



VIRGINIA
**TALENT +
OPPORTUNITY
PARTNERSHIP**

CREATING PATHWAYS TO PROFESSIONS



Region 2 Internship Collaborative Annual Report, FY24: July 2023-June 2024

Prepared by:
Brenna Valle and Joaquina Weber-Shirk

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EXECUTIVE SUMMARY:

The Region 2 Internship Collaborative is an alliance of partners dedicated to expanding work-based learning opportunities for employers and students in the New River Valley, Roanoke River Valley and Alleghany Highlands, and greater Lynchburg regions of Virginia. With 15 postsecondary education institutions and 17 public school districts, GO Virginia Region 2 boasts a high concentration of college students, making it a prime area for cultivating and retaining emerging talent. Leveraging the extensive network of public and private universities, colleges, community colleges, and secondary schools, the Collaborative aims to connect employers with students by serving as a centralized hub for sharing resources and local data, as well as, fostering relationships within the internship ecosystem.

The Collaborative's overarching vision revolves around establishing a coordinated network that facilitates the sharing of information and local data regarding work-based learning. By doing so, the aim is to increase regional collaboration through initiatives and events, find and support pilot activities with defined outcomes, and support partners or collaborative activities. Crucially, the Collaborative acknowledges that a one-size-fits-all approach to Virginia talent retention is not sufficient, as the unique needs of different regions, industries, and student populations must be considered to ensure effective outcomes.

In its third year of operation, the Region 2 Internship Collaborative accomplished many of the goals set in July 2023 and explored and expanded into other projects. Some of the highlights of these explorations include the 3 internship events connecting regional students and employers, increasing the Collaborative's outreach by supporting regional events with aligned talent retention and development goals in Virginia, and developing new outreach materials for both V-TOP (Virginia Talent Opportunity Partnership) and Region 2 resources.

Within the Region 2 Internship Collaborative's commitment to exploring various avenues of connecting students with high-quality career experiences, the value of supporting and leveraging already existing events became an important theme in Year 3. It will be an added value for the Collaborative to support existing events that highlight the livability of the region, encourage experiential learning, and/or aid in Virginia talent retention.

These ongoing efforts are expected to yield tangible outcomes, enhancing the quality of work-based learning experiences, and fostering stronger connectivity between employers, students, and educational institutions.

YEAR 3 ACTIVITIES:

In Year 3 the Collaborative met many of the proposed goals including, but not limited to, having the three regional events, holding 1:1's with employers (See Appendix 5), and updating the marketing materials. Within Year 3 the Steering Committee held a meeting to re-assess goals and progress with the action groups.

The action group format provides a collaborative structure to share the decision-making, work, and responsibilities around Region 2 Internship Collaborative priorities. All committee members are invited to be part of an action group. Action groups are also an opportunity for additional community leaders and stakeholders to get involved with the Collaborative.

During a November meeting, these action groups gave the Collaborative some new goals, which can be seen below in Table A. Following the guide created by said goals, they have also created some newly proposed goals and monthly plans for Year 4, as seen in Year 4 Plan & Goals' Table B.

Table A: Nov. 1 2023 Proposed Goals

| Action Groups | |
|---|---|
| Collaborative Events (Student Engagement) – ROA, NRV, LYH | <p>3 Month:</p> <ul style="list-style-type: none"> • Create “Resource Packets” (with links to videos and notes) for students to prepare for events/networking • Divide event space up by industry <p>6 Month:</p> <ul style="list-style-type: none"> • Join and support existing university events about internships • Use employer evaluations of events to model what future events should do/look like <p>12 Month:</p> <ul style="list-style-type: none"> • Create video advertising for Region 2 Events for students • Fill the gaps in events that aren’t being held (Example: create more region-highlighted fun-location socials rather than job fairs) |
| Employer Engagement/ Outreach | <p>3 Month:</p> <ul style="list-style-type: none"> • Create “Resource Packets” (with links to videos and notes) for students to prepare for events/networking • Divide event space up by industry <p>6 Month:</p> <ul style="list-style-type: none"> • Join and support existing university events about internships |

| | |
|--------------|--|
| | <ul style="list-style-type: none"> • Use employer evaluations of events to model what future events should do/look like <p>12 Month:</p> <ul style="list-style-type: none"> • Create video advertising for Region 2 Events for students • Fill the gaps in events that aren't being held • Example: create more region-highlighted fun-location socials rather than job fairs |
| Youth (K-12) | <p>3 Month:</p> <ul style="list-style-type: none"> • Create "Resource Packets" (with links to videos and notes) for students to prepare for events/networking • Divide event space up by industry <p>6 Month:</p> <ul style="list-style-type: none"> • Join and support existing university events about internships • Use employer evaluations of events to model what future events should do/look like <p>12 Month:</p> <ul style="list-style-type: none"> • Create video advertising for Region 2 Events for students • Fill the gaps in events that aren't being held • Example: create more region-highlighted fun-location socials rather than job fairs |

Region 2 Internship Collaborative Year 3 Activities:

July-September 2023

- *June - August:* Develop slide deck/handouts (Region 2 and V-TOP) and update website/marketing
- *June/Early July:* Robust conversation with the steering committee on staffing agency rollout process (flowchart), two 90-min. meetings
- *July 25th:* Hire program coordinator → Onboarding – modules, staffing agency, matching funds, and Region 2 stakeholders
- *July 27th:* VA Intern Day, participated in two different celebratory events for interns/employers
- *August 2nd:* Region 2 Internship Collaborative Steering Committee meeting (quarterly, virtual)
- *August:* Offered 4 sessions of "Employer Module Office Hours" to set goals and optional discussion opportunities for employers completing modules within "Developing an Internship Program"
- *August – September:* ROA Intern Event planning, biweekly planning meetings with regional partners

- *August*: V-TOP outreach presentations to Chambers of Commerce, professional associations, etc.
- *September 5th-9th*: Support partner event: Student entrepreneur pitch competition, part of Game Changer Week (RBTC/ Verge)
- *September*: Support partner event – Career Quest (Greater Roanoke Workforce Development Board)

October-December 2023

- *October 4th*: Roanoke Region Intern & Early Career Expo, at the Taubman Art Museum
- *October*: Start monthly/biweekly planning meetings with regional partners for both the Lynchburg and New River Valley internship events
- *October 17th*: Virginia Business Higher Education Council (VBHEC) Roundtable on Internships in Roanoke (V-TOP staff facilitated invites to local leaders to participate)
- *October 26th*: Attended VBHEC Education and Workforce Conference, Richmond
- *November 1st*: Strategic Planning Retreat for Region 2 Steering Committee, in-person (data and metrics focus)
- *December*: Update Region 2 Work-based learning (WBL) inventory form
- *November-December*: Implemented V-TOP outreach presentations to individual employers.

January-March 2024

- *February*: Support partner event – Career Quest (Greater Roanoke Workforce Development Board)
- *February*: Update presentation slideshow and outreach resources
- *February 7th*: Region 2 Internship Collaborative Steering Committee meeting (quarterly, virtual)
- *February 21st*: Lynchburg Intern Event – LYH Intern Connect, at the Lynchburg Regional Business Alliance
- *March 4th*: Program Coordinator began District C “Teamship” training
- *March 3rd*: Support partner event- ROA Talent Summit (Roanoke Regional Partnership, Greater Roanoke Workforce Development Board)
- *March 19th*: New River Valley Intern Event – Internships with Impact at Crosspointe Foursquare Conference Center
- *March*: Released pilot Employer Directory and updated website

April-June 2024

- *Week of April 8th*: Held 3 “I-Scream for Internship” events to celebrate the 12 Region 2 employer recipients of the “Virginia TOP Employer for Interns” award

