

AKYSB Internship Program

Summer 2014



Summer Overview Packet

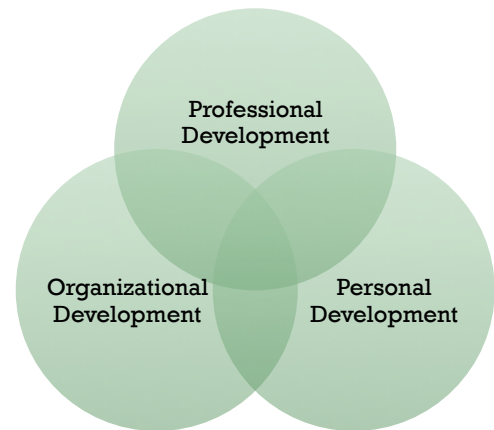
2014

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Program Overview

The primary goal of the AKYSB internship program is to expose interns to the tools necessary for them to adequately market themselves in any field- be it medicine, interfaith, private sector or otherwise. Interns will experience the professional, personal, and organizational development needed to become innovators of change and future leaders of the global community. These three aspects will drive the internship program and will often overlap within the various components of the program. Through the use of mentorship, social media, and self-assessment tools interns will hone their competencies and demonstrate the emotional intelligence, self-awareness, and professionalism, which will make them a valuable asset to any organization they work for in the future.



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Support System

The AKYSB Internship Program has a unique support system that is set up not only to help interns capitalize on their internship experience, but also support them through long-term development. Each element of an intern's support system serves a specific purpose to bolster the intern's experience and guide their growth.

1. Cohorts

All interns will be placed in a cohort, who will be a support system for interns' journey through personal, professional and organizational development. Each cohort will conduct bi-weekly learning calls and produce a cohort blog, which will serve as a platform for interns to reflect on their experiences. Each cohort will consist of:

a. **Peer interns**

The interns within each cohort will serve as companions in their journey through the summer. Interns will share their experiences, interests, and problems in bi-weekly case rounds.

b. **Cohort Lead**

Each cohort will be led by an experienced professional who will offer expert advice on how interns can capitalize on their experiences and will facilitate the bi-weekly calls. The Cohort Lead will be the go-to person for questions regarding professional development.

2. Mentors

Each intern will also be assigned a mentor who will be external to the cohort. The mentor is an alumnus of the AKYSB internship program and has the experience to provide guidance in personal and professional development. The intern will have an opportunity to build a relationship with their mentor that may extend beyond the summer experience. Interns will work directly with their mentors throughout the summer on a regular basis to complete the responsibilities outlined by the content.

3. Internship Supervisor

Interns will work directly with their internship supervisor throughout the summer on a daily basis to complete the responsibilities outlined by the organization; this supervisor will assess and evaluate the quality of work and development on the internship site.

Pre-Internship: Foundation & Preparation

Growth requires an assessment of strengths and weaknesses so that an individual is able to direct their development towards a goal that is specific to them and their organization. Each assessment tool is meant to help the intern evaluate themselves and their organization so that they are able to establish personal, professional, organizational goals for the summer. Prior to the start of the internship, interns will engage in the following assessments and set goals for the summer.

1. Professional assessment

- a. Assessment: Interns will begin their professional development with a 360Reach Survey, which they will complete prior to establishing their professional goals for the internship. The 360Reach Survey is a self-assessment tool that will provide interns with insight as to how – they are perceived by others. This information will be used to modify -each intern’s skills and behavior. This is a critical component within the professional arena. Reflecting on this information early on can help with professional growth.
- b. Goals: Interns will use the results from the 360ReachSurvey to establish short and long term professional goals. These goals should drive the interns’ discussion during learning calls and how they utilize their Cohort Managers and mentors for professional development

2. Personal assessment

- a. Assessment: Interns will also complete a Myers-Briggs self-assessment. The Myers-Briggs is a personality questionnaire that will help interns understand how they perceive the world and make decisions. This assessment will not only indicate personality type but should bring the intern one step closer to realizing his or her personal strengths and weaknesses.
- b. Goals: Interns will use this assessment to set personal goals of how they wish to develop as a person. The interns will use these goals as drivers for their reflection pieces.

3. Organizational assessment

- a. Assessment: Interns will also complete an organizational assessment of their internship site prior to starting the program. What is the intern’s impression of their organization? What do they know about it? What would they like to know about it? What do they think the organization’s strengths, weaknesses, and opportunities? How can they fit into this picture?
- b. Goals: This assessment of the interns’ organization will help them formulate an individual summer project, which is described in detail below.

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Internship

1. **Professional and Personal Development**

Interns will use their cohort bi-weekly learning calls and social media for professional and personal development during the internship phase of the program.

