



INTERNSHIP GUIDE

Section 3: Personnel and Visitors



Acknowledgement of Scope

While this internship guide was written specifically for the NAF Future Ready Lab program, the recommendations, resources, and templates provided can be customized to provide benefit for all internship models. Internship models can vary from one-on-one to group-based or from in-person to virtual. Regardless of the model, we recommend that all internships need the same characteristics to be a high-quality experience. Characteristics include a project of value, a focus on college and career-ready skill development, and networking opportunities with business professionals. When these characteristics are embedded in an internship model, it boosts the confidence and motivation of interns, it allows them an opportunity to practice positive work habits, and supports the development of their strengths and abilities.

Introduction

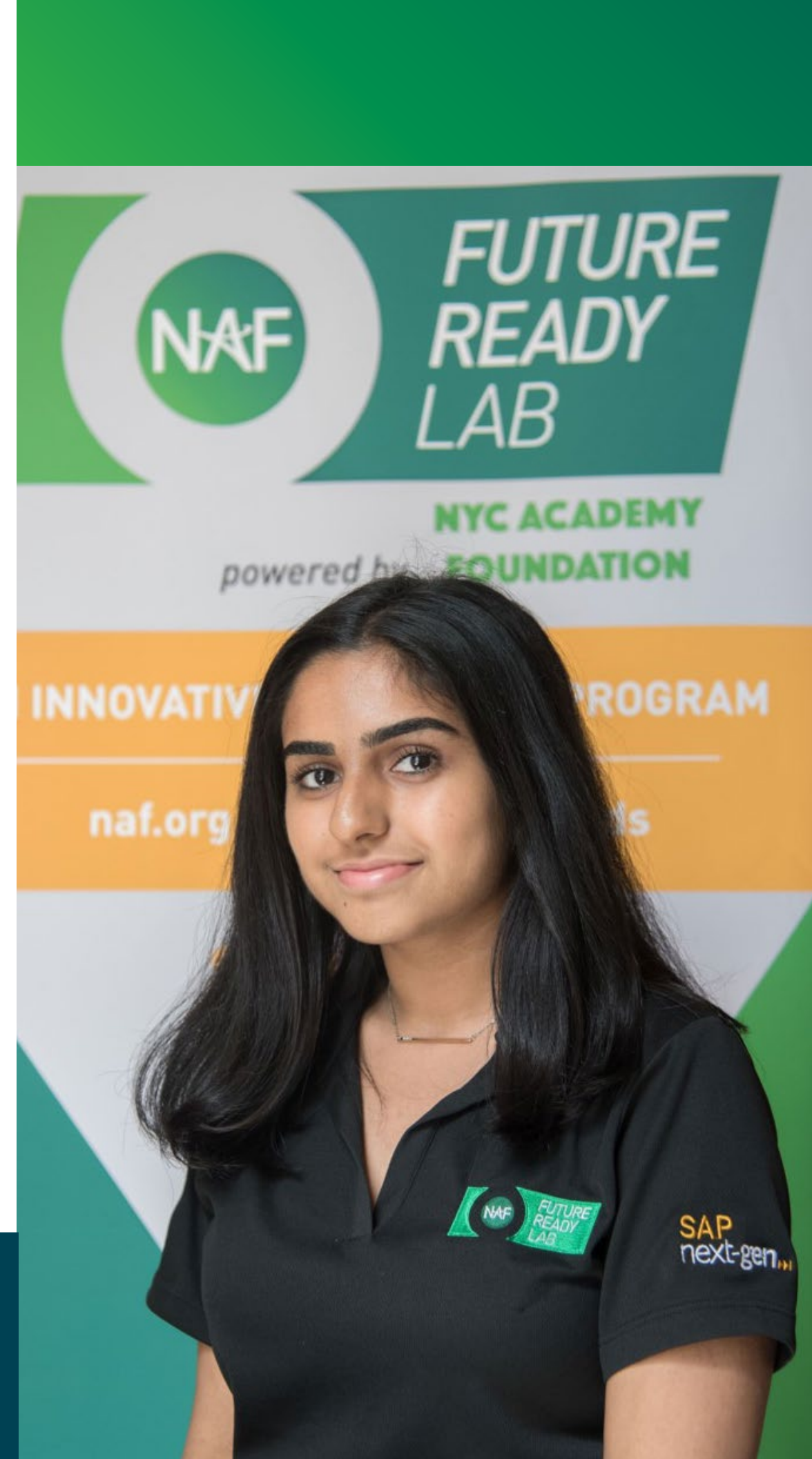
The NAF Future Ready Lab Internship Guide – Section 3: Personnel and Visitors provides information about all essential personnel who support the internship program and the related resources, including job descriptions, email and training templates, and personnel tracking tools.

