

The logo for NAAF (National Association of Advanced Manufacturing) is displayed in a white circle. The letters 'N', 'A', and 'F' are in a bold, green, sans-serif font. The letter 'A' is stylized with a green star shape integrated into its center.

**NAAF**

# Preparing Students & Supervisors for Internship Success

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WBL Webinar



## PRESENTERS

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**Kirsten Kirby**  
Director, Work-Based Learning  
NAF

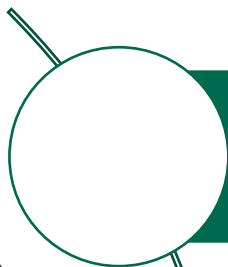


**Parimala Mohan Rao**  
Senior Principal Consultant  
Infosys

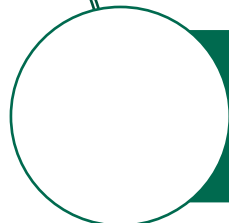
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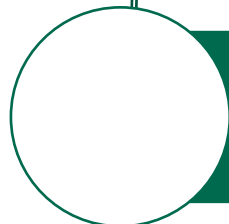
# AGENDA



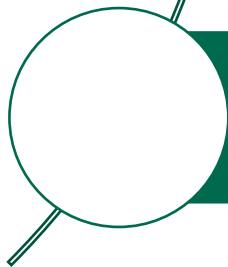
NAF internship policies and tech tools



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

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## 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).

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## 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**

