Virtual Internships

Best Practices & Employer Resources

Thursday, August 20, 2020 | 11:00 AM – 12:00 PM

Working to create economic growth, good jobs and strong communities across New York State.

The Business Council

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Amber Rangel Mooney
Director, Workforce Development

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The Business Council

Jasmine Briggs-Rogers
Director, Career Services, New York
Berkeley College

Discussion Topics

Internship Structure

Projects Delegation

Communication

Training

Internship **Program** Requirements

Presenters

Jasmine Briggs-Rogers, MTP

- Director of Career Services, NYC – Berkeley College
- Career Coach & Resume Writer for Creatively Inspired Coaching
- Certified Digital Branding Analyst

Berkeley College®

Your **potential** is our **promise.**™

Berkeley College

- Founded: 1931

- Mission: Berkeley College empowers students to achieve lifelong success in dynamic careers.

- Enrollment: More than 5,700 students

- Academics: Certificate Programs, Associate's Degree, Bachelor's Degree, MBA Program

Corporate Learning Partnership Program

- A 30% tuition reduction for Corporate Learning employees and their immediate family members

New York Campuses:

- New York City

- White Plains

New Jersey Campuses:

- Newark

- Paramus

- Woodbridge

- Woodland Park

Berkeley College Online

Internship Structure

Project Based vs. Fixed Time Based

Project Management

- What types of tasks do I give virtual interns?

- How do I delegate and follow up?

Communication

What are the best channels?

Training

Common Internship Program Requirements

Berkeley students receive college credit for their internships, so they can be paid or unpaid
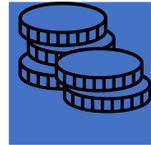
Paid internships can include an hourly salary, stipend or other perks.

A corresponding online, in-person internship class or project may be required by school

Hours – students may be required to complete a certain amount of hours designated by school.

Internship evaluation may need to be completed by direct supervisor to satisfy school requirement.

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Virtual Internship Best Practices

Before Your Intern Starts

- Provide a detailed job description

- Interview the intern

- Assign a supervisor to oversee, counsel, and evaluate the intern as well as conduct supervisory sessions

Structure & Training

- Decide if project based or time base internship, for project-based schedule a weekly set meeting time.

- Record video training of software

Virtual Internship Best Practices

Project Management & Communication

- Determine best communication method (email, phone, text, messenger)

- Utilize a project manager such as Slack, Microsoft Teams, etc., and set and communicate project deadlines

- Utilize video-conferencing

Collaboration & Online Systems

- When possible give interns access to software and programs

- Invite intern to virtual team meetings/phone conferences

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Connect with us!
Jasmine Briggs-Rogers
Director of Career Services -NYC
jsb@berkeleycollege.edu

Amy Soricelli
Vice President, Career Services
Aps@berkeleycollege.edu

Bridget King
Talent Acquisition Manager,
North America Early Professional Hiring
IBM

IBM Virtual Internship Program

Bridget King
August 20, 2020
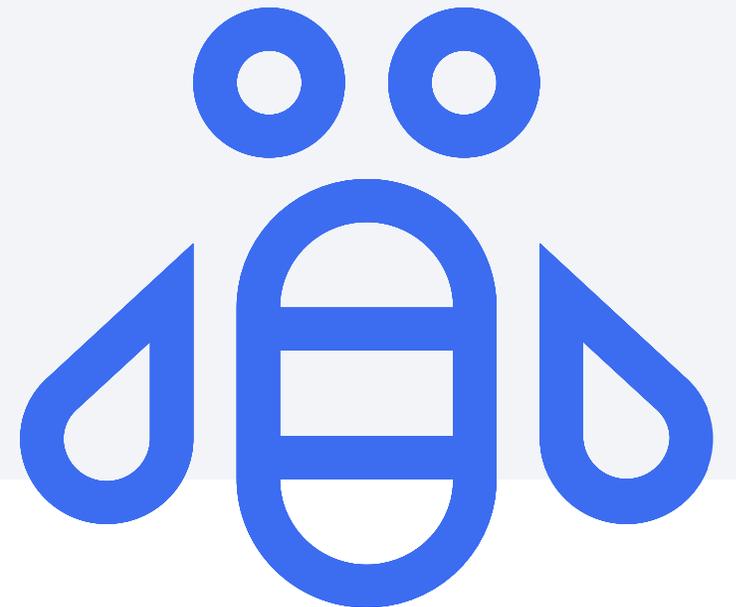
Why an internship program?

