

# Developing an Internship Program Course

## Definitions and Types of Internships & Work-Based Learning Opportunities

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### 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 ★

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### 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 ★

3

### Learning Objectives:

- Identify three factors to be 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

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### 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



## Intern Onboarding and Training

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### 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

## Work Performance Management Tools ★

6

### 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

## Competency and Skill Development ★

7

### 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

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### 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



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