# NAFTrack

Manage Internships

Create New Internship

Start Date

End Date

Payment

Internship Type

Hours

Internship Set-up Email

Employer

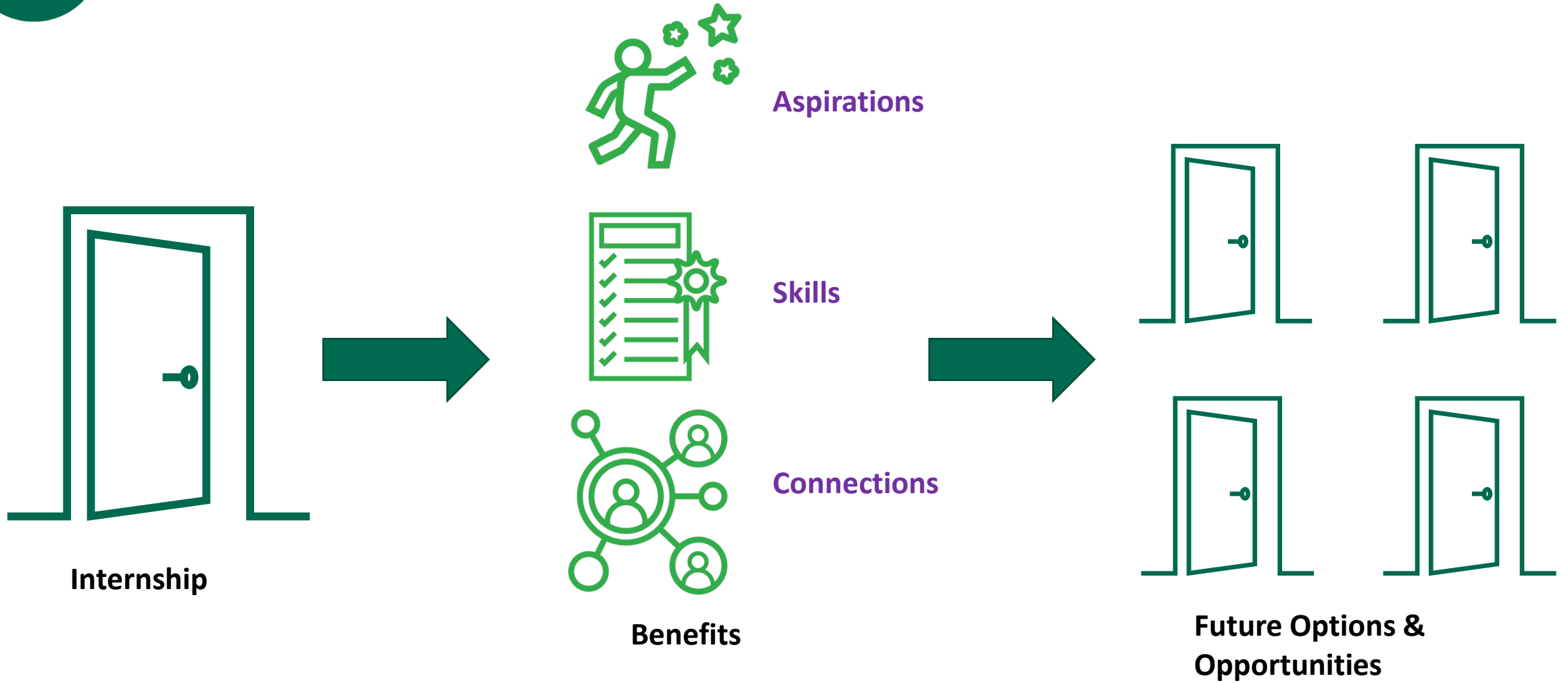
Expanded options

# PREPARING STUDENTS





# HELPING STUDENTS UNDERSTAND THE BENEFITS OF INTERNSHIPS





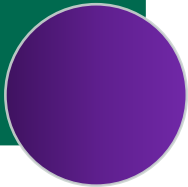


## ADDRESSING STUDENTS' PERCEPTIONS ABOUT INTERNSHIPS

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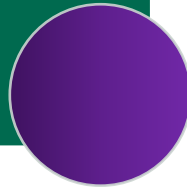
- Align internships to student interest
- Work to understand unique student career aspirations and career pathway plans

### **Aspirations**



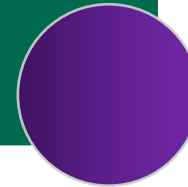
- Intentional activities to build student confidence
- Focus on internships as skill building opportunities for all industries

### **Skill Building**



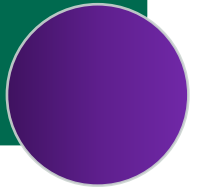
- Internships are the beginning of student networking opportunities
- Consider established connections as you build the internship program

### **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



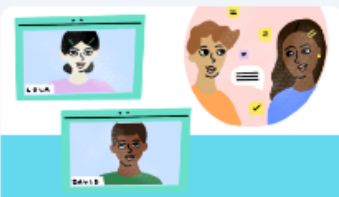
### My Story, My Strengths, My Goals

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 out 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>



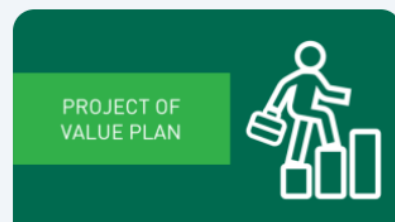
### Student Professional Development Resources

Links to videos, articles, and other sources students can view and use as they develop 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

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Information about their interns & what they do in NAF academies



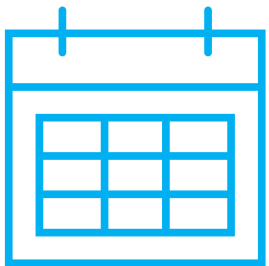
Intern skill development



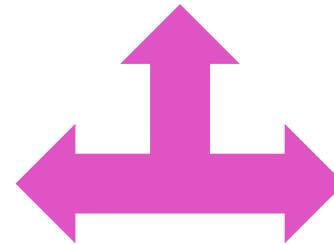
Working with students from diverse backgrounds



Completing the Future Ready Skills Assessment (formerly Internship Assessment)



Internship logistics



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

**Internship Supervisor Resource Hub**  
Explore videos, tools, and templates to help you onboard, manage, and assess your interns.

**Internship Supervisor Resources Overview**  
Learn more about NAF's resources designed to help supervisors be prepared to help their interns succeed.

**First Week: Starting Strong**

- PERSPECTIVES FROM INTERNSHIP SUPERVISORS & INTERNS**  
VIDEO  
Perspectives from Internship Supervisors & Interns  
Introductory video highlighting several previous NAF interns and supervisors talking about their experiences and sharing advice.
- ONBOARDING CHECKLIST**  
Onboarding Checklist  
List of topics to confirm as your interns start.
- DAILY, WEEKLY, MONTHLY**  
Daily, Weekly, Monthly Check-Ins  
Checklist of suggestions for meeting with your interns.

**Middle Weeks: Maintaining the Pace**

- BACK POCKET PROJECTS**  
Back Pocket Projects Overview & Templates  
Customizable templates for supplemental projects you can give your intern.
- INTERN PROFESSIONAL DEVELOPMENT RESOURCES**  
Intern Professional Development Resources  
Resources you can share with your intern to help them develop their professional knowledge and skills.
- BUILD ME UP**  
MHA LABS FEEDBACK FORMULA  
Build Me Up  
One-page feedback formwork developed by MHA Labs.
- I BELONG AS I AM**  
I Belong As I Am  
One-page guide on how to enable students to come to work as their authentic selves.
- INTERNSHIP ECOSYSTEM GAME**  
Internship Ecosystem  
Activity for you and your intern about power dynamics in the workplace.
- DEIA GLOSSARY**  
DEIA Glossary  
Guide to using reputable language.
- MOMENTS OF MENTAL WELLNESS**  
Moments of Mental Wellness  
Leads you and your intern can use to pause, reflect, and recharge.
- 5 TIPS**  
FOR CREATING AND USING YOUR SUPERVISOR-TO-SUPERVISOR PEER NETWORK  
Cultivating Connections with Your Fellow Internship Supervisors  
Strategies for cultivating peer networks with other internship supervisors.

**Final Week: Internship Assessment & Crossing the Finish Line**

# 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?





Learn more at  
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