



"Empowering and Revitalizing Urban Communities"
A 501 (c) 3 community based and development organization

Internship Training Plan

Date _____

Intern's Full Name (First Last) _____

Internship Site _____

Site Supervisor/Mentor _____

Career Focus Area

- Environment/Science Health Occupations Human Resources Travel/Tourism
 Business/Finance Legal Services Performing Arts Social Service/Education
 Other _____

Position

Daily Schedule: M _____ T _____ W _____ TH _____

Appropriate Attire (what to wear and what not to wear to site):

Learning Objectives

1) _____ 2) _____

3) _____ 4) _____

Intern Tasks and Activities to accomplish objectives

1) _____ 2) _____

3) _____ 4) _____

Equipment to be Used

Knowledge, Skills, and Abilities Required to Perform Internship Responsibilities

Internship Coordinator's Signature

Date

Intern's Signature

Date

Site Supervisor's/Mentor's Signature

Date



rites of passage youth empowerment academy **Career Mentoring Initiative**

EMPLOYER FACT SHEET

Urgent, Inc.'s Rites of Passage Youth Empowerment Academy empowers girls with the knowledge, skills and opportunities to transition more successfully from adolescence to adulthood. We invite the business community to help us in this effort by becoming a career mentor. Girls ages 14-18 have gone through an 18 hour employability skills training where they explored possible career choices and learned basic business etiquette.

Now our girls are seeking opportunities to explore those possible career paths and gain some practical work experience that is relevant to their personal skills, talents and interest. Employers you have the chance to better prepare your future workforce by offering meaningful learning opportunities.

What is required?

The main requirement is an interest in working with or helping the youth in our community! There are varying levels of involvement ranging from hosting a few youth for a morning job shadow or being a guest speaker to serving as an intern host or on an advisory panel or board. There is minimal paperwork and coordination time required as the primary goal is to maximize your time with the youth. Worksites must be safe and accessible. Active supervision and appropriate training, if necessary, should be provided.

What is involved with hosting a student intern?

Internships are designed to provide youth with an in-depth exploration of a career by working closely with employers doing real work and observing various activities within an industry. Youth spend between 10-20 hours per week during a 4-6 week period between June and August at their work site. Actual schedules are created with their supervisor. Urgent, Inc. staff will visit the worksite at the beginning of the internship to facilitate the signing of a "contract" between the student and the employer. Employers are also requested to complete a short Intern Evaluation form for each student midway and at the end of the internship.

How will Urgent, Inc. support me?

The quality of our services is our most important goal. As such, Urgent, Inc. staff works closely with employers and youth to ensure that both parties have a productive and rewarding experience in any program activity. Staff will pre-screen youth in advance of sending them to an employer and follow youth closely by visiting the worksite and checking in with employers weekly. Any problems or concerns with youth are addressed by staff while keeping employers informed and involved as they desire.

What do youth expect from employers?

Youth bring a lot of enthusiasm to the workplace. In return, youth expect to have someone available to answer questions that arise as they perform their assigned duties. Youth expect to learn enough about a specific job, business or industry to be able to perform useful and productive tasks that positively contribute to the business or organization during the course of the internship.

How do I get started?

Please contact Urgent, Inc. at 305-576-3084 or by email: office@urgentinc.org to hear about various ways to get involved or to let us know how you can help.

A PROGRAM OF
Urgent, Inc.
1600 NW 3rd Ave. Bldg. D Miami, FL 33136
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www.urgentinc.org
a 501 (c) 3 organization

PROGRAMS MADE POSSIBLE BY



Women's Fund
of Miami-Dade County





CAREER MENTORING APPLICATION

1. Organization/Agency _____
2. Address _____ City, ST _____ Zip _____
3. Phone _____ Website _____
4. Contact Person _____ Title _____
5. Phone _____ Cell Ph _____ Fax _____
6. Email _____
7. Type of Business: For Profit Non-Profit Government Education
8. Primary Business Service/Product _____
9. Career Mentoring Interest(s):
Internship Host Agency Guest Speaker Job Shadow Advisory Board
10. If Internship Opportunity:
 - a. Career Focus Area: _____ Number of Placements Avail: _____
 - b. Primary training opportunities, learning goals and objectives: _____

 - c. Please outline intern tasks and responsibilities: _____

 - d. Minimum grade or age level ____ e. Internship Opportunity is: ___PAID (PT/FT) ___UNPAID
 - f. My company may be willing to match a grant contribution to provide the intern with a stipend for successful completion of the internship: YES NO DON'T KNOW
11. If Guest Speaker:
What topics/training could you provide: _____
12. If Job Shadow:
 - a. Visit can accommodate _____ # of youth. b. Visits can take place- Weekdays Weekends



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Host Agency Memorandum of Understanding

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to all parties. This agreement outlines the obligations of the Host Agency and URGENT, Inc.

