



EXTERNSHIP & INTERNSHIP PROGRAM

EXTERNSHIPS

INTERNSHIPS

- **Total Hours:** May Vary (Minimum of 20 hours total)
- **Total Days:** May Vary (Maximum of 4 weeks total)
- **Host Location:** in-person or hybrid (some in-person & virtual)
- **Extern Age:** 15

- **Total Hours:** May Vary (Minimum of 40 hours total)
- **Total Days:** May Vary (Maximum of 4 weeks total)
- **Host Location:** in-person or hybrid (some in-person & virtual)
- **Intern Age:** 17

IDEAL EXTERN/INTERNSHIP EXPERIENCE:

- **Business Overview:** Meet with a business partner to learn about the company
- **Career Understanding:** Meet with individuals within the business to learn about their career path
- **Informal meetings:** Chats with members of the business/organization over coffee or lunch to learn more about their roles
- **Formal meetings:** Business/organization will prepare the girl for informational interviewing
- **Meeting or On-the-Job Observation:** Extern will observe a meeting or event to better understand roles that interest them

- **Interviewing:** Interns entering their senior year will undergo a screening & interview process conducted by the business/organization.
- **Business Overview:** Interns will participate in orientation to learn about the organization/business and role as an intern
- **On-the-Job Experience:** Assigned supervisor will help intern create learning goals and review goal attainment throughout the internship. Interns will work alongside the supervisor to fulfill duties related to their career interests (i.e., project support, data entry, attend meetings, conduct research, assist with office errands, etc.)

Girls will:

- be assigned a mentor who will connect with them on a regular basis throughout the extern/internship.
- create a presentation about their internship experience to share with peers in August.
- receive payment for their work experience

Girls Inc. will provide a Eureka site supervisor to organize the experience for the extern/internship host. (Customized specific to the business/corporation partner to meet the needs of the experience)