- *April 24th-25th*: Attend the Virginia Association of Colleges and Employers (VACE) Conference
- *April*: Plan May release of Region 2 Internship Collaborative newsletter
- *April*: Begin planning Fall 2024 Roanoke event(s)
- *May 1st*: Strategic Planning Retreat for Region 2 Steering Committee, in-person
- *May 1st*: Newsletter Release
- *May 3rd*: Salem-Roanoke Business Showcase
- *May 7th*: Support Partner event: Roanoke eXperience Conference (Roanoke Regional Partnership)
- *May*: Hire a new Program Manager
- *June*: Plan Virginia Intern Day events/marketing
- *June*: Finalize Year 4 (2024-2025) internship event format plans for the New River Valley & Lynchburg regions



Internships with Impact

@ CrossPointe Conference Center

3/19/24

YEAR 3 ACCOMPLISHMENTS:

Region 2 spent a good portion of the time dedicated to building up events as well as supporting partners' events that had aligned goals of talent retention and development in Virginia. These are some of the Year 3 highlights:

| <i>Accomplishments</i> | <i># of Employers</i> | <i># of Students</i> | <i># of Stakeholders</i> | <i>Notes</i> |
|---|-----------------------|----------------------|--------------------------|--|
| Roanoke Region Intern & Early Career Expo | 42 | 91 | 11 | Oct. 4 th 2023 Taubman Museum |
| Game Changer Week | 105 | 204 | 20 | Partner event |
| 2024 Future of Talent Summit | | | | Partner event total attendance: 215 |
| Career Quest | | | | Partner event 3000-3500 |
| LYH Intern Connect | 34 | 50 | 10 | Feb. 21 st 2024 LRBA |
| Internships with Impact | 12 | 20 | 8 | March 19 th 2024 CrossPointe |
| I-Scream for Internships | 9 | X | 5 | Roanoke, Lynchburg, & Blacksburg |
| eXperience Conference | | | | Partner event total attendance: 205 |

2023-2024 Organization/Employer Connections – Total of 127

Bolded are using iQuasar

- 434 Marketing
- **Aggregate Capital LLC**
- **Alleghany Historical Society**
- **Alexander Black House Foundation**
- Amazement Square
- Associated Asphalt
- Automated Creations, Inc
- BAE Systems
- Balzer & Associates
- Bank Botetourt
- Bartlett Tree Experts
- Bedford County
- Blue Ridge Medical Center
- Boys & Girls Club
- Branch Group
- Brown Edwards & Company
- Burns & McDonnell
- BWXT
- C&B Material Handling
- Campbell County
- Camrett Logistics
- Carilion Clinic
- Carter Bank & Trust
- Carter Machinery
- Centra Health
- **Chemsolv**
- City of Lynchburg
- City of Roanoke
- CloudFit Softwares
- Cowden Technologies
- Cox Communications
- **CytoRecovery**
- Delta Dental
- DePaul Community Resources
- Dynax America
- Eddy Alexander
- **Enabled Engineering**
- **ETS Recruit**
- Farmers Insurance
- **Fermi Energy**
- First Bank
- First National Bank
- Fit Learning
- Foster Fuels
- Framatone

- Blue Ridge Mt Realty
- Genedge
- Glad Manufacturing
- Good Foods Group
- GRAVITY Real Estate
- Hickey Plumbing, Air, and Electrical
- Highlander Hotel
- Horizon Behavioral Health
- HUB Corporation
- **Innerspec Technologies**
- Innovative Wireless Technologies
- **Inorganic Ventures**
- Integer
- Integrated Technology Group
- Kirby-Cundiff Insulation
- Lawrence Companies
- LewisGale Hospital
- LEAP
- Lynchburg Water Resources
- Market Exec
- Medeco/ASSA ABLOY
- Member One
- Meridian Bird Removal
- Mohawk Industries
- Montgomery Chamber
- Montgomery County
- MOOG
- Moon Wolf Sustainable Living
- Corning
- **Mova Technologies**
- NB Handy
- New River Computing
- Northrop Grumman Corp.
- Parker Design Group
- Patrick Henry Family Services
- PC Land Electronic Repair
- Peaks of Otter
- Pheasant Ridge Nursing & Rehab
- **PodFarms Pulaski County**
- Pulaski River Turtles
- Radford PD
- Remax Cavaliers
- Rescue Mission of Roanoke
- Retirement Unlimited
- Revlon
- RGC Resources
- Rhenus Automotive
- Roanoke County
- Rocky Acres
- Salem-Roanoke County Chamber
- SeaQuest
- SERVPRO
- SERVPRO - Roanoke
- SFCS Inc
- SHARE Greater Lynchburg
- Freedom First
- Sinkland Farms
- Spectrum Brands
- Steel Dynamics
- Sunshine Marketing Solutions
- T&P Estates
- The Academy of Central Arts
- The Reserve at Danville
- TMEIC
- Torc Robotics
- Town of Blacksburg
- Town of Christiansburg
- United States Marine Corps
- VDOT
- **VEGG**
- VIA Centers for Neurodevelopment
- Virginia Furniture Market
- Virginia MetalFab
- Virginia Transformer
- Wabtec Corp.
- Walker Commercial Services
- Western Virginia Water Authority
- WFXR/WWCW
- Wheeler Media Solutions
- Wurth Industry
- YMCA of Blue Ridge
- YWCA Central Virginia

YEAR 4 PLAN AND GOALS:

V-TOP Goals 2024-2025:

As regional grantees, individuals or organizations are expected to fulfill diverse responsibilities that cover various events, initiatives, and practices. Please note that these expectations may change to meet V-TOP's statutory purpose and the state's goal of retaining talent in the Commonwealth. The goals below were outlined by V-TOP/SCHEV in Spring 2024.

Events/Meetings

- Host Employer Information and/or Onboarding Sessions
- Host at least 6 region-specific events throughout the year
- Host 12 Mentor Virginia sessions by August 2024
- Host a minimum of 1 large regional event
- Attend Monthly Regional Collaborative Meeting
- Schedule and attend bi-weekly one-on-ones with the Associate for Innovative Work-Based Learning
- Attend any in-person Regional Coordinator Events
- Attend the annual Chamber Talent Summit
- Attend the VACE Conference each April

Quantitative Goals

- Refer 30 Employers to the Staffing Agency (iQuasar)
- Complete Teamship Training
- Use Regional Tracker

Virginia Intern Day:

- Reach out to employers and promote Virginia Intern Day in your region
- Host Top Employers for Interns Event (Lunch, Dinner, Cake & Punch, or Networking)
- Plan and host a Virginia Intern Day Event for Interns, Supervisors, and Employers to attend (Use Region 4 or the COVA Internship Connection as an example)

Table B: Action Groups 2024 Proposed Goals

| Action Groups | 2024 Proposed Goals |
|---|---|
| Collaborative Events (Student Engagement) – ROA, NRV, LYH | 3-month: <ul style="list-style-type: none"> • Reflect on event formats and goals to best connect local students and employers in each sub-region (New River Valley/ Roanoke-Alleghany/ Lynchburg). |

| | |
|----------------------------------|--|
| | <ul style="list-style-type: none"> • Use the Region 2 intern event evaluations to see what the most successful strategies/aspects of the events are. Invite new representatives to collaboratively plan the events. <p>6-month:</p> <ul style="list-style-type: none"> • Hold at least one event in the New River Valley, Roanoke-Alleghany, and Lynchburg regions that works as a pilot for the new formats. <p>12-month:</p> <ul style="list-style-type: none"> • Hold at least 3 events, one for each area of the region. |
| Employer Engagement/ Outreach | <p>3-month:</p> <ul style="list-style-type: none"> • Release an event newsletter. • Define partner resources (for employers) on the website and as part of the collaborative resources. • Release the second phase of the employer directory. <p>6-month:</p> <ul style="list-style-type: none"> • Pilot a new employer engagement opportunity/workshop that goes beyond the V-TOP employer modules about Region 2 resources and support for internship development. <p>12-month:</p> <ul style="list-style-type: none"> • Evaluate the success of current outreach and opportunities through collected data. |
| Youth (K-12) | <ul style="list-style-type: none"> • Support existing youth initiatives and funded pilot activities |

Project Year 4 (FY25) Plan of Work

July-September 2024

- July: Virginia Intern Day media/releases
- July: Finish onboarding new Program Manager
- July: Newsletter release
- September: Biweekly ROA Event planning
- August-September: V-TOP outreach presentations to Chambers of Commerce, professional associations, etc.
- August-September: Virtual Steering Committee meeting
- September: Newsletter release
- TBD: Support partner events
- TBD: Plan Employer Module workshops (partner with other regions?)