This internship agreement is between URGENT, Inc. and _____. The internship will begin _____, 2008 and will be completed by _____, 2008.

The Business agrees to:

1. The internship is for the benefit of the intern.
2. The intern does not displace regular employees, but work under their close observation.
3. The business that provides the training derives no immediate advantage from the activities of the intern, and on occasion its operations may actually be impeded.
4. The intern is not necessarily entitled to a job at the conclusion of the training period.
5. An intern who is released from the internship by the host agency for a justified reason may be dropped from the program.
6. The host agency will provide instruction and experiences at the training site that will provide the intern with skills and attitudes necessary for continuous improvement and success in a professional environment.
7. Assign a training supervisor/career mentor who will evaluate and supervise the intern-learner as agreed upon (See Training Plan).
8. Provide training that is stated in the pre-approved training plan.
9. Meet with the Internship Coordinator at periodic intervals to discuss the intern-learner's progress.
10. Notify the Internship Coordinator in advance if plans are made to terminate or alter the position of the intern-learner.
11. Provide safety instruction for all tasks and duties to be performed that present a possible safety hazard to the intern-learner.
12. Evaluate the intern-learner.

Urgent, Inc. agrees to:

1. Provide specific and/or general related orientation to the program for host agencies and the designated site supervisor/career mentor.
2. To monitor the placement through telephone and in-person contact with the site supervisor throughout the internship, including visits to the host agency.
3. Notify the business in advance if the training status of the intern-learner changes (when possible).
4. Make periodic contacts with the host agency and intern to discuss intern-learner's progress and to evaluate the training plan.
5. Make appropriate interventions involving the student's internship placement when problems occur, including recommendations for altering or terminating the experience when necessary.
6. Provide earned stipend for intern (if applicable).

Signature, Title for Urgent, Inc.

Date

Signature, Title for Host Agency

Date



SUPERVISOR'S INTERIM EVALUATION OF INTERN'S PERFORMANCE

INTERN: _____ DATE: _____

1. Attendance: <input type="checkbox"/> Never Absent <input type="checkbox"/> Dependable <input type="checkbox"/> Usually dependable <input type="checkbox"/> Not regular enough in attendance <input type="checkbox"/> Too frequently absent	7. Attitude: <input type="checkbox"/> Is positive <input type="checkbox"/> Is fairly positive <input type="checkbox"/> Is rarely positive <input type="checkbox"/> Is negative <input type="checkbox"/> Is openly hostile
2. Punctuality: <input type="checkbox"/> Never tardy <input type="checkbox"/> Seldom tardy <input type="checkbox"/> Needs improvement <input type="checkbox"/> Very often tardy <input type="checkbox"/> Tardiness affecting performance	8. Cooperation: <input type="checkbox"/> Works well with others <input type="checkbox"/> Usually gets along with others <input type="checkbox"/> Prefers to work alone <input type="checkbox"/> Does not work well with others <input type="checkbox"/> Is antagonistic
3. Appearance: (Clothing/Hygiene/Hair) <input type="checkbox"/> Is excellent in appearance/dresses appropriately <input type="checkbox"/> Is good in appearance/frequently dresses appropriately <input type="checkbox"/> Should make efforts to improve/frequently dresses inappropriately <input type="checkbox"/> Often neglects appearance/dresses inappropriately most of the time <input type="checkbox"/> Is extremely careless	9. Work Habits <input type="checkbox"/> Is industrious; stays on task until completed <input type="checkbox"/> Seldom wastes time; is reliable <input type="checkbox"/> Wastes time occasionally, is usually reliable <input type="checkbox"/> Frequently wastes time <input type="checkbox"/> Work is often incomplete
4. Initiative/Motivation: <input type="checkbox"/> Is resourceful; looks for things to do <input type="checkbox"/> Is fairly resourceful. <input type="checkbox"/> Does acceptable routine work <input type="checkbox"/> Takes very little initiative; requires urging. <input type="checkbox"/> Shows no initiative	10. Accuracy of Work: <input type="checkbox"/> Does work of very good quality <input type="checkbox"/> Makes few errors <input type="checkbox"/> Often makes errors <input type="checkbox"/> Is frequently inaccurate and careless <input type="checkbox"/> Is extremely careless
5. Maturity: <input type="checkbox"/> Demonstrates maturity consistently <input type="checkbox"/> Demonstrates maturity occasionally <input type="checkbox"/> Demonstrates maturity rarely <input type="checkbox"/> Demonstrates immature behavior <input type="checkbox"/> Ignores verbal cues	11. Communication: <input type="checkbox"/> Excellent communication skills <input type="checkbox"/> Above average communication skills <input type="checkbox"/> Average communication skills <input type="checkbox"/> Uses incorrect English <input type="checkbox"/> Ineffective communication skills
6. Courtesy: <input type="checkbox"/> Is very courteous and very considerate <input type="checkbox"/> Is courteous and considerate <input type="checkbox"/> Usually courteous and considerate <input type="checkbox"/> Is not particularly courteous <input type="checkbox"/> Has been discourteous	12. Adaptability: <input type="checkbox"/> Is adept at meeting changing conditions <input type="checkbox"/> Adjusts readily <input type="checkbox"/> Needs direction to make adjustments <input type="checkbox"/> Has difficulty adapting to new situations <input type="checkbox"/> Cannot adjust to changing situations

