



Summer Internships

2025

Coordinator Manual

EO Companies
Ignite Program





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A NOTE TO IGNITE COORDINATORS

As the Ignite School Coordinator, you are joining an elite group of educators across the region who are working together to assist students in becoming more aware of and better prepared for their future careers.

You are the gateway between your school's students and the internship opportunities in your region through EO's Ignite Program. Your help in recruiting and assisting students throughout their application is invaluable.

Working with students as they apply and coaching them before they begin their internship will help them learn soft skills and influence habits they will carry with them throughout their careers. EO's Ignite Program provides our region's high school students with summer work experience designed to help students gain career awareness and practical soft skills.

This Ignite School Coordinator Manual, along with EO staff support, will serve as a go-to resource for you through the end of the school year to help your students get involved with potential internships. Your investment in our region is helping to prepare the next generation of Southwest Virginia's workforce.

Thank you for your support!

Travis W. Staton
EO Companies President + CEO





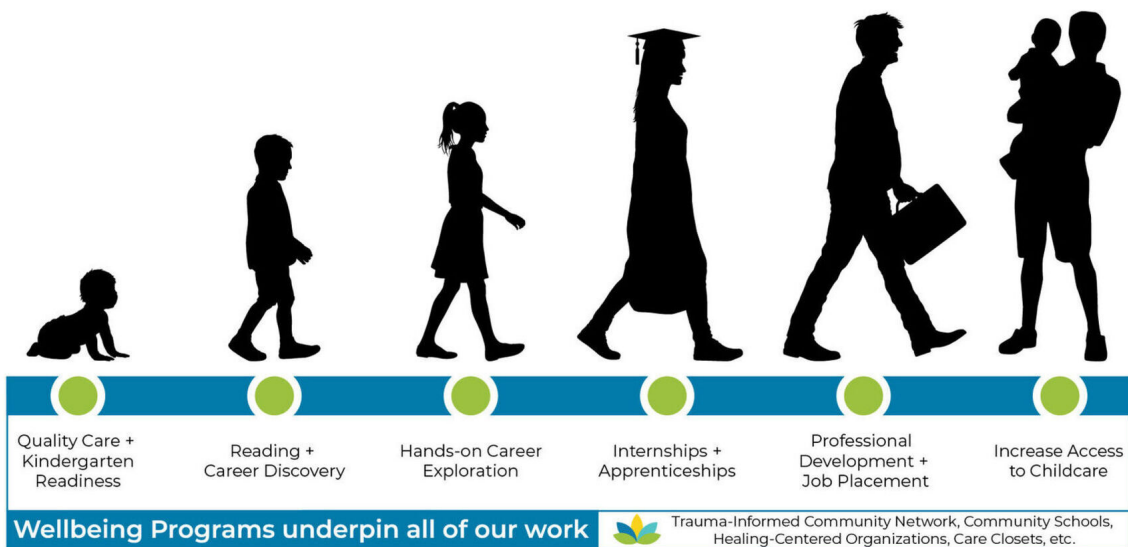
ABOUT EO COMPANIES

At EO, we envision a region where all communities are thriving, and people are well.

EO works along a cradle-to-career continuum that supports early childhood care and education, kindergarten readiness, reading proficiency, career discovery and exploration, internships, professional development, and early career job placement.

We prioritize data-informed solutions that leverage community listening and cross-sector convening to build innovative and sustainable social change.

OUR CRADLE TO CAREER FRAMEWORK



EO currently provides programs in 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 EO Companies, visit www.eoco.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 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.

EO Companies’ 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 EO’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 EOco.org/internships.





YOUR ROLE

THE IGNITE SCHOOL COORDINATOR (ISC)

The school partners of EO Companies' Ignite Program agree to identify one person at each school to participate as the Ignite School Coordinator (ISC). They are responsible for coordinating the implementation of the overall program components and activities, including Ignite's internships this summer. They must maintain contact with EO to create strong career awareness and development plans with students and teachers.

Ignite School Coordinators **MUST** be employees of the school division (often a guidance counselor), familiar with credential attainment for their school, and must be able to access student records for management of credential attainment and internship match opportunities.

