

VBA Internship Program

Considerations When Developing Intern Work Plan



Values Important to the Next Gen	What the Bank Might Provide
Collaboration	Team-based assignments and projects
Structure	Well-thought-out tasks with definitive start dates and end dates, a formal internship orientation and conclusion process, and scheduled meetings for evaluation and mentor discussions
Risk-taking	Opportunities for creative problem-solving and the chance to use an out-of-the-box approach to completing a task
Technology	Opportunities that utilize the newest forms of technology, the chance to learn a new software program, and the opportunity to utilize their skills
Social Networking	Invitations to client meetings and customer appointments, lunches out with members of your team, and exposure to the higher-ups in your organization
Challenging Goals	Assignments and projects that require the acquisition of new knowledge, in-depth research about a specific concept, and a theoretical principle to apply.
Diversity	Opportunities to work with many different members of your company—in many different departments.
Flexibility	A flexible work schedule, the opportunity to work from home (or on nights or weekends), and the ability to choose the projects they work on.
Social Responsibility	Opportunities to make a difference in the world, ways to do service for others, and the desire to make the world a better place.
Leadership	Opportunities to make presentations to other employees and the chance to run meetings, organize events, and head committees.

Developing an Internship Work Plan

- ▶ Details the projects that the interns will be completing.
- ▶ Ensures that all activities contain some degree of learning.
- ▶ Goal for the future: Ideally, the job description used for marketing the internship should be based on the Intern Work Plan.



Things to Consider: Internship Work Plan

- ▶ ALL proposed work should be included in the work plan.
- ▶ There has to be a balance of genuine work with the menial tasks, which leads to learning opportunities.
- ▶ Provide opportunities for group work – this generation thrives on interaction with others.
- ▶ Recommended that students be given mostly short-term projects along with one or two long-term projects.

The Importance of Learning Objectives

- ▶ Statements that clearly define what a student will learn during the internship.
- ▶ **Each should be specific, measurable and limited to a single definite result.**
- ▶ Format should be “The intern will learn X by doing Y.”



Objectives vs. Tasks

- ▶ Learning **Objective** – WHAT you can expect the intern to learn from the activity
- ▶ Learning **Task** – HOW the intern will accomplish the learning objective

"What is it that I would like this student to be able to do if they came to work here full-time?"

Designing an Onboarding Plan

- ▶ Could be similar to a new-employee onboarding at your bank
- ▶ What are the top topics that need to be covered (keeping in mind what will be covered at the VBA Intern Orientation)?
- ▶ How will you deliver this information?
- ▶ Who will you engage in the delivery of this information?