

Internship Preparation Modules

Resources



NAF's [Internship Preparation Modules](#) include content specifically designed to prepare students for internship and internship alternative success. The Internship Preparation Modules prepare students to set individual goals, plan for an intentional first day, and engage confidently in their workplace. These modules engage students through activity and play, allowing students to take ownership of their own internship readiness. Explore these lessons for strategies that help your students be their authentic selves and thrive in the internship experience.

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My Story, Strengths, Goals

Professionals come in all shapes and sizes. There is no one size fits all. The same is true for interns and internships. This lesson will help students identify what their strengths are and how they can use them to start figuring out their professional identity and what they want to get out of their internship experience. This lesson will help students set clear goals and expectations for themselves that use their strengths to communicate to their supervisors what they want to achieve during their internship.

- [Lesson 1: My Story, Strengths, Goals](#)
- [Lesson 1 PowerPoint Presentation](#)
- [My Professional Profile](#)
- [Authentic Self Reading](#)
- [Who Am I? Poem Template](#)
- [16 Personalities Test](#)
- [Project Pitch Worksheet](#)
- [Project Pitch Template](#)
- [Equality Versus Equity Video](#)
- [Business Chemistry Test](#)
- [Four Business Types Interactive Website](#)
- [Three Type of Goals Blog Post](#)
- [NAF Gather.town Room](#)
- [Gather.town's Getting Started Guide](#)

My First Day

The first day of an internship can set the tone for the rest of the experience. This lesson will help students make sure that they are setting themselves up for the best possible internship experience. We will explore what a first day might look like and how students can best prepare themselves. Throughout the lesson, there is an emphasis on maintaining authenticity to self; being prepared does not mean pretending to be someone else.

- [Lesson 2: My First Day](#)
- [Lesson 2 PowerPoint Presentation](#)
- [My Professional Profile](#)
- [Intern's First Day Reading](#)
- [Neil First Day Video](#)
- [Kartik First Day Video](#)
- [Tiana First Day Video](#)
- [Chloe First Day Video](#)
- [First Day Narrative](#)
- [First Day Toolkit](#)
- [What's My Office Like? Research Template](#)
- [Someone Else's Shoes Activity Sheet](#)

On the Job: Verbal Communication

Verbal communication is not just about what you say; it can be about *how* you say it, and often, about what you *don't* say. This lesson will help students navigate the intricacies of verbal and non-verbal communication, within the context of a workplace environment. Additionally, this lesson will highlight the importance of active listening skills within a workplace context. This type of communication can look very different from the types of communication that they are used to engaging in with their fellow students and teachers.

- [Lesson 3: On the Job \(Verbal Communication\)](#)
- [Lesson 3 PowerPoint Presentation](#)
- [My Professional Profile](#)
- [Empathy at Work Reading](#)
- [Empathy Video](#)
- [Empathy 360 Worksheet](#)
- [Deep Listening Rubric](#)
- [Self Advocacy Template](#)
- [Code Switch Scenarios](#)
- [Code Switch Video](#)

On the Job: Written Communication

Communication isn't only about speaking. Written communication has many intricacies within a workplace context as well: the selection of platform, formatting, and word choice is an important part of effectively communicating information, both inside and outside of a team. Additionally, knowing when written communication is not the most effective method for a scenario is equally as important to note. This lesson will prepare students for answering these questions and making these communication decisions.

- [Lesson 4: On the Job \(Written Communication\)](#)
- [Lesson 4 PowerPoint Presentation](#)
- [My Professional Profile](#)
- [Written Communication Reading](#)
- [Email It, Text It, Slack It Cards](#)
- [Email It, Text It, Slack It Rules](#)
- [Email It, Text It, Slack It MURAL \(for virtual classes\)](#)
- [Put It In Writing Template](#)
- [Write a Thank You Letter Worksheet](#)

What Could Possibly Go Wrong?

Expect the best but prepare for every outcome. Mistakes will happen, whether they come from you, your colleagues, external forces, or all of the above. This lesson will equip students with a growth mindset. Maintaining this mindset will help students embody adaptability. Interns who adapt to different environments, situations, and problem solving the unexpected obstacles they may face along the way will be ready to face anything in their path.

- [Lesson 5: What Could Possibly Go Wrong?](#)
- [Lesson 5 PowerPoint Presentation](#)
- [My Professional Profile](#)
- [Adaptability at Work Reading](#)
- [Growth Mindset Reflections](#)
- [Truth About Brian \(Video 1\)](#)
- [Truth About Brian \(Video 2\)](#)
- [John Legend Video](#)
- [Carol Dweck Video](#)
- [Interrupt! Cards](#)
- [Interrupt Game Rules](#)
- [Interrupt! MURAL \(for virtual classrooms\)](#)
- [Growth Mindset Template](#)
- [Every Decision Matters Reflection](#)
- [Making Difficult Choices Video](#)
- [What Would You Do Skit](#)

Tenacity Credits

We would like to extend our special thanks to the DC Public Schools Tenacity team for sharing the great lessons they have created. We have used many of Tenacity's open-source activities in our Internship Preparation Modules and been inspired by the concepts throughout their curriculum. Any time we used Tenacity's materials for inspiration, we have noted that in our materials and linked to this page.

To learn more about Tenacity, we encourage you to check out the [full semester-long Tenacity curriculum](#) as well as this [Welcome to Tenacity](#) video from the DCPS team.