

## **Internship Host Resources**

### **Internship Description - things to include**

- Name of organization & location
- A brief description of your organization - include link to company website, if available
- A brief description of what the internship will entail/duties & responsibilities
- Compensation (if applicable)
- Schedule and length of internship
- Any additional application procedures

### **Potential Interview Questions**

1. Tell me about yourself?
2. What are your long-term career goals and how do you plan to achieve them?
3. What are your greatest strengths/skills?
4. Tell me about an accomplishment you are most proud of.
5. Describe the type of situations that put you under pressure and how you handle those situations.
6. What motivates you to put forth your greatest effort?
7. Describe the qualities that a successful manager or supervisor should possess.
8. How do you feel you can contribute as an intern?
9. Are you involved in any activities that may require you to have an adjusted schedule?
10. What else do you think I/we should know about you?
11. What questions do you have for me/us?

### **First Day of the Internship**

- Determine preferred communication style with the intern (for absences, running late, etc.)
- Provide tour/introductions
- Set expectations
  - Appropriate attire
  - Clocking in & out
  - Daily routines
  - Culture of the organization
  - Safety rules and emergency procedures
  - Any items that relate to nondisclosure/confidentiality
  - Are there any scheduled days that the intern will not report to work/days the business is closed?
- Schedule a weekly or bi-weekly check-in time
- Review any jobsite needs
  - ID badge?
  - Workspace
  - Forms to complete
- Discuss organization policies and procedures

### **Job shadow resources**

- Learn about the day-to-day tasks - what you do, where you do it, how you do it
- Learn the career path to pursue said career
  - What education or training is required beyond high school
  - What resources are available for said education
  - The length of time of the program
  - Entry level ways to get experiences that will help students get a job/another internship/entry-level position
- What advice would give to a student wanting to pursue a career in this field

### **Suggested intern tasks/items to review within manufacturing**

- Material and equipment inspection
- Study plant safety and suggest recommendations for improvement
- Read and interpret drawings
- Develop, prepare, and/or review engineering plans
- Develop basic detail and assembly drawings for products and equipment
- Review applications and issues permits
- Perform physical and chemical tests for quality control
- Conduct research and provide technical assistance as needed
- Create 3-D models from 2-D drawings
- Test prototypes and standard products and write reports to document the results
- Maintain clean and orderly work areas
- Develop and write manufacturing process instructions
- Manage vendors; follow-up on purchase orders
- Receive and/or inspect parts
- Collect and record measurements and other data
- Review plans and/or maps of structures for inspections, troubleshooting, and/or repair
- Participate in developing and implementing SOPs (Standard Operating Procedures) and WIs (Written Instructions)
- Maintain and prepare reports on inspections, as well as completed and pending work
- Assist with identifying and assessing technical problems; learn and apply techniques and methods using the necessary tools and equipment
- Assist with the installation of necessary equipment for maintenance and/or repairs

## **Check-in meeting resources**

### **Employers**

How can myself and/or another team member assist you?

What skills have you been able to practice or witness?

What was something you enjoyed most about your experience this past week?

How can we provide opportunities to assist in the development of these skills?

What are some lessons learned and challenges experienced?

How has this experience impacted your educational or career goals?

### **Interns**

To Discuss:

- Areas of needed assistance and any updates on meeting deadlines/task completion.
- Something that has gone really well for me since our last check-in
- Areas of challenge and what was learned
- Feedback on any thoughts or insights on employer practices/systems.

To Ask:

- What feedback do you have for me on my task completion and quality of work?