

Success Readiness Center

Intern Certification Talking Points

- Certifying Body:** The Internship Institute, a national non-profit charitable organization. Its mission is to close the gaps between classroom learning and workplace ability by addressing:
- **Employer Program Quality** (Internship Seeding Initiative and eToolkit)
 - **Intern Supervisor Competency** (Best Practices Self-Training DVD/Guidebook)
 - **Mentor-Protégé Experience Effectiveness** (Mentoring Curriculum and Tutorial)
 - **College Career Center Collaboration** (Recruitment and Value-Feasibility Assessment)
 - **Student Performance Assurance** (Internship Success and Career Preparation Certificate)
 - **College-to-Work Vision Plan and Remedy** (LEAP: Learning Experience Access Program)
- Certification:** Earning the *Certificate of Intern Readiness* involves viewing the three training sessions (1-hour each):
- **Session I:** Instructs about the “Intern Essentials” for selecting and securing an internship.
 - **Session II:** Guides participants about how to get the best “Intern Experience.”
 - **Session III:** Covers 20 different “Intern Career Skills” students need in a professional setting.
- The SRC:** The course provides access to a “Success Readiness Center” with over 70 career-support tools, which include five key resources that build upon one another to guide students through every step of gaining work experience and launching their career. These include: an Internship Planning Worksheet, Intern Projects Worksheet, Intern Learning Plan, Post-Internship Checklist and the Career Launch Roadmap™.
- Validation:** Following the sessions is a course validation portion involving questions to verify a candidate viewed the training and respond to 30 content review questions
- Highlights:** The course is presented by the founder, Matthew Zinman, a nationally recognized expert on internships and student career development. In it, he shares his personal experiences and perspectives, which include launching his career with four internships and managing and mentoring over 200 interns in the 25 years since. Here is a summary of some of what each session covered.

Intern Essentials

- Gaining the Internship Advantage
- Effectively Utilizing Career Centers
- Defining Internship Motives/Goals
- Preparing an Internship Search Plan
- Great Résumés and Cover Letters
- Contacting Businesses/Organizations
- Interview Preparation/Skills Training

Intern Experience

- Ways to Gain Work Experience
- Networking with Professionals
- Doing Informational Interviews
- Choosing Learning Objectives
- Making Internships Most Beneficial
- Creating an Internship Work Plan
- Successful Supervision & Mentoring

Intern Career Skills

- Organization/Time Management
- Interpersonal Communication
- Industry and Market Research
- Telephone Techniques
- Business Writing & Editing
- Strategic Planning/Brainstorming
- Presentation Best Practices

