



## EMPLOYER WORKSHOP

# HOW TO WRITE AN INTERNSHIP PROGRAM FOR YOUR BUSINESS

## JOIN US

May 19, 2016

7:30- 9:30 AM

LOCATION: EPI CENTER IN THE COLLABORATIVE LABS

13805 58TH ST. N. CLEARWATER, FL

## WHAT YOU WILL LEARN

- A game plan to build an internship program for your business
- Find out how to receive a grant to pay for interns
- St. Petersburg College Internship Requirements
- How to Select an Internship Coordinator or Intern



REGISTER ONLINE: [WWW.BAMA-FL.ORG](http://WWW.BAMA-FL.ORG)

Contact: Ariel Boone, Recruiter  
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Florida TRADE at St. Petersburg College, Corporate Training, Clearwater, Florida

This material was funded in whole by a \$15M TAACCT grant awarded by the U.S. Department of Labor's Employment and Training Administration.



# How to Write an Internship Program Workshop

May 19, 2016

7:30am – 9:30am

Collaborative Labs at EpiCenter

7:30am – 8:00am	<b><u>Breakfast and Networking</u></b>
8:00am – 8:15am	<p style="text-align: center;"><b><u>Welcome</u></b></p> <p>Welcome and Setting the Stage for the Morning’s Discussion: <b>Ariel Boone, Recruiter</b> Participants will have an opportunity to share about their organizations and key projects.</p> <p><i>Planning notes: Alison will ask them to talk at their tables for 3 mins and have a few share what they discussed. Provide handout worksheet they can use for the meeting.</i></p>
8:15am – 8:40am	<p style="text-align: center;"><b><u>What Opportunities Exist for Funding Internships?</u></b></p> <p>Speaker: <b>Deborah Chapman, Career Edge</b> Participants will learn about funding available to support their internship programs and discuss where they might use interns.</p> <p><i>Planning notes: 10 mins of speaker with slides. 5 mins of questions. 5 mins of table discussion. 5 mins to share what they discussed.</i></p>
8:40am – 9:10am	<p style="text-align: center;"><b><u>Where Can I Get Interns and What is the Process?</u></b></p> <p>Speaker: <b>xxx, Internship Coordinator</b> Participants will learn about the characteristics of students looking for internships, what SPC requires, and the process for getting an intern. They will have an opportunity to:</p> <ul style="list-style-type: none"> <li>• Ask questions</li> <li>• Share what other information they would like to have in the process</li> <li>• Share what they need from potential interns</li> </ul> <p><i>Planning notes: 20 mins of speaker with slides including flow chart (id need, contact SPC/who/how, SPC will want to know/paperwork/info, how do I get candidates, how are the interviews done, how do I provide feedback, what happens to select a person). 5 mins of individuals writing on post its. 5 mins to share what they discussed and collect post-its.</i></p>
9:10am – 9:25am	<p style="text-align: center;"><b><u>What Do I Need to Prepare to Have a Good Internship Program?</u></b></p> <p>Speaker: <b>Jill and Belinthia,</b> Participants will learn about successful characteristics of mentor programs and how SPC can support the mentors. The discussion will include:</p> <ul style="list-style-type: none"> <li>• Selecting an internship coordinator</li> <li>• Selecting a mentor</li> <li>• Defining the mentor’s role</li> <li>• Training the mentor</li> </ul>



	<p><i>Planning notes: 15 mins of speaker with slides, possibly page 2 of handout). 5 mins of individuals writing on post its. Discussion points include: (who will be your internship coordinator, who will be the mentor (explain job/training, answer questions, evaluate performance, help with elevator speech of intern); what training does the mentor need? (expectations, how to do tasks); would it be helpful if SPC provided this training?</i></p>
<p><b>9:25am – 9:30am</b></p>	<p><b><u>Thank You</u></b></p>