October-December 2024

- TBD: Roanoke Internship Event

- October: Start monthly/biweekly planning meetings for both the Lynchburg and New River Valley internship events
- TBD: Employer Module workshops (partner with other regions?)
- November/early December: Strategic Planning Retreat for Region 2 Steering Committee (In-person)
- November: Newsletter release
- December: Update website/marketing materials

January-March 2025

- January: V-TOP outreach presentations to Chambers of Commerce, professional associations, etc.
- January: Newsletter release
- TBD: NRV Event
- TBD: LYH Event
- February: Start planning for 2025 V-TOP Top Employers events
- March: Newsletter release

April-June 2024

- April: Recognize Region 2 2025 Top Employers for Interns (marketing/events)
- May: Review newsletter data/success
- TBD: Strategic Planning Retreat for Region 2 Steering Committee (In-person)

BUDGET:

In May 2023, Region 2 applied for and was granted a one-year grant of \$125,000 to continue the Internship Collaborative for a third year (FY24). In Spring 2024, all V-TOP regional collaboratives were awarded an additional \$50,000 for FY24. In May 2024, Region 2 applied for and anticipates a one-year grant of \$125,000 to continue the Internship Collaborative for a fourth year (FY25).

Year 3 (2023-2024) Expenditures:

| <i>5/10/2023 - 6/30/2024</i> | | |
|---------------------------------------|---------------------------|---------------------------|
| <i>13 Month Period</i> | | |
| | Requested/Rollover | Actual (with 50 K) |
| Personnel | \$106,919.00 | \$176,092.71 |
| Travel & Education | \$1,000.00 | \$1,647.79 |
| Consultant Services | <u>\$20,000.00</u> | \$4,875.00 |
| Materials/Supplies | \$450.00 | \$128.42 |
| Contractual/Continuous Charges | \$16,000.00 | \$12,813.94 |
| Unallocated Rollover | <u>\$1,832.00</u> | |
| Total: | \$146,201.00 | \$195,557.86 |

Year 4 (2024-2025) Budget

For the Year 4 budget, there were some small adjustments to how the Collaborative allocated all of the items. Personnel will note a small decrease as the Collaborative shifts more responsibility from the Program Manager role to the Program Coordinator role. Additionally, they will be maintaining the roles of a Communication Specialist and Project Coordinator involved in this project for logistical purposes as they play a role in guiding the project overall.

Another notable change is the increased travel & education budget. With professional outreach efforts expanding and a noticeable increase in travel expenses in Year 3 the Collaborative hopes to expand the travel & education budget to accommodate these needs. This will allow for more outreach opportunities across the region.

Finally, the only other shift in the budget is the consultant services budget as it was noted that in Year 4 it was not hugely used, but is still impactful for the Collaborative plans.

The non-changing elements of the budget cover the event expenses and, with an estimated 8 events, it is expected to use a bit more than in Year 3, consequentially filling the gap of what was used of the previously allocated money.

Year 4 (2024-2025) Budget & Budget Narrative

| | | |
|--|---------|---------------------|
| Personnel | | \$101,483.00 |
| Program Manager, Jemma Sabokrouh | 30.00% | \$18,600.00 |
| FTE Program Manager for 12-month performance period at 30% effort. Jemma Sabokrouh will be responsible for administering the project, liaising with SCHEV, managing program staff, and ensuring grant objectives are achieved. | | |
| Program Coordinator, Brenna Valle | 100.00% | \$46,313.00 |
| FTE project coordinator for 12-month performance period at 100% effort. Brenna Valle will manage day-to-day operations of the program, including coordinating with the steering committee, project partners, planning events, and attending community events. | | |
| Communication Specialist, Julia Kell | 5.00% | \$2,256.35 |
| FTE communication specialist for 12-month performance period at 5% effort. Julia Kell will assist project manager and project coordinator in marketing, web design and management, and | | |
| Project Coordinator, John Register | 3.00% | \$1,530.00 |
| FTE project coordinator for 12-month performance period at 3% effort. John Register will assist the project manager and project coordinator in billing, coordinating events, and managing vendor contracts. | | |
| Fringe Benefits | 47.72% | \$32,784.00 |
| Fringe benefits for classified staff positions are calculated at 47.72% of annual salary. Program manager fringe is \$8,875.92. Program Coordinator fringe is \$21,474. Communication specialist fringe is \$1,076.73. Project Coordinator fringe is \$730.12. | | |

| | | |
|--|--|-------------------|
| Travel & Education | | \$3,006.88 |
| Travel and education for 2 staff members to meet with steering committee members, attend meetings and conferences, and other travel and education related expenses. This includes professional membership of the Virginia Association of Colleges and employers, which is \$75 for an individual membership. | | |

| | | |
|---|--|-------------------|
| Consultant Services | | \$4,060.00 |
| Following the approved pilot of the previous year, the Region 2 Internship Collaborative will continue a consultant program with non-profit entities in Region 2 that provided substantial support toward grant implementation and have a high need for staff buyout to continue participation. | | |

| | |
|--|---------------------|
| Materials/Supplies | \$450.00 |
| Materials and supplies include meeting, workshop, and event materials, like pens, notecards, name tags, etc. | |
| Contractual Services | \$16,000.00 |
| Virginia Tech defines many of our event costs as contractual services. We anticipate hosting 8 events in FY25 (mix of small and large events). Venue and rental fees for all events are budgeted at \$9,000. Catering for all events is budgeted at \$6,250. Professional printing services for the year are budgeted at \$750 for events material and to promote resources available through V-TOP and the Region 2 Internship Collaborative. | |
| Total Grant Request | \$125,000.00 |

Note: The Virginia Tech Office of Sponsored Programs off-campus outreach and extension indirect rate is waived for this project. **Grant funds cannot be used for indirect costs.**



Photo credited to Roanoke Regional Partnership

Roanoke Regional
Intern & Early Career Expo
10/4/23

LYH Intern Connect
@ Lynchburg Regional Business Alliance
2/21/24



Internships with Impact
@ CrossPointe Conference Center
3/19/24



I-Scream for Internships - Roanoke
2024 Virginia TOP Employers for Interns
4/8/24



PROGRESS MEASURES:

Goals and Objectives, Measurement and Evaluation

After the release of the Region trackers in 2024, Region 2 has re-evaluated the generally requested objectives and the collaborative's desired metrical data.

Measures of Activities:

- Description of partnership activities
- List of partners by type
- # of businesses reached
- # of attendees at internship events
- # of collaborative partners' events supported
- Description of education and outreach activities
- # and types (online, in-person events, one-on-one) of events/activities or materials
- # and types of participants/attendees/stakeholders reached (including demographics from registration information)
- # of internship positions filled post-events

Measures of Immediate Outputs (Quality and Quantity of Services Delivered):

- Level/description of engagement
 - # of businesses accessing V-TOP resources for work-based learning programs
 - # of employers who worked on "Developing an Internship Program" modules
 - # of employers who are using iQuasar
 - # of businesses participating in regional events with students
 - # of visits to the website

Measures of Eventual Regional Outcomes (changes at the individual and regional level):

- # of participants hired within 12 months of completing programs (via a post-event survey of student participants and/or employers AND through staffing agency records)
- # of college-educated students who work in the region after graduation (via alumni network databases/surveys from all Region 2 colleges/universities)
- % annual change in college graduate retention

OUTCOME MEASURES:

Activities:

Partnership Activities:

- 34 partners (See Appendix 1)
- 127 businesses reached as of 6/1/24 (See Appendix 2 & 3)
- 292 total attendees at internship events (employers, students, and stakeholders)
- 4 collaborative partners' events supported

