

SUMMER INTERNSHIPS

2019

INTERN MANUAL

United Way of Southwest Virginia
Ignite Program



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Program Forms, *not attached*

WELCOME STUDENTS!

We are so thrilled that you are interested in an internship placement through United Way of Southwest Virginia's Ignite Program this summer!

This exciting opportunity provides a summer work experience designed to help you gain career awareness and practical soft skills. Internships provide an avenue for you to explore jobs that complement your Academic Career Plan (ACP) or ignite a passion for a career you may have not known about before.

This Intern Manual will serve as a go-to resource for you and your guardians and/or parents before and throughout the program, along with United Way of Southwest Virginia staff support.

Your interest and participation in an internship through the Ignite Program will help to prepare you for the experiences that await you after graduation. Good luck, and enjoy this experience!



Travis Staton,
United Way of Southwest Virginia,
CEO and President

ABOUT UNITED WAY OF SOUTHWEST VIRGINIA

United Way of Southwest Virginia fights for the health, education and financial stability of every person in Southwest Virginia because they are the building blocks for a good quality of life.

Through an initiative-based cradle-to-career approach, United Way of Southwest Virginia is creating sustainable solutions to address the challenges facing tomorrow's workforce. United Way convenes cross-sector partners to make an impact on the most complex problems in our region. Through collaboration with government, business, nonprofit and individuals, United Way innovates for positive, lasting social change. With a footprint that covers nearly 19% of the state of Virginia, United Way of Southwest Virginia programs and initiatives serve the counties of Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe, and the cities of Bristol, Galax, Norton, and Radford.

For more information about United Way of Southwest Virginia, visit www.unitedwayswva.org.

ABOUT IGNITE

Young adolescence is a time of intense identity formation, and high school students are discovering who they are and finding their place in the world. Recent studies have shown that engagement begins to drop in 6th, 7th, and 8th grade, and that as many as 60% of students are “chronically disengaged” by the time they enter high school. Developing ways to introduce students as early as 6th grade to career options and opportunities so they understand the relevance of what they are learning and stay on track, with a goal in mind, is absolutely critical.

Ignite aims to address these issues starting in middle school all the way through high school graduation, creating connections that keep students engaged in learning, inspiring them to take rigorous courses and build relationships with employers, and increasing the likelihood that they will be interested in and prepared for post-secondary education, advanced vocational training, and/or excelling in the workforce.

The United Way of Southwest Virginia Ignite Program sparks career interest in the next generation of Southwest Virginia’s workforce through career awareness and hands-on learning. These summer internships are one component of Ignite that will help bridge the gap between the worlds of learning and work by connecting schools and students with employers and employees. Across United Way of Southwest Virginia's service area, the Ignite Program is investing in the lives of over 29,000 students – enabling middle school and high school students to realize their potential and be ready to enter and advance in the region’s workforce.

More information about the Ignite program can be found online at [**www.unitedwayswva.org/ignite**](http://www.unitedwayswva.org/ignite).

STEP 1.

ARE YOU ELIGIBLE?

- ✔ Are you in 11th or 12th grade?
- ✔ Are you 16 years of age or older?
- ✔ Do you have reliable transportation?
- ✔ Are you eligible to work in the united states?
- ✔ Are you available for four consecutive weeks of work between June 1-July 31, 2019?



*If you meet these requirements,
then you are eligible!*

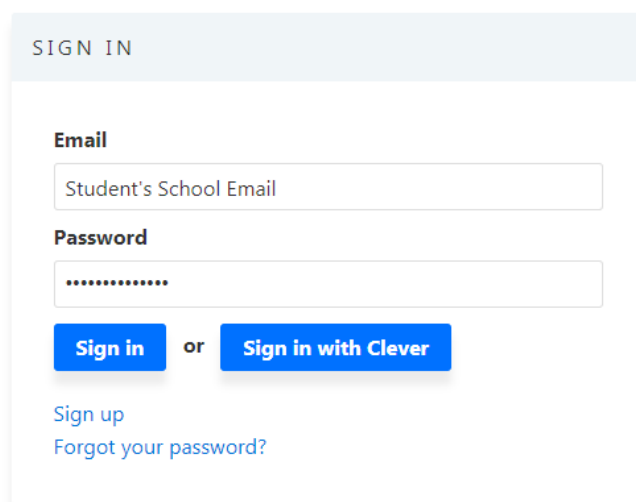
STEP 2.

YOUR MAJORCLARITY ACCOUNT

Your school has access to a career readiness website called, MajorClarity.

If you are not already using it, your Ignite School Coordinator can help you log into your account.

MajorClarity
Discover your passions.



The image shows a screenshot of the MajorClarity sign-in interface. At the top, it says "SIGN IN". Below that, there are two input fields: "Email" with the placeholder text "Student's School Email" and "Password" with a masked password ".....". There are two buttons: "Sign in" and "Sign in with Clever", separated by the word "or". At the bottom, there are two links: "Sign up" and "Forgot your password?".

RESUME AND COVER LETTER

Ignite's summer internships will be a first chance for many high school students to get real work experience. Many students will be including...

various activities and clubs
volunteer experience
credentials they have earned
classes they have taken

...instead of referencing past employers on their resume, telling the story of what they've been up to at school and in their community!

When you first apply for an internship, **MajorClarity's software will remove all personal identifying information from your resume and cover letter.** It won't be until after you accept an interview and the Internship Interest Form (**See Program Forms**) is turned in for employer to see that information.

