Definitions and Types of Internships & Work-Based Learning Opportunities

**Learning Objectives:**
- Define experiential learning, work-based learning, and internship
- Examine principles of experiential learning
- Identify different types of work-based learning opportunities
- Identify how internships can benefit your business
- Identify the benefits students reap from internships

**Estimated Completion:**
- 1 hour
- 5 Infographics
- 6 Videos
- 2 Other Resources
- 13 Quizzes & Assignments

Successful Internship Characteristics ★

**Learning Objectives:**
- Identify quality assurance factors
- Identify two main key metrics used to measure effectiveness of the internship
- Identify two factors that promote successful program characteristics
- Define the role of the intern program manager, intern, manager/supervisor, and mentor
- Identify best practices that are an integral part of an internship

**Estimated Completion:**
- 1 hour
- 9 Infographics
- 2 Videos
- 3 Other Resources
- 14 Quizzes & Assignments

Program Development ★

**Learning Objectives:**
- Identify three factors to considered when assessing the need for an internship program
- Identify the key areas for planning and developing an internship program
- Discuss the financial considerations for creating an internship program
- Discuss ways to prepare the general workforce for an internship program
- Identify common challenges with developing an internship program
- Discuss strategies to evaluate internship programs on an ongoing basis

**Estimated Completion:**
- 1 hour
- 6 Infographics
- 11 Quizzes & Assignments

Sourcing and Recruitment

**Learning Objectives:**
- Identify the steps in the internship planning process
- Describe what hiring managers should consider when determining internship needs
- Identify how to develop a compelling internship position description
- Describe the process of developing a marketing and recruiting strategy
- Identify two benefits of internships for candidates
- Identify ways to ensure an organization meets diversity, equity, and inclusion goals
- Understand where and how to conduct candidate sourcing

**Estimated Completion:**
- 1 hour
- 7 Infographics
- 1 Video
- 1 Other Resource
- 14 Quizzes & Assignments
Work Performance Management Tools ★

Learning Objectives:
- Identify three examples of meaningful work activities
- Identify strategies for effectively delegating tasks in your workplace
- Identify three kinds of measurable learning goals
- Identify two guidelines that can be used for continuous performance improvement
- Discuss the appropriate cadence for providing feedback
- Discuss methods to provide closure at the end of an internship

Estimated Completion:
- 1 hour
- 3 Infographics
- 1 Video
- 10 Other Resources
- 15 Quizzes & Assignments

Intern Onboarding and Training

Learning Objectives:
- Identify legal, technology, and logistic preparations for onboarding interns
- Write clear, realistic, and measurable goals for an intern
- Develop a comprehensive orientation session for an intern
- Outline the creation and maintenance of an intern handbook and mentor support
- Identify activities that can help interns become part of company culture and events that may facilitate intern and colleague connections
- Identify ways you can help new interns be satisfied at work

Estimated Completion:
- 1 hour
- 7 Infographics
- 6 Videos
- 3 Other Resources
- 16 Quizzes & Assignments

Competency and Skill Development ★

Learning Objectives:
- Define T-shaped Professional
- Identify boundary spanning and performance competencies
- Identify transferable and key business skills
- Explore core competencies related to career readiness
- Identify sample behaviors in core competencies related to career readiness
- Discuss methods to build a personal learning plan, articulate accomplishments, and shape a competency development story

Estimated Completion:
- 1 hour
- 11 Infographics
- 1 Other Resource
- 16 Quizzes & Assignments

Military Internship Opportunity

Learning Objectives:
- Understand the mission and significance of the Military Education and Workforce Initiative (MEWI)
- Understand the benefits of the program for both employers and service members
- Understand the process for becoming V3 Program certified as a prerequisite to submitting the HVNSP Employer Application
- Explore the types of programs available within the Hire Vets Now Fellowship Program

Estimated Completion:
- 1 hour
- 5 Infographics
- 2 Videos
- 5 Other Resources
- 12 Quizzes & Assignments