Education and Outreach Activities:

- The Region 2 Internship Collaborative held a total of 6 in-person events and 31 virtual events (See Appendix 4 & 5)
 - ½ of the in-person events were student & employer connector events
 - The other 3 were employer recognition events
 - 4 of the virtual events were employer workshops
 - 25 of the virtual meetings were 1:1 meetings
- Through events, the Collaborative recorded reaching a total of 195 participants/attendees/stakeholders (See Appendix 6)
 - Based on evaluations received, 96% (out of 27) of employers and 80% (out of 21) of students would attend their events again
 - Based on evaluations received, 10 internship positions were filled post-events (See Appendix 7 and 8)

Immediate Outputs (Quality and Quantity of Services Delivered):

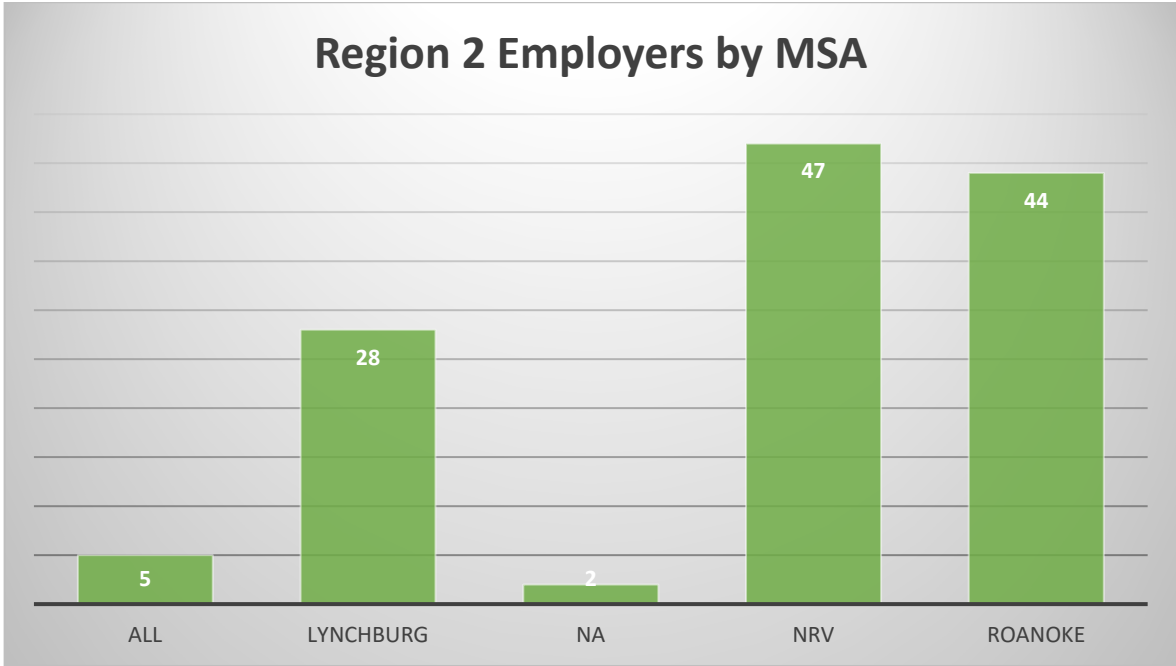
- Level/description of engagement
 - 26 employers who worked on “Developing an Internship Program” modules
 - 14 employers are using iQuasar – 14 interns hired as of 7/1/24
 - 88 employers participating in regional events with students
 - Website | July 2023 - April 2024 | total of 1,439 views
 - [R2IC Homepage](#): 739 views
 - [Employer Directory](#): 246 views
 - [Talent Directory](#): 226 views
 - Connect With Us: 103 views
 - Our Approach: 62 views

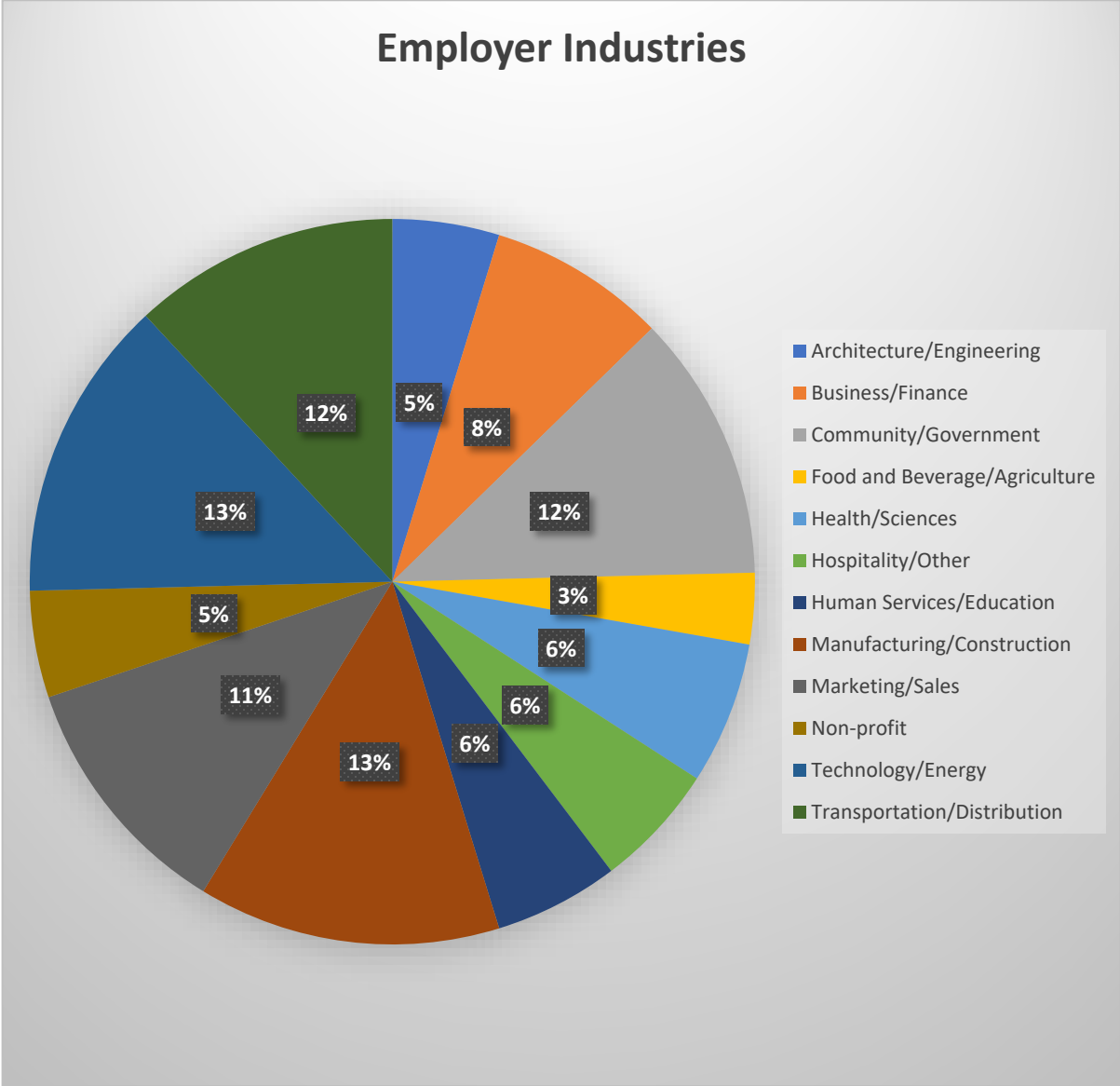
Eventual Regional Outcomes (changes at the individual and regional level): It's too early to report long-term regional outcomes; regional partners are starting to track conversion rates of interns to full-time hires.