If you are reading this manual and you are not already the Ignite School Coordinator at your school, you can go to www.eoco.org/our-work/education/internships to find your school's Ignite School Coordinator and see a complete list of Ignite School Coordinators in the region.

Ignite School Coordinators are expected to facilitate student participation in Ignite's internships this summer of 2025. This includes recruitment, assistance with interviews, knowledge of Major Clarity software and requirements, and follow up with EO.

Important Note:

Internships this summer will take place June 1 - July 31, 2025; however, Ignite School Coordinators will not be asked or obligated to report or communicate with EO after their academic school year ends.



RECRUITING STUDENTS

No one knows the students at your school better than those who see them on a daily basis!

As the Ignite School Coordinator, you are the one who knows most about Major Clarity and all other reporting and Ignite programming. If you are an Ignite School Coordinator who is a teacher or you hold any other position besides a school guidance counselor, EO asks that you keep lines of communication open and active between you and the guidance office to facilitate successful summer internship recruitment.

In order for the program to be a success, a certain amount of advertising and recruiting must be done on your part. You are not alone in this process. As the Ignite Coordinator, you can also reach out to other educators and staff to assist in spreading the word to students to help with recruiting. Also, at any time you can reach out to EO to brainstorm.

EO will have several fliers and posters to display and pass out, an overall program description, and manuals like this one, which will be available for print or downloading online at www.eoco.org/our-work/workforce/internships/for-schools



ELIGIBILITY REQUIREMENTS

- Is the student 16 years of age or older by June 1, 2025?
- Has the student selected a career path in MajorClarity?
- Does the student have reliable transportation?
- Is the student eligible to work in the United States?
- Is the student available for four consecutive weeks of work between June 1 - July 31, 2025?

Once completed, student should start applying for internships!



MAJORCLARITY

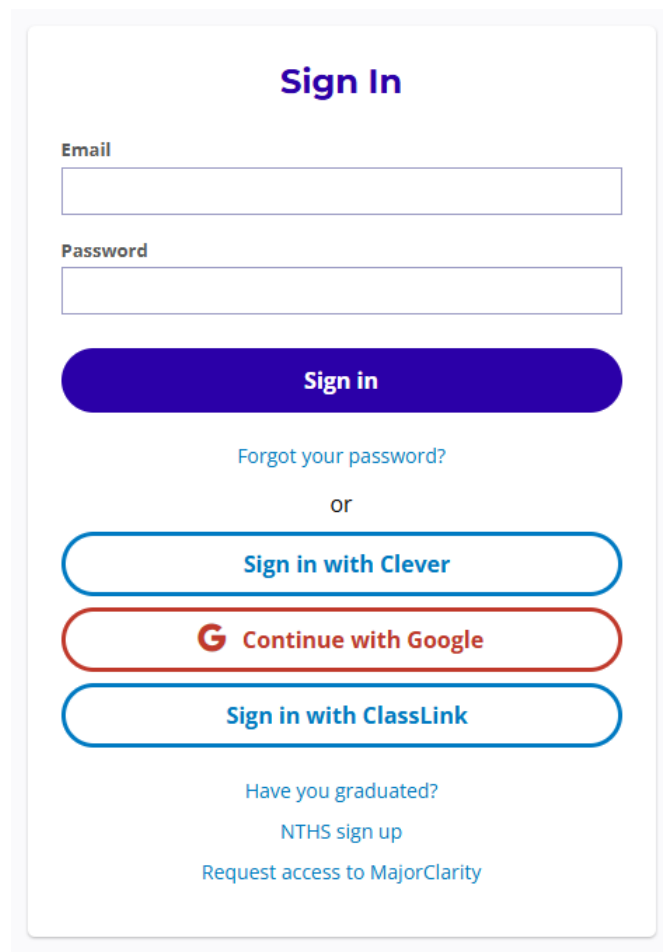
THE MAJORCLARITY SOFTWARE

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. All students (6th - 12th) and teachers have an account.

