



INTERNSHIP GUIDE

Section 4: Implementation



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 4: Implementation consolidates the components of Sections 1–3 to support and guide the work of the planning team for the launch and implementation of the NAF Future Ready Lab. During the implementation phase, rely on the resources and templates to facilitate logistical discussions and continue to collaborate with other NAF Future Ready Lab planning teams to problem solve and share best practices.

Use the Internship Guide – Section 4 to finalize the internship program schedule and logistics to begin implementation by:

- Checking and following up on the remaining logistical tasks such as technology and transportation.
- Translating the weekly schedule into a daily annotated schedule.
- Creating intern teams and assigning mentors.
- Reconciling and updating the schedule and budgets to inform the planning of other NAF Future Ready Labs.
- Preparing all logistics and personnel for final presentations and the celebration event.
- Scheduling and facilitating the research process.
- Highlighting the internship program through marketing and communications.
- Determining the best strategies to continue the mentors' engagement with their assigned interns.
- Entering and assigning interns to the internship and completing the internship assessment in the NAFTrack Certification system.

During Section 1: Overview, Section 2: Preparation, and Section 3: Personnel and Visitors, the planning team completed the following strategic actions:

- Finalized the planning team using the Internship Program Tracker.
- Monitored the budget using the Budget Sample and Template.
- Tracked tasks using the Internship Program Timeline.
- Prepared internship ready students.
- Recruited the NAF Future Ready Lab interns.
- Developed and refined the weekly schedule using the Internship Program Tracker.
- Finalized the project of value using the Project of Value Template and Examples.
- Established and coordinated marketing and communications strategies.
- Recruited, hired, and trained the facilitator and the logistics coordinator.
- Recruited and oriented mentors and guest speakers.
- Identified and oriented final presentation panelists.
- Identified visitors.



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Technology

The NAF Future Ready Lab prepares interns with 21st century skills for future success in their careers. Interns use laptops and other relevant technology with associated software to complete their projects of value. Allow adequate time to secure and prepare technology for use in the workplace.

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Transportation

The seamless transportation of interns to and from the designated workplace is vital to the success and equitable-nature of the NAF Future Ready Lab. The logistics coordinator must confirm transportation logistics with interns well in advance of the beginning of the internship program. The facilitator and the logistics coordinator should have intern transportation information on-hand to help interns troubleshoot transportation challenges during the internship program.

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Internship Program Logistics

The NAF Future Ready Lab launch requires synchronization and coordination of the planning team to execute the multiple elements in the implementation plan. Review the strategic actions that are critical to the launch of a successful internship program.

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Final Presentation and Celebration

The NAF Future Ready Lab final presentation is the culminating event for interns to demonstrate their knowledge, skills, and confidence as they showcase their projects of value. Final presentations typically occur during the last two days of the internship program and are often paired with a celebration. The facilitator and the logistics coordinator must focus the final planning details on the following elements to ensure the success of final presentations and the celebration.

Research and Evaluation

NAF's research and evaluation protocol includes a formal assessment of the NAF Future Ready Lab program implementation. The evaluation uses participants' reflections to identify best practices and establishes the impact of the internship program on the interns, employers, and school districts. At the end of the internship program the interns, employer partners, mentors, and school district provide feedback about their experience and make recommendations to improve NAF Future Ready Labs.

Build time into the internship program schedule to complete all the required elements of NAF's research and evaluation protocol as outlined in the survey and debrief tabs. The evaluation protocol includes surveys and debriefs to capture the impact of the internship program. The evaluation data collected contributes to the continuous improvement of the internship program.

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Marketing and Communications

A NAF Future Ready Lab is an innovative internship program and offers many opportunities to highlight the innovative, collaborative work that is shaping the workforce development in the community. The planning team should highlight the collaborative work of all stakeholders who are building the local workforce pipeline through paid internships. NAF's Marketing and Communications team provides assistance with publicity, advertisements, coordination of media outlets, and public speaking preparation.

For templates and assistance with all elements of marketing and communications for the NAF Future Ready Lab, contact NAF's Marketing and Communications team at communications@naf.org.

Note: The intern's parent/legal guardian must give written consent that allows the NAF Future Ready Lab to feature the intern on media releases, such as newspaper articles or televised coverage, or on social media, such as in photographs or videos.

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Continued Engagement

Mentor Engagement with Interns

Mentorship is a crucial component of an intern's professional development as well as an essential factor in the continued growth of career self-efficacy. Mentors facilitate career development and boost interns' confidence in their abilities to perform specific behaviors and tasks related to their choice of careers.

Therefore, continued mentor engagement with interns after the NAF Future Ready Lab is beneficial to the interns' future career success. The mentor or mentee can initiate the continuation of the mentor-mentee relationship after the NAF Future Ready Lab ends. Both parties must accept and agree to the continued relationship that may be occasional contact by email or more frequent in-person meetings or phone calls. The academy lead should be notified by the employer partners, mentors, and mentee of the continued engagement.