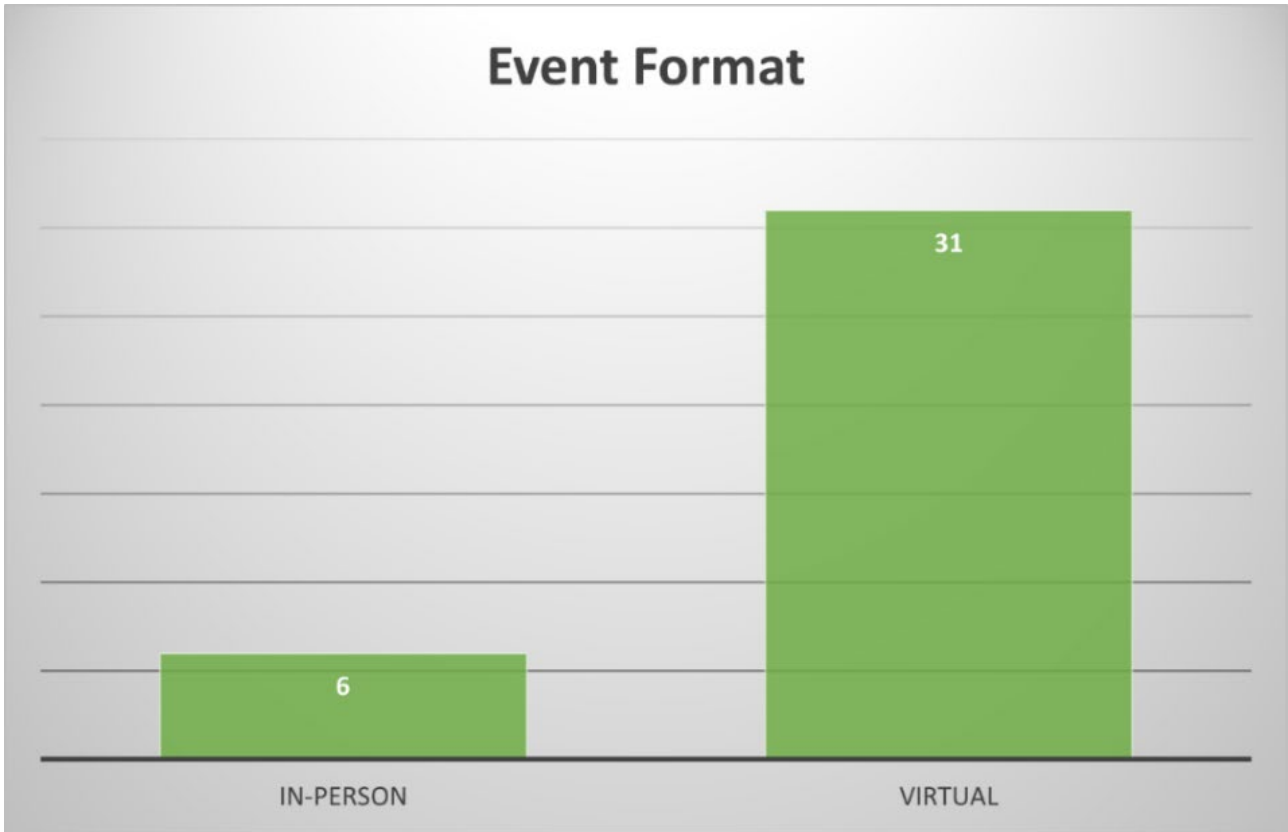
APPENDICES:

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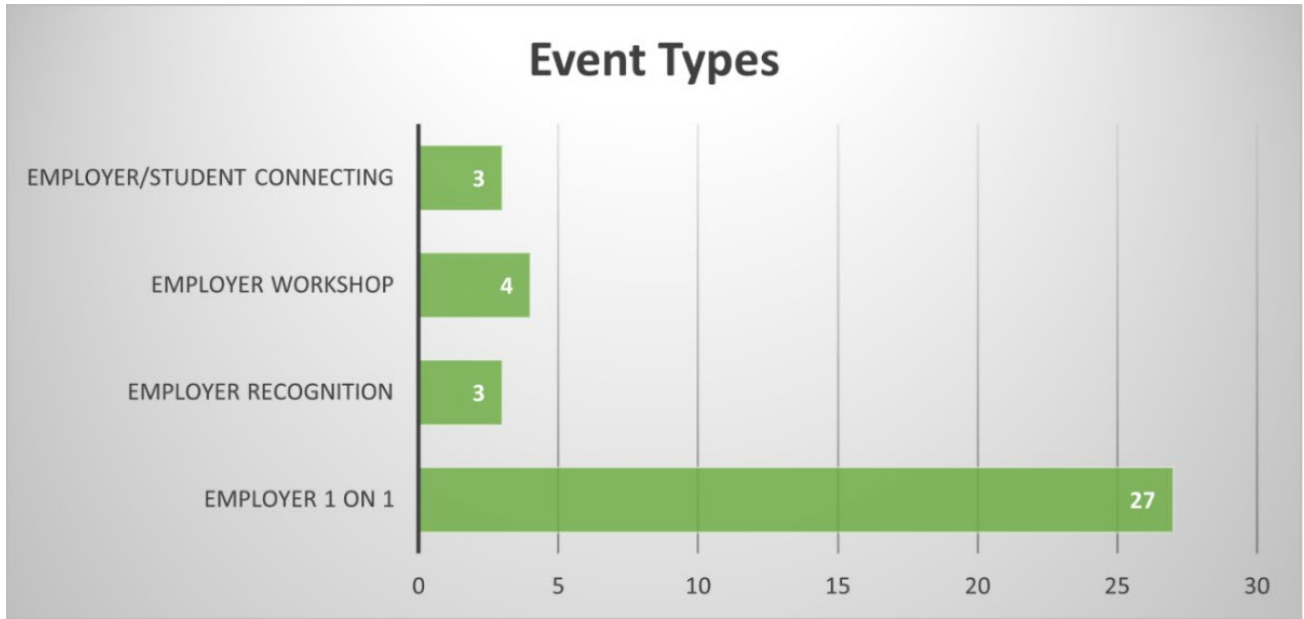
| Name | Organization | Type |
|-------------------|--|-----------------------------|
| Christine Kennedy | Lynchburg Regional Business Alliance | Chamber of Commerce |
| Tori Gilmartin | Lynchburg Regional Business Alliance | Chamber of Commerce |
| Max Davenport | Onward New River Valley | Regional Industry Groups |
| Terry Durkin | Roanoke Chamber of Commerce | Chamber of Commerce |
| Lee Svete | Radford University | Public 4-year Institutions |
| Jason Clayton | Roanoke Blacksburg Technology Council | Regional Industry Groups |
| Julia Boas | Roanoke Regional Partnership | Regional Industry Groups |
| Barbara Watts | Sweet Briar College | Private 4-year Institutions |
| Nicole Brewer | Sweet Briar College | Private 4-year Institutions |
| John Newby | Virginia Bio | Regional Industry Groups |
| Tim Saunders | Virginia Career Works - Central Region | Regional Industry Groups |
| Traci Blido | Virginia Career Works - Central Region | Regional Industry Groups |
| Toni McLawhorn | Virginia Career Works Greater Roanoke | Regional Industry Groups |
| Jan Huffman | Virginia Department of Education | Regional Industry Groups |
| Kim Radford | Virginia Department of Education | Regional Industry Groups |
| Becca Scott | Virginia Tech | Public 4-year Institutions |
| Brenna Valle | Virginia Tech | Public 4-year Institutions |
| Catherine Amelink | Virginia Tech | Public 4-year Institutions |
| Cathy Sutphin | Virginia Tech | Public 4-year Institutions |
| Jim Henderson | Virginia Tech | Public 4-year Institutions |
| John Provo | Virginia Tech | Public 4-year Institutions |
| Matt Crowley | Virginia Tech | Public 4-year Institutions |
| Quina Weber-Shirk | Virginia Tech | Public 4-year Institutions |
| Scott Weimer | Virginia Tech | Public 4-year Institutions |
| Shannon Ainsley | Pulaski Chamber of Commerce | Chamber of Commerce |
| Meghan Jester | Roanoke College | Private 4-year Institutions |
| Jeffrey White | Hollins University | Private 4-year Institutions |
| Amber Becke | Hollins University | Private 4-year Institutions |
| Leslie Holden | Ferrum College | Private 4-year Institutions |
| Kara Douglas | University of Lynchburg | Public 4-year Institutions |
| Caleb Simmons | University of Lynchburg | Public 4-year Institutions |
| Shonny Cooke | Virginia Western Community College | Community College |
| Gwen Houston | New River Community College | Community College |
| Kayla Branson | Blacksburg Young Professionals | Young Professionals Org. |