Important Note:

For student safety, EO Companies and MajorClarity have worked hard to create a safe and convenient portal for students to access for career exploration.

Once students are logged into their account, they can begin resume & cover letter creation for their internship.



The image shows a 'Sign In' form with the following elements:

- Sign In** (Title)
- Email** (Label) and an empty text input field.
- Password** (Label) and an empty text input field.
- Sign in** (Blue button)
- [Forgot your password?](#)
- or
- Sign in with Clever** (Blue button)
- Continue with Google** (Red button with Google logo)
- Sign in with ClassLink** (Blue button)
- [Have you graduated?](#)
- [NTHS sign up](#)
- [Request access to MajorClarity](#)

RESUME AND COVER LETTER



Ignite's summer internships will be a first chance for many high school students to get real work experience. Many students will include...

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

instead of referencing past employers on their resume. This tells the story of what they've been doing at school and in their community!

Before a student applies for a position, the student must complete the Internship Commitment Form (See Program Forms) with the following signatures:

- Parent/Guardian's signature (if student is under 18 years old)
- Your signature as the Ignite Coordinator

Upon receiving the form, please turn the form in to your EO team member.

MAJORCLARITY ACTIVITIES

These are activities that students complete prior to applying for an internship:

- Student has an active MajorClarity Profile
- Student has his/her Academic Pathway as current as possible
- Student has taken the Personality Assessment
- Student has taken the Learning Styles Assessment
- Student has explored at least three Career Paths
- Students has watched at least one video in a Career Path
- Student has done as least one activity in a Career Path
- Student has filled out a MajorClarity Resume and Cover Letter
- Student has filled out their Major Clarity Career Plan
- Student knows how to explore internships and is aware of how to apply for an internship this summer

In the intern manual, step-by-step instructions are given to complete the activities.

Once completed, the student should start applying for internships!

FINAL COORDINATOR CHECKLIST



Pre-Application

- Coordinator has helped recruit and advertise the summer internships. (See Page 9)
- All Eligibility Requirements have been met for student(s) interested. (See Page 10)
- All MajorClarity Requirements have been completed, including Resume and Cover Letter for student(s) interested. (See Page 13)
- Internship Commitment Sheet has been signed by you, the student, and the parent/ guardian, and sent to EO staff. (See Program Forms)
- Student has turned in two Letters of Recommendation forms filled out by teachers. (See Program Forms)
- Please double check students' resume & cover letter prior to submission.

During Application Window

- Students should continue to check their email for updates on application status, additional information needed or requests from the employer.
- Students can apply to multiple positions at one time.

When Students Get an Internship

- Please have students continue to check their email for employer communication.
- An EO Companies team member will contact students for pre-employment training and completing pre-internship survey. Please remind students to continue to check their email for communication from EO Staff.

INTERNSHIP BASICS

EO's Ignite Program provides our region's high school students with a 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 length of the internship is successful completion of 80 hours on site (plus 2 pre-employment training hours) for a total of 82 hours and typically should take up to four (4) weeks to complete. There are times in which the internship will last longer than four (4) weeks in order to reach 80 hours. EO recommends 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, 2025**.

Payroll & Timesheets

Each intern will be paid **\$12.41 an hour minimum** for your work and participation in a summer internship and will be paid by the employer. Payroll information, timesheet requirements, and other information concerning payment will be between the intern and the employer. During the internship, an EO team member will work with interns to collect hours worked for program completion tracking.

Work Schedule

You will need to complete a total of 80 program hours plus two (2) pre-employment training hours for a total of 82 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. The pre-employment training hours should be completed prior to beginning work.

INTERNSHIP BASICS CONTINUED



Presentation

At the end of the internship, all students will complete a presentation explaining their experience from the internship. These presentations should be submitted to an EO team member and completed within one week of completing 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

All students participating in an internship will need to participate in a two (2) hour pre-employment training. This may be held in person or virtually. This is required to be completed prior to beginning work and it is paid by the employer once confirmed completion is received by an EO team member.

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 (if permissible). 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 unless instructed to do so by the mentor.

