

HELPS FOR DEVELOPING STUDENT INTERNSHIP PROJECTS

Brainstorming Questions

1. Are there any projects that you would love to do but you never have time or the people power?
2. Is there a problem that the student could research for you and propose and/or implement a solution?
3. Could the student do a field study on a specific topic of interest in your industry? (Examples: A hospital intern might research a certain disease, drug, or procedure. In a law office one might explore precedent-setting cases regarding a certain legal question.) Could the student have access to helpful professional materials and learn from talking to staff members? The product would be a written report and presentation of findings and conclusions.
4. Could the student do a field study asking the question, "What are the skills and knowledge necessary to be a successful _____?" The product would be a written report and presentation of findings, conclusions, and recommendations.

SOME SPECIFIC POSSIBILITIES

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| Perform specific market research for the company | computer software |
| Develop a brochure | Create a simple computer program which meets a specific need |
| Develop a newsletter | Create or compile materials to be used for new employee training |
| Create a professional quality portfolio | Update or create employee handbook |
| Put on an art or photography show | Design a proposed company identity--logo, letterhead, etc. |
| Write a publishable quality series or in-depth story | Create and administer customer surveys, compile and interpret data |
| Make a video for a specific purpose | Research and make presentation regarding govt. regulation of industry |
| Create and give a career exploration presentation in an elementary or junior high classroom | Research and make presentation regarding coming trends in the industry |
| Create a "Day in the life of a _____" video | Create a significant work of art |
| Interview employees about ways to improve operation--compile and present results | Create a customer data base |
| Create advertising materials | Take a major role in a company event--grand opening, trade show, health fair, etc. |
| Create library for professional publications used in business | |
| Research and give presentation on how industry has changed in last 10 or 20 years | |
| Create or maintain a web page | |
| Create display or prepare informational materials regarding company history, founders, etc. | |
| Learn and demonstrate competence on relevant | |

INTERNSHIP PROJECT PLAN

1. Formulate the essential question.

How can I, as a student intern DO _____ SO THAT _____?

DO = What data you will collect, what problem you will work on, what product you will produce, etc...

SO THAT = Why you will do it. What the mentor will gain, what you will learn, how your project will be used, etc.

(Using the format above, write the essential question that your project will address.)

2. Develop a workplan.

A. A brief background or summary of the current situation. Describe the need or issue to be addressed.

B. Outline specific product to be produced, steps to be taken toward its completion, and target completion dates for each step.. (For example...skills to be developed, data to be collected, documents to be reviewed, interviews to be conducted, research to be accomplished, steps/tasks to be completed etc. etc. etc.) **BE SURE TO INCLUDE TARGET COMPLETION DATES FOR EACH STEP.**

3. Determine how and to whom you will report and present your findings, conclusions, and recommendations. (Definitely at school, possibly at workplace)

Student Signature/Date

Workplace Supervisor Signature/Date

School Coordinator Signature/Date