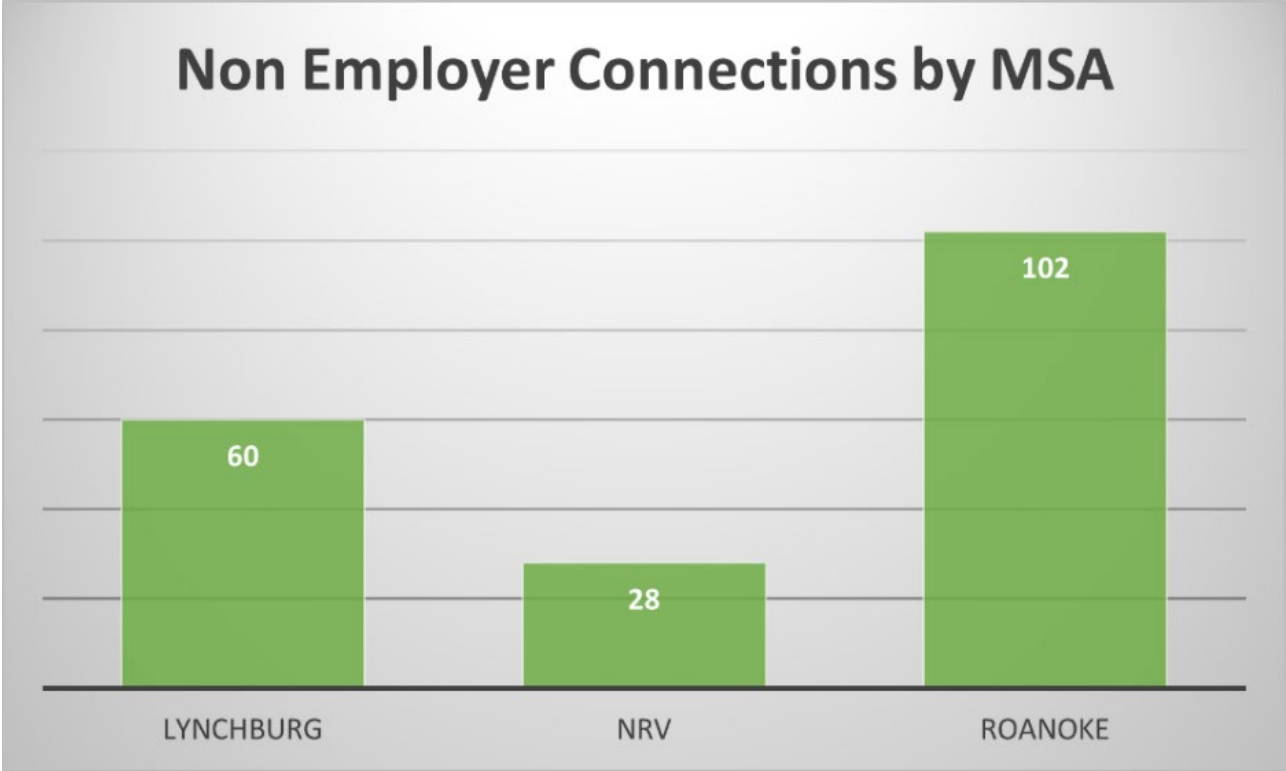




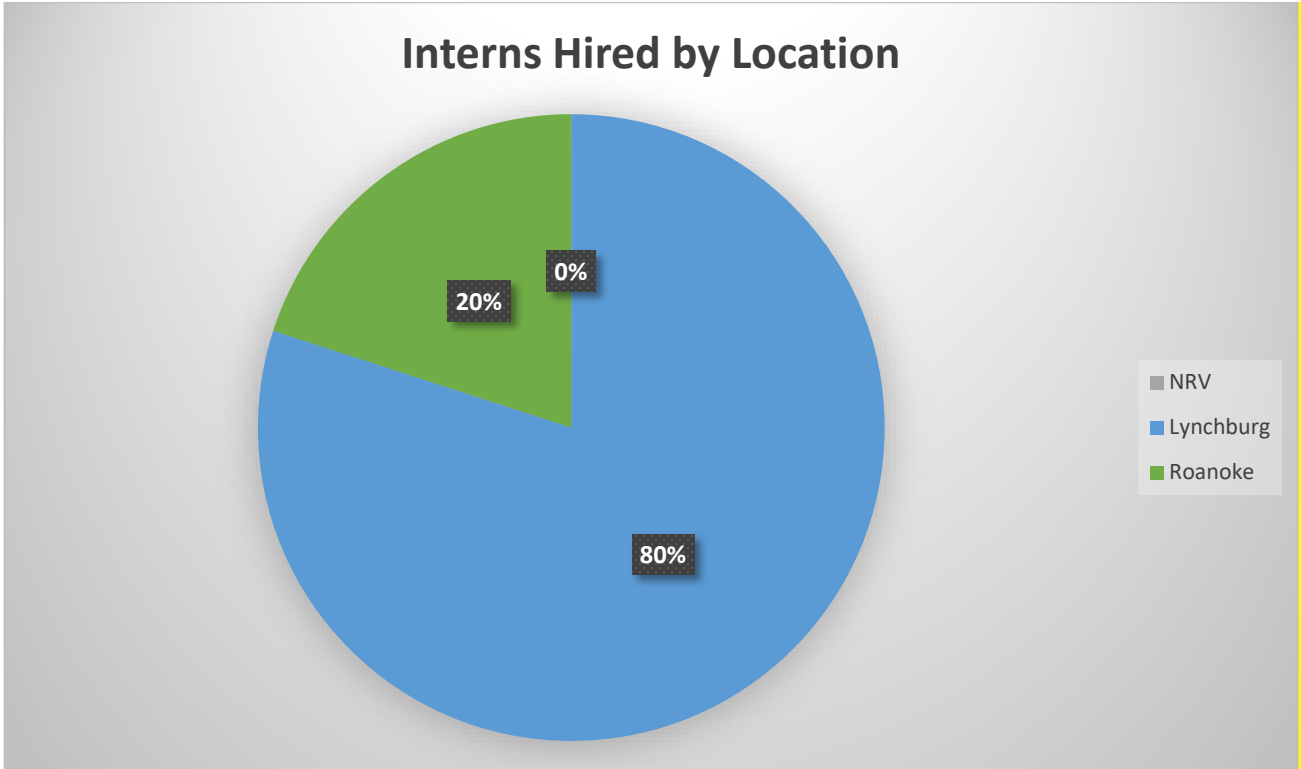
*Virtual events are almost exclusively workshops and employer meetings and the number has increased from the time this data has been collected.



*“Employer 1 on 1”s are meetings with employers to discuss internship program development/expansion with our resources, including our partners' potential resources.



