

## 2023 DALLAS ISD CTE INTERNSHIP PROGRAM

### Internship Program of Work

Primary Manager:

Secondary Manager:

#### CAREER READINESS COMPETENCIES

The Internship Program of Work will focus on the following career readiness competencies:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Career & Self-Development | <input type="checkbox"/> Communication | <input type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Equity & Inclusion        | <input type="checkbox"/> Leadership    | <input type="checkbox"/> Professionalism   |
| <input type="checkbox"/> Teamwork & Collaboration  | <input type="checkbox"/> Technology    | <input type="checkbox"/> Industry Skills   |

#### PROGRAM SCHEDULE

WEEKS	JOB DUTY/ TASK	EXPECTED PRODUCT	EXPECTED COMPLETION DATE	CAREER READINESS COMPETENCY
1	Onboarding Project Orientation Meet & Greet			
2				
3				
4				
5				
6				
7				
8				

During the internship, the student will work over a period of weeks to investigate and respond to an authentic, engaging, and complex question, problem, or challenge.

What project ideas will you present for student consideration?
PROJECT IDEA #1 What key knowledge is needed to successfully complete the project? What support will be available for student inquiry? What is the outcome of the project? What are the key measures of success?
PROJECT IDEA #2 What key knowledge is needed to successfully complete the project? What support will be available for student inquiry? What is the outcome of the project? What are the key measures of success?
PROJECT IDEA #3 What key knowledge is needed to successfully complete the project? What support will be available for student inquiry? What is the outcome of the project? What are the key measures of success?

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#### ONBOARDING CHECKLIST

- Send welcome email 1-3 days prior to start date.  
*Include important information on arriving to work include starting date, location, time, and dress. Provide phone number and email of contact person. Include first day schedule. Remind them to bring any documents needed for onboarding/ paperwork.*
- Warmly welcome them to the team on the first day.  
*Providing the student intern with a welcome gift is a nice, welcoming gesture, such as a company t-shirt, padfolio, etc.*
- Deliver company overview.  
*Include organizational chart, employee handbook, and details about the company culture.*
- Give company tour and introduce to key personnel.
- Complete employment and payroll forms.  
*Explain payroll procedures and pay dates.*
- Set and share work schedule.
- Explain company policies and procedures, including dress code, parking, recording time, entering and exiting the building, and lunch hours and suggestions.  
*Demonstrate clocking in/ out procedures.*
- Present intern's workspace. Provide computer login, email address, office phone, and office supplies.  
*Demonstrate use of equipment.*
- Set Dates for Check-Ins.  
*At minimum, mid-internship and end-of-internship check-in.*

#### TIPS FOR ONBOARDING VIRTUAL EMPLOYEES

- Welcome your remote intern by email and phone.
- Ensure email and video conferencing equipment is setup.
- Set expectations for communication with their manager and team.
- Introduce to your internal communication channel.
- Introduce them to their team members via video conferencing.
- Conduct online training.