MAJORCLARITY REQUIREMENTS

- ☑ Student has an active MajorClarity Profile
- ☑ Student has their Academic Pathway as up to date as possible

- ☑ Student has taken the Personality Assessment
- ☑ Student has taking the Learning Styles Assessment

- ☑ Student has explored at least 3 Career Paths
- ☑ Student has watched at least 1 video in a Career Path explored
- ☑ Student has done at least 1 activity in a Career Path explored

- ☑ Student has filled out a MajorClarity Resume and Cover Letter
- ☑ Student has filled out their MajorClarity Career Plan

- ☑ Student knows how to explore internships through MajorClarity and is aware of how to apply for an internship this summer



Once completed, you are able to start applying for internships!

STEP 3.

APPLYING FOR A SUMMER INTERNSHIP

Pre-Application:

- ☑ All Eligibility Requirements met. (See Page 9)
- ☑ All MajorClarity Requirements completed, including Resume and Cover Letter. (See Page 12)
- ☑ Internship Interest Sheet is signed by you, Ignite Coordinator, and parent/guardian **AND** uploaded to MajorClarity. (**See Program Forms**)
- ☑ Student has turned in **AND** uploaded to MajorClarity **two** Letter of Recommendation forms filled out by teachers. (**See Program Forms**)

Apply:

- ☑ Student can now search for internship opportunities through Major Clarity, and apply!

Important Note: For your safety and the safety of other students, United Way and MajorClarity have worked hard to create a safe and convenient portal to ensure a streamlined and secure application process.

Please do not contact the companies you apply to independent of this software.

If Student gets an Internship:

- ☑ Internship Commitment Contract signed by you, Ignite Coordinator, and parent/guardian **AND** uploaded to Major Clarity. (**See Program Forms**)

STEP 4.

GET TO KNOW THE INTERNSHIP

United Way of Southwest Virginia's Ignite Program provides our region's high school students with a four-week summer internship component designed to teach critical workplace skills and prepare students for the workplace through hands-on work experience. Internships bridge the gap between the worlds of learning and work by connecting students and schools with employees and employers.

Length of Internship

The internship this summer should take approximately four (4) consecutive weeks to complete. United Way of Southwest Virginia recommends about 16-20 hours of work per week, depending on the employer's preference and as agreed upon by the intern.

Summer internships need to take place between **June 1- July 31, 2019**.

Payroll & Timesheets

Each student will be paid \$7.25 an hour minimum for their work and participation in a summer internship. Payroll information, timesheet requirements, and other information concerning payment will be between the student and the employer. If there are any issues in payroll procedure, United Way of Southwest Virginia must be alerted.

Work Schedule

Each student who participates in a summer internship will need to complete a total of 88 program hours. Each student's work schedule will look different. It is up to the employer and the student to come up with a schedule that works for them.

Team Presentation

At the end of the internships this summer, all student interns will participate in a team presentation about their work experience. At this time, all students will be recognized for their work by United Way of Southwest Virginia.

Pre-Employment Training

The student intern will need to participate in United Way of Southwest Virginia's Pre-Employment Training. This training will count towards the student's total amount of 88 hours worked.

Absences

Employers will discuss their own protocol when it comes to what absences count as excused or unexcused. Interns will not be paid for the hours they miss for an absence. However, students are encouraged to work with their Ignite Internship Mentor to make-up their hours missed. **Students must complete a total of 88 hours**, which includes their Pre-Employment Training.

Communication for an absence must be done through a phone call directly to their Ignite Internship Mentor. If a student notifies their mentor that they will be coming in late or notifies him/her that they they cannot come in at all, they must call at least an hour before their original start time. Students may not alert their mentor of an absence or a late arrival through email, text, or social media.

STEP 5.

BE AN EXAMPLE

Develop Successful Soft Skills

“Soft” or applied skills, such as teamwork, decision-making, and communication, are skills that help young people preparing to enter the workforce become effective employees and managers. Developing students' soft skills is critical to their ability to contribute to a strong and vibrant workforce.

Appropriate Dress

Each student intern must communicate with their Ignite Internship Mentor on what is appropriate dress for their workplace. Each employer will have different requirements when it comes to dress.

Email and Social Media

Student interns should use their school email and primary phone number to contact their Ignite Internship Mentor. Using a school email is important to keep all items consistent and aligned with their Major Clarity account.

FOR STUDENTS TO KNOW

Student Safety

Your safety is what is most important.

Safety training will be a part of Pre-Employment Training. If you should ever feel unsafe, harassed, or discriminated against at the work site you should leave and immediately contact both your direct supervisor/Ignite Internship Mentor and United Way staff with any concern you may have.

Confidentiality

It is important to be aware that everything you see, help create, or share in conversation at your workplace during the internship, stay strictly between you and your workplace. Do not share the information and work of others by mouth, text, or social media.

Unacceptable Behavior

You are going to be held responsible for reading and understanding all materials in this manual. If you fail to meet the guidelines in this manual, you will receive one strike by your Ignite Internship Mentor. If you receive three strikes, you will no longer be able to participate in the program.

YOU WILL BE IMMEDIATELY TERMINATED FROM EMPLOYMENT IF...

...you are under the influence of illegal drugs or alcohol

...you use tobacco products on your organization's property

...you participate in a fight on your organization's property

...you ruin, vandalize, or destroy any of your organization's property

...you possess firearms, explosives, weapons, or any other hazardous material on your organization's property

...you lie or fail to report properly to your Ignite Mentor or on your weekly log

...you use your cell phone excessively or do not follow your organization's cell phone policy

CONTACT INFORMATION

Your Ignite School Coordinator (ISC)

Unsure of who the Ignite School Coordinator (ISC) is at your school? See this link to find out who it is, and how to best get in touch with them!

www.unitedwayswva.org/ignite-internships

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