*Non-employer connections include higher education representatives, students, and other stakeholders



*Important information to note is that we had only 3 out of 13 evaluations (23%) submitted from the NRV and only 8 of 43 (18%) from Roanoke, while Lynchburg had 12 out of 30 (40%) employers respond.

| Valuable Comments and Feedback | |
|--------------------------------|---|
| Employer from Lynchburg | "This was a very pleasant event. Great interaction with the event staff and students." |
| Employer from Lynchburg | "I thought everything ran quite smoothly. I learned more about how I can be more prepared, what to have ready..." |
| Employer from NRV | "I hope more employers participate in the future. They really missed out on a wonderful event with phenomenal students." |
| Student from Lynchburg | "It's important to have an event like this where not only can I mingle with potential employers but with fellow students that could be looking for jobs like mine." |
| Employer from Lynchburg | "I think it would be helpful to run some professional development workshops with the students prior to the event. There were some students that were extremely prepared and professional but also many who were not." |
| Employer from Lynchburg | "I think it was a well-run event I also really enjoyed the face time with the college and career staff from the universities! I have had follow-up emails with 3 local colleges." |
| Employer from Roanoke | "This was a great event. Our field is more on the medical side and looking to hire. There was a lot of networking and great conversations." |
| Student from Roanoke | "I really enjoyed connecting with others and learning the different career options I have... I have made a few connections that have potential and I am excited to see where they take me." |

Outreach Materials 2023-2024:

Student Internship Toolkit Course

| | | | | | | |
|---|--|---|--|---|--|---|
| 1 | <h3 style="margin: 0;">What is Career Readiness and Why Does it Matter?</h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 1.1 Career Readiness </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 1.2 Competencies for a Career-Ready Workforce </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 1.3 NACE Competency Sample Behaviors </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 1.4 Opportunities for Developing Competencies </td> </tr> </table> | Lesson 1.1 Career Readiness | Lesson 1.2 Competencies for a Career-Ready Workforce | Lesson 1.3 NACE Competency Sample Behaviors | Lesson 1.4 Opportunities for Developing Competencies | Estimated Completion: <ul style="list-style-type: none"> 1 hour 10 Infographics 4 Videos 1 Other Resource 6 Quizzes & Assignments |
| Lesson 1.1 Career Readiness | Lesson 1.2 Competencies for a Career-Ready Workforce | Lesson 1.3 NACE Competency Sample Behaviors | Lesson 1.4 Opportunities for Developing Competencies | | | |
| 2 | <h3 style="margin: 0;">Developing Competencies for Internship Readiness</h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 2.1 Finding Career Exploration Opportunities </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 2.2 Self-Assessment for Career Exploration </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 2.3 Informational Interviews </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 2.4 Competency Development Portfolios </td> </tr> </table> | Lesson 2.1 Finding Career Exploration Opportunities | Lesson 2.2 Self-Assessment for Career Exploration | Lesson 2.3 Informational Interviews | Lesson 2.4 Competency Development Portfolios | Estimated Completion: <ul style="list-style-type: none"> 1 hour 4 Infographics 3 Videos 16 Other Resources 18 Quizzes & Assignments |
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| 3 | <h3 style="margin: 0;">Exploring Internship Basics</h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 3.1 About Internships </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 3.2 Goals and Self-Advocacy </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 3.3 Developing Your Personal Brand </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 3.4 Business Etiquette </td> </tr> </table> | Lesson 3.1 About Internships | Lesson 3.2 Goals and Self-Advocacy | Lesson 3.3 Developing Your Personal Brand | Lesson 3.4 Business Etiquette | Estimated Completion: <ul style="list-style-type: none"> 1 hour 5 Infographics 1 Video 8 Other Resources 20 Quizzes & Assignments |
| Lesson 3.1 About Internships | Lesson 3.2 Goals and Self-Advocacy | Lesson 3.3 Developing Your Personal Brand | Lesson 3.4 Business Etiquette | | | |
| 4 | <h3 style="margin: 0;">Developing Tools and Strategies for Seeking Internships</h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 4.1 Building the Foundation for an Internship Search </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 4.2 Creating Connections </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 4.3 Resumes </td> <td style="width: 25%; padding: 5px; border: 1px solid white;"> Lesson 4.4 Internship Search Correspondence </td> </tr> </table> | Lesson 4.1 Building the Foundation for an Internship Search | Lesson 4.2 Creating Connections | Lesson 4.3 Resumes | Lesson 4.4 Internship Search Correspondence | Estimated Completion: <ul style="list-style-type: none"> 1 hour 1 Infographic 5 Videos 9 Other Resources 21 Quizzes & Assignments |
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5

Developing Interview Skills

Estimated Completion:

- 1 hour

| | | | |
|---|--|---|---|
| <p>Lesson 5.1 Purposes & Types of Interviews</p> | <p>Lesson 5.2 Interview Preparation</p> | <p>Lesson 5.3 During & After the Interview</p> | <p>Lesson 5.4 Managing Internship Offers</p> |
|---|--|---|---|

- 6 Infographics
- 4 Videos
- 8 Other Resources
- 22 Quizzes & Assignments

6

Preparing for the Internship

Estimated Completion:

- 1 hour

| | | | |
|--|---|---|--|
| <p>Lesson 6.1 Internship Acceptance Details</p> | <p>Lesson 6.2 Your First Day</p> | <p>Lesson 6.3 Communicating with Your Supervisor</p> | <p>Lesson 6.4 Competency Development During Internships</p> |
|--|---|---|--|

- 5 Infographics
- 4 Videos
- 11 Other Resources
- 19 Quizzes & Assignments

7

Maximizing the Internship Experience

Estimated Completion:

- 1 hour

| | | |
|---|--|---|
| <p>Lesson 7.1 Expectations & Goals</p> | <p>Lesson 7.2 Managing Professional Relationships</p> | <p>Lesson 7.3 Documentation & Reflection</p> |
|---|--|---|

- 5 Infographics
- 5 Videos
- 5 Other Resources
- 15 Quizzes & Assignments

8

Skillfully and Conscientiously Ending the Internship

Estimated Completion:

- 1 hour

| | | | |
|---|--|---|---|
| <p>Lesson 8.1 When Your Internship is Ending</p> | <p>Lesson 8.2 Document Competency & Skill Development</p> | <p>Lesson 8.3 Internship Evaluations</p> | <p>Lesson 8.4 Preparing for Future Opportunities</p> |
|---|--|---|---|

- 2 Infographics
- 2 Videos
- 13 Other Resources
- 18 Quizzes & Assignments



Developing an Internship Program Course

Definitions and Types of Internships & Work-Based Learning Opportunities

1

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 ★

2

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

4

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



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Intern Onboarding and Training

5

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

8

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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2

Developing Career Readiness Skills

Career and Self-Development

1

Learning Objectives:

- Identify sample behaviors related to the Career and Self-Development competency.
- Build a personal learning plan to develop the Career and Self-Development competency.
- Articulate accomplishments that you have already achieved in the Career and Self-Development competency.
- Shape a competency development story about your successes in the Career and Self-Development competency.

Estimated Completion:

- 1 hour
- 1 Infographic
- 2 Videos
- 2 Other Resources
- 5 Tasks & Checks

Communication

2

Learning Objectives:

- Identify sample behaviors related to the Communication competency.
- Build a personal learning plan to develop the Communication competency.
- Articulate accomplishments that you have already achieved in the Communication competency.
- Shape a competency development story about your successes in the Communication competency.

Estimated Completion:

- 1 hour
- 2 Infographics
- 1 Video
- 2 Other Resources
- 5 Tasks & Checks

Critical Thinking

3

Learning Objectives:

- Identify sample behaviors related to the Critical Thinking competency.
- Build a personal learning plan to develop the Critical Thinking competency.
- Articulate accomplishments that you have already achieved in the Critical Thinking competency.
- Shape a competency development story about your successes in the Critical Thinking competency.

Estimated Completion:

- 1 hour
- 3 Infographics
- 2 Videos
- 2 Other Resources
- 5 Tasks & Checks

Equity and Inclusion

4

Learning Objectives:

- Identify sample behaviors related to the Equity and Inclusion competency.
- Build a personal learning plan to develop the Equity and Inclusion competency.
- Articulate accomplishments that you have already achieved in the Equity and Inclusion competency.
- Shape a competency development story about your successes in the Equity and Inclusion competency.