- a. **Learning Calls:** These bi-weekly calls will encompass two essential components, case rounds and a learning component, both of which will be facilitated by the Cohort Lead.
 - i. ***Case Rounds:*** At the beginning of each call interns will share their experiences, interests, and problems. These informal case rounds are meant to help interns reflect on their experiences, problem solve, and learn from others within the cohort.
 - ii. ***Learning component:*** Each call will focus on a different topic, which will be presented via webinar by an expert. The interns will be expected to effectively discuss the contents of the webinar with their cohort. present their topic in a creative manner that is accessible to their colleagues. -This learning component is meant to hone creativity as well as supplement field-work experience with relevant topics that heighten professionalism.
- b. **Portfolio Entry:** Interns will be expected to make reflective entries on an assigned topic within their portfolios. The primary purpose of this component is reflection. Interns should reflect about who they are as an individuals, who they are in a working environment and lastly, what they wish to do in an organizational capacity. This is an opportunity for interns to evaluate their performance as professionals. There is an adage that one can have twenty years of experience or a year of experience twenty times. The purpose of reflection is to maximize interns' chances of getting their full twenty years' worth of experience.¹
- c. **Social Media:** Social media has currently become a strategic tool in advertising professionals. However, like any tool, it too has its disadvantages that can be catastrophic for one's career. This component will expose interns to the use of social media for personal development and to make them more marketable as a professional, while avoiding its negative uses.
 - i. ***LinkedIn:*** LinkedIn is a professional networking tool that will enable interns to build connections with the people they are working with, and people they may work with in the future. Interns will have the

¹ Ogilvy, Wortham and Lerman. *Learning From Practice: A Professional Development Text for Legal Externs*. Ch. 9. Westgroup. 2007.

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opportunity to use LinkedIn to create a formal directory with addresses, emails, phone numbers, birthdays, etc. to stay in regular contact with the people currently in their database.

2. Organizational Development

Over the course of the internship, interns will be given an opportunity to take part in a larger-scale development project. Interns may choose from three options and should work with their mentors to come up with ideas. The project plan will be shared with a National Team Member who will review and approve it to ensure that it is feasible to be completed during the remainder of the summer. The three options are as follows:

a. Option 1 – Organizational Enhancement

As young adults, interns have fresh ideas and a different perspective, which allows them to add value. By taking on an Organizational Enhancement project, interns will assess where they can give back to the organization where they are working. Because each organization is different and requires specific skills or needs, the format may come together after the internship begins.

b. Option 2 - Community Improvement

At the end of their internship, interns can take what they have learned from their organization and give back to the community. Alongside their mentor, interns will create a dynamic and engaging project for their community at a regional, national, or international level. With the help of their mentor, interns will create a proposal, timeline, project plan, and put together the necessary logistical and communication pieces to execute this project.

c. Option 3- Interdisciplinary self-sculpted Project

Interns have the option of proposing a project idea with their mentor that may overlap multiple sectors and is aligned with their personal and professional goals. Interns who decide to select this option must present a reasoned proposal to the national team for approval.

Post-Internship: National Internship Summit

At the end of the summer internship, Interns will attend the Internship Summit during which all pieces of professional, personal, and organizational development will come together. There will be three parts to the summit: the submission of a finalized professional portfolio, a cohort presentation, and an individual presentation.

1. **Professional Portfolio**

All interns will be required to complete and present a unique Learning Portfolio. Interns should use the skills they have - acquired during the program to create a personal mission statement. From there, Interns and their mentor -will work to create a professional portfolio that should include: a resume, evidence of work (memos, presentations), a letter of recommendation from your mentor or internship advisor, a sample cover letter, and a sample elevator speech.

2. **Cohort Presentation**

Each cohort will create a presentation on the topic of its choice. The topics will be selected through discussions with the Cohort Manager and Cohort Coordinator, while considering the particular interests and objectives of the cohort.

3. **Capstone Presentation of Organizational Project**

Each intern will present their independent projects to the group, sharing the progress they have made as well as the challenges they faced. Interns should highlight the impact of their work on the organization and community as well as the personal, professional, and organizational development that occurred leading to this impact.

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Checklist of Deliverables

Deliverables	Deadline for Review	Deadline for Submission	Reviewed ?
Pre-Internship			
1. 360Reach Survey			
2. Short-term and Long-term Professional Goals			
3. Myers-Briggs Assessment			
4. Personal Goals			
5. Organizational Assessment			
6. Organizational goals/Capstone Project Proposal			
Internship			
7. Portfolio Entry #1:			
8. Portfolio Entry #2:			
9. Portfolio Entry #3:			
10. LinkedIn Profile			
11. Complete Capstone Project			
12.			
Post Internship			
Professional Portfolio			

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13. Resume			
a. Work product from internship			
b. Letter of Recommendation			
c. Sample cover letter			
d. Recorded Elevator Speech			
e. Cohort Presentation			
14. Individual/ Capstone Presentation			