

Seattle Youth Employment Initiative



Webinars and Trainings

HOSTING INTERNS: HOW TO GET STARTED: attend one webinar, required for all internship hosts

- February 21, 11:30 - 12:00pm
- March 21, 9:00 - 9:30am
- April 18, 11:30 - 12:00pm
- May 9, 9:00 - 9:30am

HOSTING INTERNS: TOOLS & BEST PRACTICES WORKSHOP: in-person or online, required for any intern supervisors and encouraged for site coordinators

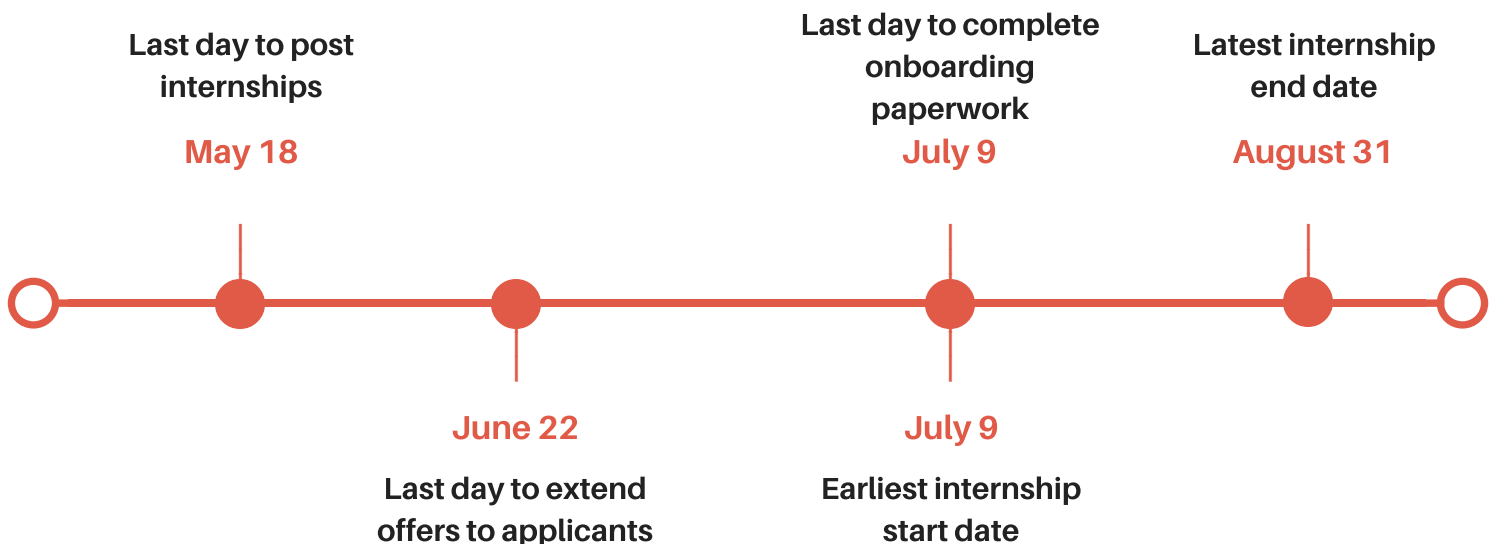
- May 3, 8:00 - 10:00am (in-person)
- Online e-learning course available after May 3 for those not able to attend in-person

HOSTING INTERNS: FOSTERING AN INCLUSIVE WORKPLACE: attend only one, required for all intern supervisors

- May 24, 9:30 - 12:30PM
- May 29, 1:30 - 4:30PM
- June 5, 9:30 - 12:30PM



Other Key Dates



Questions? Educurious is your resource.

Caitlin Spence or **Blake Konrady**

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Internship Host Checklist

BEFORE INTERNSHIP STARTS

- Designate work site coordinator, intern supervisor, and backup supervisor.
- Register on LaunchPath. Contact Educurious for assistance if needed.
- Attend the webinar, *Hosting Interns: How to Get Started*.
- Create and finalize the internship description on LaunchPath.
- Apply for **Minor Work Permit** if position is available to interns under 18. Educurious can assist.
- Complete the **Intern Host Pre-Survey**.
- Complete the **Hosting Interns: Tools and Best Practices Workshop** either in-person or online, and attend a **Hosting Interns: Fostering an Inclusive Workplace** session.
- Set-up intern workspace and any necessary technology or equipment.
- Complete **High School Credit Form** and **Parent Authorization Form**, if necessary.
- Confirm first day details with intern and Navigator such as arrival time, location, and schedule expectations.

FIRST DAY OF INTERNSHIP

- Help your intern get oriented to your organization.
- Review expectations, job description, and work schedule with your intern.
- Schedule weekly check-ins with your intern to provide feedback and answer questions.
- Provide a workplace tour, sharing with your intern the range of careers at your workplace.
- Introduce your intern to other team members and mentors.

DURING INTERNSHIP

- Provide ongoing learning, development, and training opportunities.
- Review and provide feedback on your intern's resume.
- Complete the **Midpoint Survey**.
- Maintain communication with your intern's Navigator.
- Approve total hours with your intern's Navigator every two weeks. If you are receiving a subsidy for your intern's wages, ensure the internship does not exceed 180 hours.

LAST DAY OF INTERNSHIP

- Conduct an exit interview with your intern to provide a final review of accomplishments and feedback.
- Submit approval of your intern's final hours to their Navigator.
- Complete and submit the **Intern Evaluation** to your intern's Navigator.
- Complete the **Intern Host Post-Survey**.

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