Estimated Completion:

- 1 hour
- 2 Infographics
- 4 Videos
- 2 Other Resources
- 5 Tasks & Checks



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Leadership

5

Learning Objectives:

- Identify sample behaviors related to the Leadership competency.
- Build a personal learning plan to develop the Leadership competency.
- Articulate accomplishments that you have already achieved in the Leadership competency.
- Shape a competency development story about your successes in the Leadership competency.

Estimated Completion:

- 1 hour
- 3 Infographics
- 2 Videos
- 2 Other Resources
- 5 Tasks & Checks

Professionalism

6

Learning Objectives:

- Identify sample behaviors related to the Professionalism competency.
- Build a personal learning plan to develop the Professionalism competency.
- Articulate accomplishments that you have already achieved in the Professionalism competency.
- Shape a competency development story about your successes in the Professionalism competency.

Estimated Completion:

- 1 hour
- 2 Infographics
- 2 Videos
- 4 Other Resources
- 5 Tasks & Checks

Teamwork

7

Learning Objectives:

- Identify sample behaviors related to the Teamwork competency.
- Build a personal learning plan to develop the Teamwork competency.
- Articulate accomplishments that you have already achieved in the Teamwork competency.
- Shape a competency development story about your successes in the Teamwork competency.

Estimated Completion:

- 1 hour
- 4 Infographics
- 3 Videos
- 2 Other Resources
- 5 Tasks & Checks

Technology

8

Learning Objectives:

- Identify sample behaviors related to the Technology competency.
- Build a personal learning plan to develop the Technology competency.
- Articulate accomplishments that you have already achieved in the Technology competency.
- Shape a competency development story about your successes in the Technology competency.

Estimated Completion:

- 1 hour
- 2 Infographics
- 4 Videos
- 5 Other Resources
- 5 Tasks & Checks

Military Internship Opportunity

9

Learning Objectives:

- Identify who implements the Hire Vets Now SkillBridge Program (HVNSP).
- Describe what the HVNSP is.
- Outline the steps needed to get started, including who to contact.
- Answer commonly asked questions.

Estimated Completion:

- 1 hour
- 3 Infographics
- 3 Videos
- 8 Other Resources
- 6 Tasks & Assignments

REGION 2 INTERNSHIP COLLABORATIVE



We bridge the gap between secondary and higher education institutions, their students, and businesses, providing work-based learning opportunities in the New River Valley, the Roanoke-Alleghany region, and the greater Lynchburg region.



RETAIN

32,829

**secondary students
grades 9-12**

(VDOE, 2023-2024)

LOCAL

178,115

**undergraduate, graduate,
& professional students**

(SCHEV, Fall 2023)

TALENT

46%

**of VA graduates completed
undergraduate internships**

(SCHEV, 2021)

56%

**of VA graduates said their
internship helped them
receive a job offer**

(SCHEV, 2021)



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REGION 2 INTERNSHIP COLLABORATIVE

giving students
deep roots in
our **business**
community
prior to
graduation

HOW?

JOIN US AT



[cece.vt.edu/
R2InternCollab.html](https://cece.vt.edu/R2InternCollab.html)

OR

REACH OUT NOW!

Region 2 Contacts

Quina Weber-Shirk:
quina@vt.edu
540-824-2183

Brenna Valle:
valleb@vt.edu
540-553-6289



WORK-BASED LEARNING DIRECTORY

Join our network of employer, education, and economic and workforce development partners to **share and expand work-based learning opportunities** across our region

VIRGINIA EMPLOYER READINESS TOOLKIT

Build on what works! The **VTOP Toolkit** helps employers improve their current work-based learning program or launch a new program. It's available as a website, pdf, or in a free online course with self-paced modules.

EMPLOYER RESOURCES

Utilize work-based learning resources like **access to a professional staffing agency or matching funds for small employers**.

1:1 COACHING AND MENTORING

Not sure how to implement employer resources? Schedule **1:1 coaching** and mentoring with Quina Weber-Shirk, Region 2 Internship Collaborative project coordinator

Region 2 Internship Collaborative: V-TOP Resources

The **Virginia Talent and Opportunity Partnership** (V-TOP) is committed to expanding the number of paid and credit-bearing internships and other work-based learning opportunities throughout the state in collaboration with Virginia employers. We offer a wide range of resources for Virginia employers to help begin the journey of **building an internship program** that is sustainable and mutually beneficial for the employer and interns.

V-TOP has contracted with a staffing agency, iQuasar, to help connect employers with students across the Commonwealth and is also offering additional resources such as **Matching Funds** for new internships.

Resource Inquiry Form:

<http://bit.ly/R2ICInquiryForm>



Check out the Region 2 Internship Collaborative webpage:

<https://cece.vt.edu/R2InternCollab.html>

Check out the V-TOP webpage:

<https://virginiatop.org/>

| | All Virginia Employers | Mid-size Employers: 151-250 | Small Employers: 1-150 |
|---|------------------------|--------------------------------|---------------------------|
| Resources/connections with Regional Collaboratives | ✓ | ✓ | ✓ |
| Apply for Virginia-TOP Employer for Intern Award | ✓ | ✓ | ✓ |
| Participate in annual Virginia Intern Day | ✓ | ✓ | ✓ |
| Developing an Internship Program (FREE online course) | ✓ | ✓ | ✓ |
| iQuasar Staffing Agency Services | | ✓ | ✓ |
| Matching Funds for New Internships (1:1) | | | ✓ |

iQuasar Employer Eligibility Requirements:

| Business Requirements | Internship Requirements | V-TOP Program Requirements |
|---|--|---|
| Be registered with the Virginia State Corporation Commission to do business in the Commonwealth. | Propose to hire for a "net new" internship slot. The "net new" designation will remain valid for three academic terms or 12 consecutive months. | Complete the free, online V-TOP course, <i>Developing an Internship Program</i> (Modules 2, 3, 6, & 7). |
| Operate a physical location in Virginia (i.e., state and local governmental agencies are not eligible at this time). | Set an hourly wage for internships, at least the minimum state wage. No commission and/or bonuses paid beyond or in addition to the hourly wage will be matched. | Agree to the terms specified by V-TOP and iQuasar (the V-TOP-contracted staffing agency). |
| Be in business for a minimum of three years unless participating in a formal, competitive, start-up mentoring program. | | Use the V-TOP-contracted staffing agency and participate in a prescreening process to determine eligibility for staffing-agency services. |
| Employ 250 or fewer employees for general services with the staffing agency & employ 100 or fewer employees for matching funds consideration. | | Complete a post-internship survey & the one-year follow-up survey. |

Matching Funds:

Expense Maximum Match: (per Intern per year)

| | | | | |
|---------------|-----------------|------------------------|--------------|--------------------------------------|
| FICA \$12,000 | Housing \$5,000 | Transportation \$1,500 | Food \$3,000 | Clothing/Uniform (1 time only) \$500 |
|---------------|-----------------|------------------------|--------------|--------------------------------------|

- Employers must inform the staffing agency of the proposed total package amount before the on-site internship activities begin.
- The program will provide a match for up to four interns annually for three academic terms or 12 consecutive months per eligible employer.
- The program offers a maximum one-year limit per eligible employer of \$35,000 and a match lifetime limit of \$100,000.



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To get started, contact Brenna Valle, Program Coordinator for the Region 2 Internship Collaborative, at valleb@vt.edu.
General inquiries: info@virginiatop.org



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MENTORSHIP TRAINING WORKSHOPS

BECOME A MENTOR



CONNECT



FOCUS



GROW

WHY?

- Turn mentorship opportunities into an investment for your organization.
- Extend your network outside of traditional groups.
- Develop a collaborative environment and boost productivity.



FREE
FOR A LIMITED
TIME

WHAT?

Take advantage of this **professional development opportunity**, led by MENTOR VA, to learn best practices and strategies to grow and develop mentorship in your workplace! We will facilitate mentorship training for 10 - 35 employees/supervisors!

**REACH OUT
NOW!**

[https://bit.ly/CFG
MentorWorkshops](https://bit.ly/CFGMentorWorkshops)



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valleb@vt.edu



540-553-6289