- Future talent pipeline for full-time hiring

- Increase diverse representation

- Branding opportunity

- Developmental opportunity for students

THE PIVOT…

- In-person, team environment
- Organic in-office networking
- On-Site events & cohorts

900+ Interns to Universal Studios
3 Day Immersive Experience
- Networking
- Speakers
- In-person workshops & events
- Hackathon Presentations

- Remote intern program
- 100% virtual for entirety of internship
- Remote events and cohorts

8-week intensive virtual experience
- Networking/ mentorship
- Speakers and program overviews
- Virtual workshops
- Hackathon Presentations

The beginning…

- 6-week agile sprint

- 37 team members

- 7 workstreams

… the guiding principles…

- ✓ Define a clear project for each intern

- ✓ Broaden exposure to all areas of the business

- ✓ Build and nurture a cohort experience

- ✓ Provide timely, regular and candid feedback

- ✓ Prepare each intern for future success

… the end result

An impactful, meaningful work experience for interns along with a Playbook supporting 500+ Hiring Managers and Site Leader resources enabling 40 Site Leaders

THE PLAN...

Virtual Hiring Manager Playbook

Enablement guide for hiring managers to manage, develop, and lead interns through an enriching and productive virtual internship experience.

Onboarding & Enablement

Ensure a seamless onboarding experience, enabling interns to onboard virtually and stay supported throughout their internship.

Project Showcase

End of summer virtual project showcase to playback summer projects to hiring managers, IBMers and fellow interns.
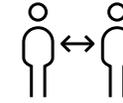
Networking

Host virtual events and career conversations so interns stay connected virtually throughout the summer and build a network within IBM.

Ask the Experts Speaker Series

Interns will be invited to a weekly speaker series and Q&A highlighting experts in IBM's strategic areas.

Diversity Mentorship Program

Partnering with BRG leaders and D&I team to provide interns with small group mentorship focused on diverse intern population.
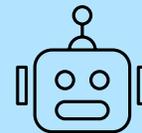
Hackathon

Virtual intern hackathon focused on IBM's Call for Code COVID-19 response efforts allowing for collaboration and skills building.

Intern Radio Show

All IBMers can tune in and listen while interns host/co-host their own radio show answering questions and making comments on current current topics

Virtual Intern Guide for Managers

Support and **enable managers** in the **transition to a virtual internship program** through a digestible offering focused on providing internal and external **resources**, actionable **suggestions**, **optimizing** accessible **tools**, and **best practices**.

Barriers the guide will

support managers in overcoming:

Connecting Your Intern to IBM	Fostering an Impactful Supervision Approach
Creating a Meaningful Summer Experience	Virtual Resources

IBM is committing to continue advancing educational and employment opportunity the communities we do business in

Forbes

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9,506 views | Jul 31, 2020, 10:10pm EDT

IBM Offers 1000 Paid Internships To Increase Diversity In Tech

Anna Powers
Science
Redefining science

We want to join efforts with like-minded businesses who want to act in this moment …

P-TECH™

Launching the
P-TECH Industry Coalition
for the second decade of P-TECH

The P-TECH Industry Coalition is an alliance of businesses across the U.S. with the **shared goal of creating a more inclusive economy** by providing underserved youth with educational opportunity, workplace training, and new career possibilities.

Will you join us? If you are interested in collaborating with other companies to drive better outcomes for P-TECH students, please contact us!

Toni DeGuire Parker
Toni.deguire.parker1@ibm.com
Bridge to Employment Program Manager

Contact

Amber Rangel Mooney
Director, Workforce Development
amber.mooney@bcnys.org
Direct: 518-694-4465

Jasmine Briggs-Rogers
Director, Career Services, New York
jsb@berkeleycollege.edu
O: 212-986-4343 ext.4164

Bridget King
Talent Acquisition Manager, North America Early Professional Hiring
king@ca.ibm.com
M: 416-200-9065

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