

Internship Program - Development Checklist

This checklist covers all four learning modules.

<input type="checkbox"/>	Gain leadership buy-in <ul style="list-style-type: none"> • Create 1 page proposal highlighting benefits, costs, needed resources • Reference internship request form 	Module 1 → Slide 11
<input type="checkbox"/>	Develop strategy <ul style="list-style-type: none"> • Where to host Interns • Write job description • Prepare Hiring Strategy 	Module 1 → Slides 12-16
<input type="checkbox"/>	Collaboration plan <ul style="list-style-type: none"> • Leadership/management • Mentors • Colleges/universities 	Module 1 → Slides 17-19
<input type="checkbox"/>	Scheduling considerations/planning <ul style="list-style-type: none"> • Networking • Activities • Reflection 	Module 1 → Slide 20
<input type="checkbox"/>	Develop hiring process <ul style="list-style-type: none"> • See sample offer letter in resources section 	Module 1 → Slide 21
<input type="checkbox"/>	Develop orientation process <ul style="list-style-type: none"> • Keep hiring process as similar to that of regular employees as possible 	Module 1 → Slide 21
<input type="checkbox"/>	Develop evaluation process (program and Intern) <ul style="list-style-type: none"> • See sample intern/internship program evaluation forms in resources section 	Module 1 → Slides 21-22
<input type="checkbox"/>	Develop legal considerations plan <ul style="list-style-type: none"> • Paid vs. unpaid • Benefits/affordable care act • Title IX • Child Labor Standards • Age discrimination • Student visas 	Module 2

<input type="checkbox"/>	<p>Develop conversion plan</p> <ul style="list-style-type: none"> ● Proposal <ul style="list-style-type: none"> ○ Stakeholders ○ Costs ○ Resources ● Strategy <ul style="list-style-type: none"> ○ Marketing ○ Offers ○ Timelines 	<p>Module 3 → Slides 2-4 and Slides 13-15</p>
<input type="checkbox"/>	<p>Develop recruitment strategy</p> <ul style="list-style-type: none"> ● Future needs ● Niche talent ● Diversity 	<p>Module 3 → Slides 5-9 and Module 4 → Slide 7</p>
<input type="checkbox"/>	<p>Plan for potential challenges</p> <ul style="list-style-type: none"> ● Time/resources ● Leadership buy-in ● Regular employees ● Generational differences 	<p>Module 4 → Slide 4</p>
<input type="checkbox"/>	<p>Develop plan for supporting interns</p> <ul style="list-style-type: none"> ● Working environment ● Goals ● Flexibility ● Regular staff concerns ● Competencies ● Expectations 	<p>Module 4 → Slide 6 and Slides 8-10</p>
<input type="checkbox"/>	<p>Diversity considerations</p> <ul style="list-style-type: none"> ● See article on diversity in resource section 	<p>Module 4 → Slide 7</p>
<input type="checkbox"/>	<p>Gen Z considerations</p> <ul style="list-style-type: none"> ● Flexible schedules ● Frequent feedback ● Embrace tech ● Communicate face to face 	<p>Module 4 → Slides 14-16</p>