NAF Future Ready Lab Advocacy

NAF Future Ready Lab advocacy is advantageous for the development of other internships in a school district or community. Consider the following strategies for promoting the successes of the internship program:

- Organize opportunities for the NAF Future Ready Lab planning team and interns to share personal testimonies about the collaborative approach to providing internships.
- Arrange for the employer partners and interns to speak about the NAF Future Ready Lab to the school board, chamber of commerce, local government, or other district and community functions.
- Coordinate NAF Future Ready Lab alumni to share the impact of their projects of value with employer-partner companies.
- Showcase the internship program's success through presentations at the NAF Annual Benefit.
- Organize for internship program alumni to coach and advise future NAF interns and to meet with NAF advisory board members to endorse the NAF Future Ready Lab.
- Use NAF Future Ready Lab internship alumni to recruit and prepare prospective NAF Future Ready Lab interns by reflecting on their experience and sharing introspections regarding their college and career skill development as a result of the internship.



Recognition

NAF appreciates the dedication, tenacity, and diligence of all the stakeholders who planned and implemented a NAF Future Ready Lab. The testimonials of employer partners and interns endorse the positive impact of this internship program in developing a skilled workforce pipeline.

NAF is grateful for the feedback provided from the planning teams to continuously improve the valuable tools and resources to support the successful implementation of this program. NAF recognizes all stakeholders for their contributions to the success of the NAF Future Ready Lab and for playing an essential role in preparing students to be Future Ready!

"Computer Science made me want to study hard in school to become the best I could be. It inspired me to take up opportunities like the NAF Future Ready Lab Powered by Capital One where I worked with other interns on solving challenging business problems through innovation and design thinking."

**— Brandon Parrish, NAF Alumnus
Student @ University of Texas at Arlington**



Strategic Action Checklist

Implementation: 1 week before program start

- Order supplies - flipcharts, computer mice, storage containers, post-it notes, pens, pencils, markers, chart paper, paperclips, and computer paper.
- Verify the delivery of all equipment and technology.
- Set up equipment and technology in the workspace.
- Conduct a team walk-through of the venue to verify equipment is functional, and the workspace is ready for interns.
- Verify intern names and employee IDs with building security.
- Finalize time and location to issue ID badges on Day 1.
- Confirm assignment of technical support for Day 1.
- Confirm meal logistics.
- Finalize visitor list and share it with building security, if applicable.
- Finalize daily and weekly schedules.
- Finalize the Visitor Overview Template.
- Send email to interns including, but not limited to:
 - NAF Future Ready Lab overview
 - Day 1 logistics and transportation information
 - New hire documentation and paperwork
 - Bank information for direct deposit if applicable
 - Photo Release Form
 - Research Consent Form
 - I-9 and W-4 forms

- Send confirmation email to mentors, guest speakers, and visitors for the first week including, but not limited to:
 - Visitor overview
 - Schedule confirmations
 - Arrival instructions
 - Technology needs
- Make copies and assemble intern packets.

Implementation: 1 day before program start

- Finalize the setup of the workspace.
- Ensure the workspace has the correct number of tables, chairs, technology, and supplies.
- Finalize mentor and guest speaker biographies for distribution to interns.
- Review the Wi-Fi instructions, including network name and sign-on instructions.
- Check that Wi-Fi instructions work.



Strategic Action Checklist

Implementation: Day 1

- Finalize I-9 process for interns, if applicable.
- Collect and submit the direct deposit or any other paperwork, if applicable.
- Collect and submit Photo Release Forms and Research Consent Forms to NAF.
- Review the NAF Internship Assessment with interns.

Implementation: Ongoing

- Send confirmation to guest speakers and visitors one week before engagement including, but not limited to:
 - Visitor overview
 - Scheduling confirmations
 - Arrival instructions
 - Technology needs
- Update daily and weekly schedules as needed.
- Update and distribute guest speaker biographies as needed.
- Put a hold on the calendars of guest speaker, mentor, and visitors, if not already done.
- Assist interns in updating resumes.
- Finalize run of show for final presentation.
- Finalize celebration.
- Confirm names of panelists for final presentation.

- Identify additional visitors for the final presentation.
- Determine and finalize awards for final presentation winners, if applicable.
- Finalize and provide panelists with required materials, reference the Final Presentation Panelist Instruction Template.
- Create final presentation winner certificate, if applicable, using the Final Presentation Winner's Certificate Template.
- Create internship program completion certificates using the Certificate of Completion Template.
- Complete NAF research and evaluation protocol - surveys and debriefs.
- Write and send thank-you cards/emails.
- Ensure interns return laptops and supplies.
- Assign interns to the NAF Future Ready Lab in NAFTrack using the NAFTrack Internship Batch Upload Instructions. Complete the NAF Internship Assessment for all interns.
- Submit internship assessment scores into the NAFTrack system using the NAF Internship Assessment Batch Upload Instructions.
- Upload Instructions.



Acknowledgements

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VISION

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