The planning team uses Section 3: Personnel and Visitors to focus on the following tasks:

- Recruiting, hiring, and training the facilitator and the logistics coordinator
- Recruiting and orienting the mentors
- Recruiting and orienting the guest speakers
- Identifying and orienting the final presentation panelists
- Identifying visitors

Concurrently, the planning team uses Section 1: Overview and Section 2: Preparation to complete the following tasks:

- Finalize the planning team using the Internship Program Tracker
- Monitor the budget using the Budget Sample and Template
- Track tasks using the Internship Program Timeline
- Prepare internship ready students
- Recruit the NAF Future Ready Lab interns
- Develop and refine the weekly schedule using the Internship Program Tracker
- Finalize the project of value using the Project of Value Template and Examples
- Establish and coordinate marketing and communications strategies



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Facilitator and Logistics Coordinator

 [click bars to view more details](#)

The facilitator and the logistics coordinator are vital to the success of the NAF Future Ready Lab. Section 3: Personnel and Visitors focuses on securing the best-qualified individuals for these roles. Finding the appropriate candidates takes time; so, the planning team must begin the recruitment and hiring process as early as possible.

Mentors

Mentors are essential during the internship program to ensure that interns experience a successful internship. Mentors work with small groups of interns to complete the project of value and one-on-one to focus on professional growth and development. Mentors play a pivotal role as project coaches to assist intern teams with researching solutions for the project of value while exposing interns to the world of work.

Reference Internship Guide – Section 1: Overview – Assembling a NAF Future Ready Lab Team for a detailed list of tasks.

 [click bars to view more details](#)

Guest Speakers

Guest speakers offer their expertise in the designated career field of the internship program, and they deliver the content related to the project of value. Guest speakers build the interns' college and career readiness skills as they share their knowledge and experience in the field. Guest speakers lead 1-2 hour sessions that include workshops, interactive demonstrations, lectures, tours, and question and answer (Q&A) dialogues.

Reference Internship Guide – Section 1: Overview – Assembling a NAF Future Ready Lab Team for a detailed list of tasks.

 [click bars to view more details](#)

Final Presentations

The NAF Future Ready Lab culminates with project of value presentations. With the collaborative efforts of multiple stakeholders, interns have been developed as skilled and diverse young professionals who have investigated solutions to real problems and issues within the employer partner's business. The project of value topic directed the content for the NAF Future Ready Lab. All guest speakers, workshops, and activities were structured and sequenced around project-related knowledge, tools, and skills necessary for interns to complete the deliverables outlined in the project of value. The final presentation is the most significant moment for interns as they showcase their expertise, accomplishments, and recommendations to their audience.

Final Presentation Panelist

The interns showcase their expertise and accomplishments during a formal presentation to a group of 3–5 panelists. The final presentation panelists provide immediate feedback, ask clarifying questions, and use a presentation rubric to evaluate the performance of intern teams during their final presentations. The formal assessment of final presentations provides valuable, constructive advice for the interns' professional growth and development.

 [click bars to view more details](#)

Visitors

A NAF Future Ready Lab is an innovative internship program that involves the collaboration of multiple stakeholders taking NAF's concept to the local level to fit the needs of the employer and community partners. Welcoming visitors during the internship program is an opportunity to promote and showcase the exceptional work occurring in a NAF Future Ready Lab. A visitor is a guest who engages temporarily with the interns during the internship program but is not officially involved in the scheduled components of the NAF Future Ready Lab. Visitors may include school district staff, members of the media, civic or community leaders, potential NAF Future Ready Lab employer partners, and NAF staff. Mentors, guest speakers, and final presentation panelists are not visitors because they are support personnel for the internship program.

The NAF Future Ready Lab is an authentic workplace environment where interns are employees actively engaged in producing work of value to the designated company. Visitations can be disruptive; hence, the planning team must determine the visitor approval process. The visitation protocol includes substantiating the reason for the visit by delineating how the visit supports the project of value deliverables, intern skill development, marketing of the NAF Future Ready Lab or advocates for further support of internships and workforce development in the community.

The planning team tracks all visitor requests and selects visitors based on need and potential contributions to the internship program. If selected, the visitor receives an email inviting them to visit the NAF Future Ready Lab. The invitation includes internship program details such as a synopsis of the project of value and other necessary logistical details.



Strategic Action Checklist

- Determine the method for filling the facilitator position - internal or external recruitment.
- Determine the method for filling the logistics coordinator position - internal or external recruitment.
- Customize the facilitator job description.
- Customize the logistics coordinator job description.
- Determine the facilitator payment.
- Determine the logistics coordinator payment.
- Determine members of the interview team for the facilitator.
- Determine members of the interview team for the logistics coordinator.
- Research background check requirements for:
 - Facilitator
 - Logistics coordinator
 - Mentors
 - Guest speakers
- Determine number of required mentors.
- Launch mentor recruitment.
- Launch guest speaker recruitment.
- Train and prepare the facilitator and the logistics coordinator.
- Orient and prepare mentors, guest speakers, and final presentation panelists.



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VISION

NAF envisions a world in which all young people have equal opportunity for successful futures.