

Frequently Asked Questions

WHAT TRAINING AND SKILLS DO THE INTERNS HAVE?

Prior to starting her internship, each intern participates in job skills and internship preparation programming covering professionalism, business etiquette, written, verbal and non-verbal communications, and time management. Additionally, most interns have basic exposure to Microsoft Office programs. For internships that require a more skilled intern, we select for a girl who has the ability to learn the skills quickly.

WHAT TYPE OF WORK IS APPROPRIATE FOR THE INTERNS?

Interns should be given a variety of responsibilities as well as the opportunity to ask questions. While the interns can answer phones and file, it is important that they do multiple tasks during the four weeks and get a chance to experience the work in a hands-on way. Shadowing staff, completing small projects, computer work and attending meetings can all be a part of an intern's experience. As workplaces often contain sensitive or confidential information, our interns are trained on confidentiality, workplace ethics, and are expected to exhibit a high level of maturity on the job.

MAY WE CHANGE THE INTERN'S WORK SCHEDULE TO BETTER FIT OUR OFFICE'S SCHEDULE?

Interns work Mondays, Tuesdays, and Wednesdays during the four weeks, 9am-4pm working approximately 21 hours per week. Hours can be adjusted slightly to fit the schedule of each workplace (for example, 10am-5pm) but the days are firm because the interns participate in other activities on Thursdays and Fridays.

WHO ARE INTERNSHIP SPONSORS? ARE THEY EXPECTED TO BE MENTORS?

Internship sponsors are the adults who coordinate an internship placement at their place of business. While it's not a typical mentorship and no outside activities or communication are necessary or expected outside of the 9am-4pm workday, it is still important for sponsors to model appropriate behavior and provide support and guidance in the professional arena. Because interns are learning professionalism and other skills, compassion for and patience with young people are also desired traits for a sponsor.

WHAT SUPPORT OR ASSISTANCE IS OFFERED BY GIRLS INC. DURING THE SUMMER?

Eureka! provides an "Internship Sponsor Orientation Workshop." This is an opportunity for sponsors to meet and share best practices and ideas on how to make the internship successful for everyone. The Eureka! Coordinator is available each day from 9am-5pm via phone to answer any questions and to help you with concerns or challenges if they arise. The Coordinator or another Eureka! staff member will also make at least one site visit to the workplace during the internship to make sure that everything is running smoothly. Our job is to make sure that the internship is a positive experience for everyone involved and we encourage you to use Girls Inc. and the Eureka! Coordinator as resources.

DO WE PAY THE INTERN DIRECTLY OR PUT HER ON PAYROLL?

Stipends for the interns, should your company choose to provide it, should be donated to Girls Inc. of the Greater Capital Region. This will be a tax-deductible donation of \$500 and the interns will receive their money at the end of the program. Since interns are paid with a stipend from Girls Inc., they are considered a volunteer for your company and, therefore, Human Resources need not be concerned about putting them on the payroll or about issues such as Worker's Compensation coverage.

WHAT IS OUR COMPANY'S LIABILITY?

Interns and their parents sign liability, medical and media releases in order to participate in the program. These releases exempt internship sites from liability. Finally, the internship site and Girls Inc. sign a Memorandum of Understanding that outlines the agreement between both organizations.

I'D LIKE TO HOST AN INTERN, WHAT ARE THE NEXT STEPS?

Complete and *Intern Request Form*, which will give the Eureka! Coordinator an idea of what type of intern you're looking for, as well as the type of experience available at your workplace. Then we will set up a site screening visit to meet you and to experience the workplace environment. If it seems like a good match, we will move forward with plans to place an intern with you in the summer!