

# SUMMER INTERNSHIPS 2023

**INTERN MANUAL**

United Way of Southwest Virginia  
*Ignite Program*





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**Program Forms, not attached**



# WELCOME STUDENTS!

We are so thrilled that you are interested in an internship placement through United Way of Southwest Virginia's Ignite Program this summer!

This exciting opportunity provides a summer work experience designed to help you gain career awareness and practical soft skills. Internships provide an avenue for you to explore jobs that complement your Academic Career Plan (ACP) or ignite a passion for a career you may have not known about before.

This Intern Manual will serve as a go-to resource for you and your guardians and/or parents before and throughout the program, along with United Way of Southwest Virginia staff support.

Your interest and participation in an internship through the Ignite Program will help to prepare you for the experiences that await you after graduation. Good luck, and enjoy this experience!



Travis W. Staton  
United Way of Southwest Virginia  
President and CEO

# ABOUT UNITED WAY OF SOUTHWEST VIRGINIA

United Way of Southwest Virginia fights for the health, education and financial stability of every person in Southwest Virginia because they are the building blocks for a good quality of life.

Through an initiative-based cradle-to-career approach, United Way of Southwest Virginia is creating sustainable solutions to address the challenges facing tomorrow's workforce. United Way convenes cross-sector partners to make an impact on the most complex problems in our region. Through collaboration with government, business, nonprofit and individuals, United Way innovates for positive, lasting social change. With a footprint that covers nearly 20% of the state of Virginia, United Way of Southwest Virginia programs and initiatives serve the counties of Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe, and the cities of Bristol, Galax, Norton, and Radford.

For more information about United Way of Southwest Virginia, visit [www.unitedwayswva.org](http://www.unitedwayswva.org).

# ABOUT IGNITE

Young adolescence is a time of intense identity formation and high school students are discovering who they are and finding their place in the world. Recent studies have shown that engagement begins to drop in 6th, 7th, and 8th grade, and that as many as 60% of students are “chronically disengaged” by the time they enter high school. Developing ways to introduce students as early as 6th grade to career options and opportunities so they understand the relevance of what they are learning and stay on track, with a goal in mind, is absolutely critical.

Ignite aims to address these issues starting in middle school all the way through high school graduation, creating connections that keep students engaged in learning, inspiring them to take rigorous courses and build relationships with employers, and increasing the likelihood that they will be interested in and prepared for post-secondary education, advanced vocational training, and/or excelling in the workforce.

United Way of Southwest Virginia’s Ignite Program sparks career interest in the next generation of Southwest Virginia’s workforce through career awareness and hands-on learning. These summer internships are one component of Ignite that will help bridge the gap between the worlds of learning and work by connecting schools and students with employers and employees. Across United Way of Southwest Virginia’s service area, the Ignite Program is investing in the lives of over 30,000 students – enabling middle school and high school students to realize their potential and be ready to enter and advance in the region’s workforce.

More information about the Ignite Program can be found online at [www.unitedwayswva.org/our-work/youth-success](http://www.unitedwayswva.org/our-work/youth-success).





# STEP 1.

## ARE YOU ELIGIBLE?

- Will you be 16 years of age or older by June 1, 2023 ?
- Do you have reliable transportation?
- Are you eligible to work in the United States?
- Are you available for four weeks (or more) of work between June 1 - July 31, 2023?
- Have you selected a career path in MajorClarity?



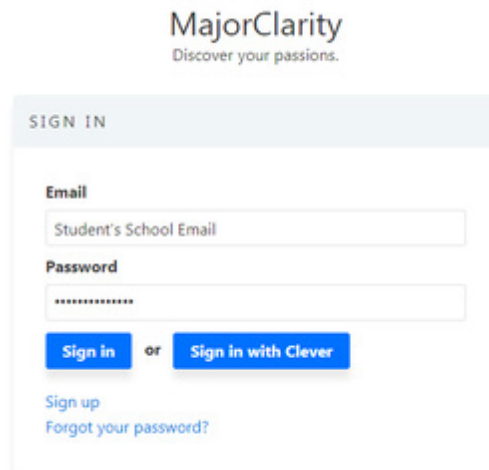
**If you meet these requirements, then you are eligible!**

# STEP 2.

## YOUR MAJORCLARITY ACCOUNT

Your school has access to a career readiness website called **MajorClarity**.

