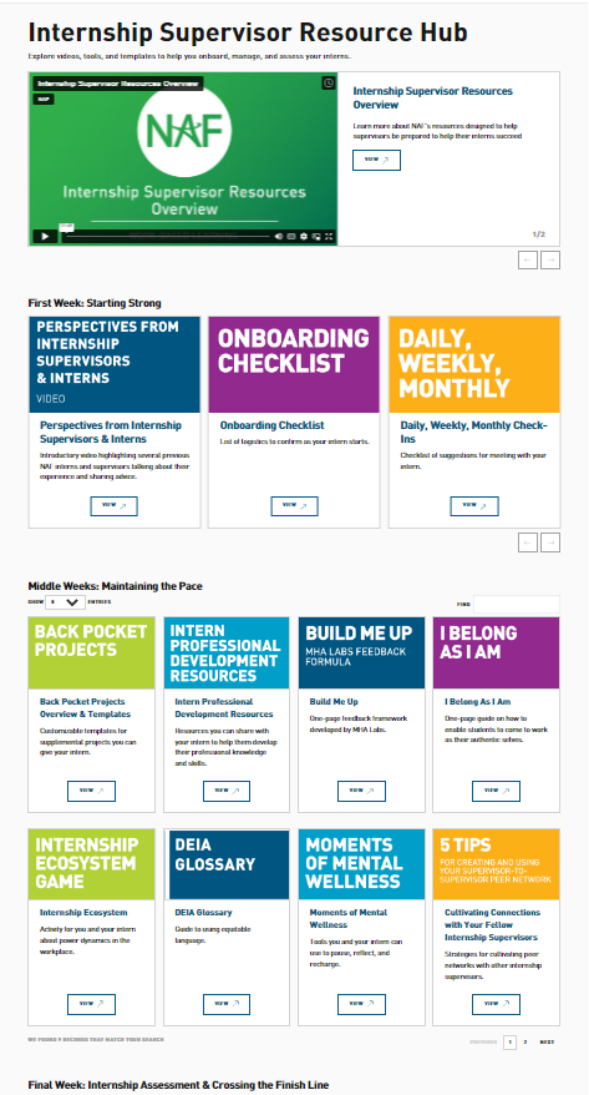
INTERNSHIP SUPERVISOR PREP RESOURCE COLLECTION

More prepared supervisors = better experience for interns!

INTERNSHIP SUPERVISOR RESOURCE HUB

https://ash.naf.org/public/wbl/internship-supervisor

- Resources for each phase of their work with interns
  - Before arrival & First week
  - Middle weeks
  - Final week (including the Future Ready Skills Assessment)
- DEIA focus



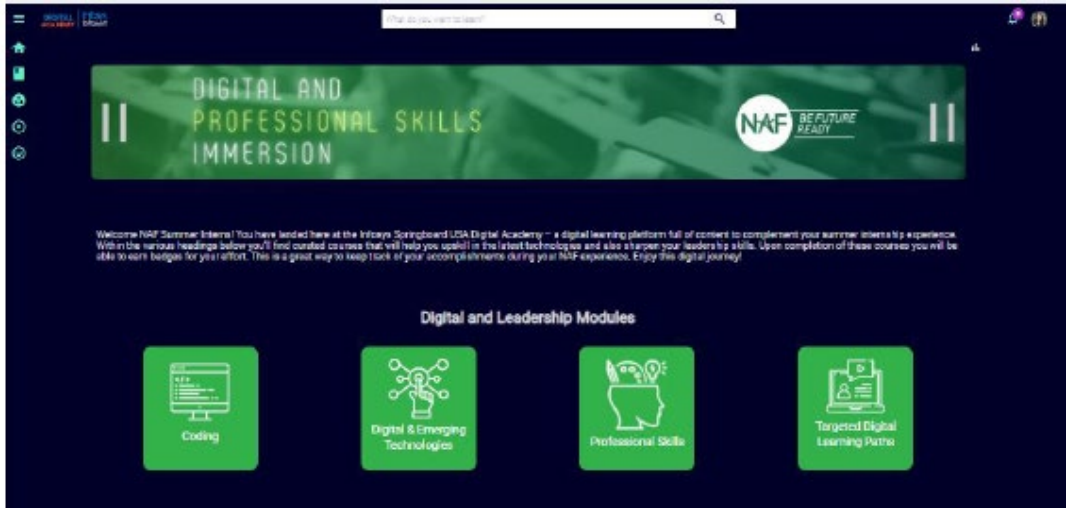
INFOSYS SPRINGBOARD DIGITAL ACADEMY INFORMATION & DEMONSTRATION

Parimala Mohan Rao
Senior Principal Consultant
Infosys

INFOSYS SPRINGBOARD DIGITAL ACADEMY: A GREAT FREE RESOURCE!

https://infyspringboard.us.onwingspan.com/

- Available for free to any NAF student completing an internship during summer 2024
- Supervisors can also create an account
- Courses include coding (Java, Python, C++), digital & emerging technologies (cybersecurity, internet of things, machine learning, AI), and professional skills (general, leadership essentials, team management), and more.



QUESTIONS?

NAF

BE FUTURE READY

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