Welcome!

We are looking forward to coaching you during your very important internship this summer. In order for you to successfully complete the internship, we need you to understand the importance of keeping us informed of your needs and challenges.

**Communication Policy:** Your coach will be available to meet with you online in a live Teams* conference, by phone, or email. We will respond to your inquiries within 24 hours during the week (Monday through Friday). Let’s make this a great summer!

Yolanda Scott M.ED.
Youth Programs Manager-Youth Services
405-622-2026 x301
YolandaScott@cowib.org
*(please be sure to include your first and last name and “Focus on the Future” in emails)*

**Intern Coach-Contact Information**

Coach Yolanda Scott, 405-622-2026 ext. 301 yolandascott@cowib.org.
Coach Jacquelin Lopez, 405-421-8268 jacquelinlopez@cowib.org.
Coach Chaketha Samilton, 405-977-2820 chakethasamilton@cowib.org.
Internship Outcomes:

By the successful completion of this internship, you will be able to:

1. Effectively communicate and network with local industry professionals.
2. Demonstrate efficiency in work readiness skills, resume development, team building, etc.
3. Functionally utilize platforms such as Prezi, PowerPoint, Trello, Canva, etc.
4. Identify 3-5 career options that align with their personal strengths and interests.
5. Utilize career and academic tools to create their own meaningful pathways to be career and college ready.

Internship Requirements:

- 16-24 years of age
- Oklahoma Resident
- Internet Access
- Access to a computer, laptop, or tablet

Internship Structure:

- Assignments will be posted weekly in Google Classrooms. Necessary links will also be provided. Weekly 1:1 Coaching sessions are required each week and will be scheduled on Doodle Poll.
- Focus on the Future is a four (4) week internship (June 1-25, 2021) and is broken down into Weekly Career Pathways.
- New Career Pathways will begin on Tuesdays with live sessions via ZOOM with local industry professionals. Wednesday - Friday will be self-paced instruction and career exploration. Assignments will be released on Tuesdays and are expected to be complete the following Tuesday by 8:00 a.m..
- This is a fully virtual experience. There are no in-person requirements to participate in this program.
Required Materials:
Course materials are available in Google Classroom

- Laptop, desktop, or tablet
- Internet access
- Gmail address

How to Access our Assignments and Get Started:

- Log into Virtual Job Shadow: Course Work
- The Google Classroom will hold all links for the assignments over the course of the internship. Specific direction will be provided during the Intern Orientation prior to the start of the internship.
- Intern Orientation will be held via Zoom on May 27th at 11:00 AM. This session will be recorded for future reference.

Technology Requirements and Support:

- A computer with a webcam and access to the internet and a quiet place to record. A microphone is strongly encouraged. *Most laptops and tablets have built in microphones.
- Google Chrome (web browser).
- You will use a web-based tool called Virtual Job Shadow during this internship for an orientation to Virtual Job Shadow and support tutorials, please click here.

What We Expect of You:

- Virtual internships and remote work is deceiving. Many times new interns expect this to be easier than face-to-face work based learning and are surprised to learn how time intensive this is.
- Plan your schedule to ensure you have approximately 20 hours per week to spend on this internship and take time to identify where and when you’ll do your work/learning.
- Review the due dates for the assignments (see Internship Structure section) to orient yourself to the flow of the learning. This internship requires regular engagement throughout each week.
Online Etiquette:

● No yelling, Please.
● Stop...Grammar time!
● Think before you type.
● Keep your video on.
● Mute yourself except when you have the floor.
● Sarcasm can and might backfire.
● Set a respectful tone.
● Be kind to us and one another.

If You Have Technical Problems:

Follow these steps:
1. Clear your browser’s cache
2. Try a different browser (Chrome, Firefox, Safari)
3. Shutdown and restart your computer

Internship Policies:

Coach Communication:

● Weekly communications with your coach is required. He/she will send you a poll with available office hours for you to choose from. Please schedule your meeting for a time that is convenient for you.

Due Date/Tasks

● Tasks/assignments are aligned to keep you on track for the duration of this internship. You will not be penalized for “late assignments” however, you are expected to have everything completed at the conclusion of the program. If issues arise, please talk to your coach.

Accommodations for Students with Disabilities

● **Disability Statement:** Auxiliary aids and services are available upon request to individuals with disabilities. For questions or concerns, contact COWIB’s Equal
Opportunity Officer, Kim Chapman, at (405) 275-7800 x 212. Telephone Relay Service is available by dialing 711 or (800) 722-0353.

Attendance

- Attendance is required for successful completion of this program. This internship is Tuesday through Friday during the month of June. You are expected to meet “in person” via Teams or Zoom on Tuesdays. Wednesday - Thursday is self paced. You will also be expected to meet in person on Fridays for a period of time to report on your projects, debrief, and learn what to expect for the following week. If you experience extenuating circumstances, please discuss this matter with your coach.

Overview of Internship

Exact due dates for each assignment are identified in Google Classrooms and Virtual Job Shadow.

Week One

Career Pathway - HealthCare and Information Technology
We have Career Experts that work in the fields of Healthcare and Information Technology to talk to the participants.
- Time Management
- Setting Postsecondary Goals
- Embracing Post Secondary Goals with a Growth Mindset
- Self-Discovery
- SHORT-TERM GOALS
- LONG-TERM GOALS

Week Two

Career Pathway - Digital Cinema Production and Gaming
We have Career Experts that work in the fields of Digital Cinema Production and Gaming to talk to the participants.
- Researching Post Secondary Education
- Understanding Myself & Post Secondary Options
Reseaching Different Careers
College & Career Research
CAREER CLUSTERS INTEREST SURVEY (CCIS)
O*NET INTEREST PROFILER ™ (O*NET IP)
O*NET WORK IMPORTANCE LOCATOR ™ (O*NET WIL)

**Week Three**

Career Pathway - Construction and Manufacturing
We have Career Experts that work in the fields of Construction and Manufacturing to talk to the participants.
- Understanding College and Career Connections:
  - Land the Job
- RESUME BUILDER
- COVER LETTER BUILDER

**Week Four**

Career Pathway - Transportation and Logistics
We have Career Experts that work in the fields of Transportation and Logistics to talk to the participants.
- Employability Soft Skills
- Team Building
- Understanding the Role of Grit
- Financial Literacy