WORKPLACE READINESS

STUDENT WORKPLACE EXPECTATIONS

Every employer, regardless of the type of internship, has a set of standards they are looking for in a future employee. The following is a brief description of some of the expectations shared with the interns that employers may be looking for while completing the internship. While not all the expectations listed will be for everyone, something from this list is relevant to everyone.

Professionalism

- Punctuality – Arrive on time for work and meetings
- Appropriate Dress – Follow the workplace's dress code
- Communication – Use polite and professional language in interactions with mentors and colleagues.
- Respect – Show respect for all employees, clients, and the work environment

Work Ethic

- Reliability – Complete assigned tasks on time and with care
- Attention to Detail – Focus on accuracy and quality in work
- Initiative – Be proactive in seeking additional tasks or responsibilities when appropriate

Learning and Adaptability

- Eagerness to Learn – Be open to feedback and willing to improve skills
- Adaptability – Adjust to the workplace culture and new tasks as needed
- Curiosity – Ask thoughtful questions to deepen understanding of tasks and the industry

Collaboration

- Teamwork – Work cooperatively with others and contribute to team projects
- Listening Skills – Pay attention to instructions and guidance
- Support – Offer help when teammates or supervisors need assistance

Ethics and Confidentiality

- Integrity – Be honest and trustworthy in all dealings.
- Confidentiality – Respect sensitive or proprietary information related to the business

WORKPLACE EXPECTATIONS CONTINUED



Safety and Compliance

- Follow Rules – Adhere to workplace safety protocols and company policies
- Ask Questions – Clarify procedures if unsure to avoid mistakes or risks

Basic Technical Skills

- Technology Use – Be comfortable using workplace tools, such as email, word processors, or specific software
- Organization – Keep track of schedules, tasks, and deadlines

FOR STUDENTS TO KNOW

The following information has been shared with students. We wanted to make you aware.

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 or Internship Mentor and EO staff with any concern you may have.

Email and Social Media

You should use your school email and primary phone number to contact your 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.

Cellphone Usage

While at work, there should be minimal to zero cellphone usage unless the Internship Mentor allows. Each workplace will be different and will cover their policies and procedures when reporting to work.

Networking

During the internship, students can begin building their professional network. By networking, students can interact with others and develop professional contacts that can speak of their work and can be used for a professional reference in the future.

Employment Continuation Opportunity

In some internships (not all) there may be opportunities for students to work beyond the set internship requirements of 82 hours. This is determined by the employer's needs and funding availability. In this situation, the employer will notify the student directly of the opportunity and it will be the decision of the student to continue.

***STUDENTS WILL BE IMMEDIATELY TERMINATED
FROM EMPLOYMENT IF...***

...he/she is under the influence of illegal drugs or alcohol.

...he/she uses tobacco products on your organization's property.

...he/she participates in a fight on your organization's property.

...he/she ruins, vandalizes, or destroys any of your organization's property.

...he/she possess firearms, explosives, weapons, or any other hazardous material on your organization's property.

...he/she lies or fails to report properly to his/her Ignite Mentor or on the weekly log.

...he/she uses his/her cell phone excessively or does not follow the organization's cell phone policy

AFTER THE INTERNSHIP

At the end of the internship, students are required to provide a presentation detailing their experience.

The presentation should be submitted to an EO team member and submitted within one week of completing 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.

Upon completion of the internship hours and presentation, students will receive a Certificate of Completion from EO.

Students are encouraged to update their resume to include the internship experience and highlight the skills developed.

FINALLY...



We are excited to provide students with work-based learning opportunities within the community. As they embark on this internship journey, remember that this experience is not just about building their skills but also discovering the potential, forming meaningful connections, and preparing for the next chapter of their professional journey.

We encourage your students to take full advantage of the opportunities, resources, and support available to them throughout their internship. Their growth, dedication, and contributions are valued, and we are excited to witness the impact you will make.

CONTACT INFORMATION

Should you need further information about the internship process, or have questions, please contact:

Crystal Breeding

Director of Education + Emerging Workforce

EO Companies

cbreeding@eoco.org

276-525-4073