If you are not already using it, your Ignite School Coordinator can help you log into your account.



MajorClarity  
Discover your passions.

SIGN IN

**Email**





**Password**

[Sign in](#) or [Sign in with Clever](#)

[Sign up](#)  
[Forgot your password?](#)






## RESUME AND COVER LETTER

To apply for an internship you will need to create a MajorClarity cover letter and resume. Items and activities to include in your resume are:

-  **various activities and clubs**
-  **volunteer experience**
-  **credentials you have earned, and**
-  **classes you have taken.**

Before applying for a position, you must complete the Internship Commitment Form (**See Program Forms**) with a parent/guardian's signature if you are under 18 years of age and turn it in to your Ignite Coordinator. Your Ignite Coordinator will then turn in your commitment form to United Way of Southwest Virginia.

## MAJORCLARITY REQUIREMENTS

-  You have an active MajorClarity Profile  
Your Academic Pathway is as up to date as possible
-  You have taken the Personality Assessment  
You have taken the Learning Styles Assessment
-  You have explored at least three Career Paths  
You have watched at least one video in a Career Path  
You have done at least one activity in a Career Path
-  You have filled out a MajorClarity Resume and Cover Letter  
You have filled out your MajorClarity Career Plan
-  You know how to explore internships through MajorClarity and are aware of how to apply for an internship this summer



**Once completed, you are able to start applying for internships!**

# STEP 3.

## APPLYING FOR A SUMMER INTERNSHIP

### Pre-Application:

All Eligibility Requirements met. (See Page 9)

All MajorClarity Requirements completed, including Resume and Cover Letter.  
(See Page 12)

Sign Internship Commitment Sheet and have your Ignite Coordinator and parent/ guardian sign the Commitment Sheet **AND** have your coordinator turn it into the United Way of Southwest Virginia's Youth Success Coordinator. ([See Program Forms](#))

Turn in **AND** upload to MajorClarity two Letters of Recommendation forms filled out by teachers. ([See Program Forms](#))

### Apply:

You can now search for internship opportunities through Major Clarity and apply!

*Important Note: For your safety and the safety of other students, United Way and MajorClarity have worked hard to create a safe and convenient portal to ensure a streamlined and secure application process.*

**Please do not contact the companies you apply to except through MajorClarity.**

### During the Application Window:

Students should continue to check their MajorClarity account for updates on application status, additional information needed or requests from the employer.

Students can apply to multiple positions at one time.

### If you get an internship:

Please continue to check your MajorClarity account for employer communication.

United Way of Southwest Virginia's Youth Success Coordinator will contact you for your pre-employment training. Please monitor your email account for communication from United way of Southwest Virginia staff.

# STEP 4.

## GET TO KNOW THE INTERNSHIP

United Way of Southwest Virginia's Ignite Program provides our region's high school students with a four-week summer internship component designed to teach critical workplace skills and prepare students for the workplace through hands-on work experience. Internships bridge the gap between the worlds of learning and work by connecting schools and students with employers and employees.

### **Length of Internship**

The internship this summer should take approximately four (4) consecutive weeks to complete. United Way of Southwest Virginia recommends about 16-20 hours of work per week, depending on the employer's preference and as agreed upon by the intern.

Summer internships need to take place between **June 1 and July 31, 2023**.

### **Payroll & Timesheets**

**Each intern will be paid \$11.00 an hour** minimum for your work and participation in a summer internship by the employer. Payroll information, timesheet requirements, and other information concerning payment will be between the intern and the employer.