Host Agency: _____

Site Supervisor: _____ Title: _____

Signature: _____ Date: _____



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FINAL INTERNSHIP EVALUATION FORM

INTERN: _____ DATE: _____

HOST AGENCY: _____

SUPERVISOR/MENTOR: _____ TITLE: _____

The internship evaluation is to be completed by the intern's site supervisor at the end of the internship. If the intern worked in a number of positions under the direction of more than one supervisor, this form should be completed by the individual who had the most contact with the intern. More than one evaluation may be completed if necessary.

A. Goals and Objectives

This part of the evaluation form pertains to the goals and objectives developed at the start of the internship. Please make your comments as complete as possible.

1. Were the goals and objectives prescribed for the internship realistic and obtainable? Explain.

2. Did the intern strive to accomplish the goals and objectives while working at this internship position?

3. In your opinion, did the student fail to meet, meet or exceed the goals and objectives of this internship position?

4. Please indicate the strengths you observed in the intern.

5. Please indicate those skills you believe the intern will need to improve for successful entry in this career.

B. Intern Evaluation

<p>1. Attendance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Never Absent <input type="checkbox"/> Dependable <input type="checkbox"/> Usually dependable <input type="checkbox"/> Not regular enough in attendance <input type="checkbox"/> Too frequently absent 	<p>7. Attitude:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is positive <input type="checkbox"/> Is fairly positive <input type="checkbox"/> Is rarely positive <input type="checkbox"/> Is negative <input type="checkbox"/> Is openly hostile
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C. Additional Comments and Observations

1. How would you rate the internship program?
Excellent Good Average Poor
2. How were the site visits/communications with the internship coordinator?
Excellent Good Average Poor
3. If needed, I could easily contact the internship coordinator and receive help or assistance
Strongly Agree Agree Disagree Strongly Disagree N/A
4. I received the necessary orientation to feel comfortable mentoring an intern
Strongly Agree Agree Disagree Strongly Disagree N/A
5. I am satisfied with the program and support the continuation of the program in our community.
Strongly Agree Agree Disagree Strongly Disagree N/A
6. Are you willing to continue with this program in the future? YES NO
7. If an opening became available in your company, would you consider this student for an entry level position? YES NO
8. Does your company already operate an internship program for students? YES NO
9. If no, is your company interested in starting an internship program for students? YES NO
10. What were the advantages of this program to your business?

11. How can the program be improved?

12. Additional comments you think appropriate but not covered elsewhere on this evaluation:

Supervisor: _____ **Title:** _____

Supervisor's Signature

Date

Thank you again for your participation in URGENT, Inc.'s Rites of Passage Youth Empowerment Academy career development initiative. We really appreciate the opportunity to work with you.

Please return for to the Internship Coordinator via fax: 305-576-2089, email: office@urgentinc.org