United Way of Southwest Virginia will request a weekly total of hours worked from the student AND employer. These hours should match and will be used for tracking internship hours completed. It is the student's responsibility to submit this information at the end of each week as instructed during pre-employment training.

## **Work Schedule**

You will need to complete a total of 80 program hours plus 2 pre-employment training hours. Each intern's work schedule will look different. It is up to you and your employer to come up with a schedule that works for you.

## **Presentation**

At the end of the internship all students will complete a presentation explaining their experience from the internship. In addition, select students may be asked to participate in a live presentation about your work experience with your employer. You will be notified if selected for a live presentation.

## **Pre-Employment Training**

You will need to participate in United Way of Southwest Virginia's Pre-Employment Training. This training will count towards your total amount of 82 hours worked and will be paid.

## **Absences**

Employers will discuss their own protocol when it comes to what absences count as excused or unexcused. You will not be paid for the hours you miss for an absence. However, you are encouraged to work with your Ignite Internship Mentor to make-up missed hours.

You must communicate about an absence through a phone call directly to your Ignite Internship Mentor. If you notify your mentor that you will be coming in late or notify him/her that you cannot come in at all, you must call at least an hour before your original start time. You may not alert your mentor of an absence or a late arrival through email, text, or social media.

# STEP 5.

## WORKPLACE EXPECTATIONS

### **Develop Soft Skills**

“Soft” or applied skills, such as teamwork, decision-making, and communication, are skills that help young people become effective employees and managers. Developing your soft skills is critical to your ability to contribute to a strong and vibrant workforce.

### **Appropriate Dress**

Your Ignite Internship Mentor will instruct you on what is appropriate dress for the workplace. Each employer will have different requirements when it comes to dress.

### **Email and Social Media**

You should use your school email and primary phone number to contact your Ignite Internship Mentor. Using a school email is important for consistency and alignment with your MajorClarity account.

A secondary email address should be provided if the student is a graduating senior or their school does not allow outside emails to their school account.



## FOR STUDENTS TO KNOW

### **Student Safety**

*Your safety is what is most important.*

Safety training will be a part of Pre-Employment Training. If you should ever feel unsafe, harassed, or discriminated against at the work site you should leave and immediately contact both your direct supervisor/Ignite Internship Mentor and United Way staff with any concern you may have.

### **Confidentiality**

Everything you see, help create, or share in conversation at your workplace during the internship must stay strictly between you and your workplace. Do not share the information and work of others by mouth, text, or social media.

### **Unacceptable Behavior**

You are going to be held responsible for reading and understanding all materials in this manual. If you fail to meet the guidelines in this manual, you will receive one strike by your Ignite Internship Mentor. If you receive three strikes, you will no longer be able to participate in the program.

## YOU WILL BE IMMEDIATELY TERMINATED FROM EMPLOYMENT IF...

- ...you are under the influence of illegal drugs or alcohol.
- ...you use tobacco products on your organization's property
- ...you participate in a fight on your organization's property
- ...you ruin, vandalize, or destroy any of your organization's property
- ...you possess firearms, explosives, weapons, or any other hazardous material on your organization's property
- ...you lie or fail to report properly to your Ignite Mentor or on your weekly log
- ...you use your cell phone excessively or do not follow your organization's cell phone policy

# CONTACT INFORMATION

## Your Ignite School Coordinator (ISC)

Unsure of who the Ignite School Coordinator (ISC) is at your school? See this link to find out who it is, and how to best get in touch with them!

[www.unitedwayswva.org/our-work/youth-success/initiatives/ignite-internships](http://www.unitedwayswva.org/our-work/youth-success/initiatives/ignite-internships)

## Crystal Breeding

United Way of Southwest Virginia, Manager of Youth Success

[cbreeding@unitedwayswva.org](mailto:cbreeding@unitedwayswva.org)

276-525-4073



United Way of  
Southwest Virginia

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