

David C. Fredrick Honors College
Office of Community Engaged Learning
Martinson Innovative Internships

Overarching Goals

Martinson Innovative Internships within the David C. Frederick Honors College (FHC) internships are designed to assist in students' career development. Internships elevate the way students view themselves, the people around them, and the world. Through community-based and professional internships, students have the opportunity to create new networks, build friendships, and expand their skills as they work towards their personal, academic, and professional goals. FHC internships promote career-readiness by establishing clear professional boundaries, fueling self-awareness, and analyzing social responsibility through reflective practices.

Internships Expectations for Partners

- Clear expectations about where work will be performed (in office/remote/hybrid).
- Established point of contact within the organization for all correspondence regarding the intern.
- An agreed upon timeframe for the internship (start date/end date).
- Agreed upon expectations around desired hours and tracking.
 - Students will keep a time log as part of their bi-weekly journal.
- A signed host agreement letter including purpose of internship, benefits eligibility, compensation, timeframe, and steps detailing how to accept the position.

- FHC will keep this document on file.
 - A template will be provided following the agreement to Internship Guide terms.
- Check-ins with the student that include constructive feedback and mentoring.
 - An assigned mentor or manager
 - Clear, timely, and open communication
 - An environment where learning is encouraged
- Articulated professional dress code.
- A culture that supports learning and growth.
- Check-ins with the Internships Coordinator, as requested.
- Regular communication with the Internship Coordinator

Student Internship Expectations

Bi-Weekly Journal

- **Rose.** Students will write a paragraph describing what has gone well during their week. Students should consider the following questions in this section: What did I learn this week during my internship? What is going well in my experience? How can I celebrate myself? Where have I been successful?
- **Thorn.** Students will write a paragraph describing areas they need to improve during their week. Students should consider the following questions: What is not going well this week? Where do I find myself struggling? What has been a challenge? What questions or concerns do I have thus far?

- **Bud.** Students will write a paragraph describing what is on the horizon. Students should consider the following questions in this section: What am I looking forward to this week? What assignments do I have upcoming? Do I need more opportunities? What am I excited about?
- **Time log.** Students will briefly document how many hours they spent at their internship bi-weekly to close out their journal entry.

Human-Centered Design Thinking Rose (positivity, strengths, successes), Thorn (negativity, weaknesses, challenges), Bud (opportunities, potential, areas for growth), is a Human-centered design method used to gather specific and actionable information. Human-centered design is a problem-solving technique that puts real people at the center of the development process, enabling them to create in ways that resonate with others and are tailored to an audience's needs. This method is a way for students to reflect and give feedback on their experience. Reflection is important for thinking critically and a helpful tool during every phase of the internship process, by establishing guidelines that are positive, negative, as well as opportunities for growth. Adapted from Human-centered design framework | LUMA System (luma-institute.com)

Video Conference Chat The student must meet with the Internships Coordinator three times during their internship process. Initially, after accepting the opportunity, the student should meet regarding any final questions or concerns. The second conversation will be at the end of the fifth week and will serve as a mid-point update concerning how everything is going with work responsibilities and time management. The final conversation will be

at the end of the tenth week and will serve as a reminder to complete the reflection blog post and field any questions regarding next steps/more opportunities.

Reflection Blog Post Upon the internship's completion, students will draft a reflection post outlining their experiences. Students should pull from their bi-weekly journal to guide their self-reflection and personal growth during their internship. Students will have the chance to share photos and speak about their work during their internship.

FHC Internships Learning Outcomes for Students

Critical Thinking As a critical thinker, students can analyze, evaluate, and synthesize information to form well-reasoned judgments or conclusions. In the workplace, critical thinking means being open-minded, evidence-backed, rational, and based on analytical reasoning and reflection. Individuals skilled in critical thinking evaluate information logically, independently, and thoroughly, as opposed to rashly or based solely on intuition. Employers highly value critical thinking skills because they inform good decisions. Critical thinking also allows individuals to answer tough questions, back up reasoning with proof, and demonstrates the ability to view issues from all perspectives in order to investigate problems, ask questions, and develop creative solutions.

Civic Awareness: Local & Global Employees be aware of current social issues that shape local and global trends in their community and the workplace. Civic awareness helps individuals identify areas of interest and can promote positive practices for change. In our globally connected world made up of intricate, different communities,

embracing a global citizen mindset allows students to find your place in a community, to work and live with people whose experiences and perspectives differ from your own, and to think through the challenges they will face in the workplace and beyond.

Interpersonal Communication Soft skills, sometimes known as interpersonal or people skills, are equally as important as technical abilities. They are essential for navigating the complex workplace, communicating effectively, and making good decisions. When individuals exhibit strong communication skills, they are more likely to build solid professional relationships, express thoughts clearly, and handle conflicts constructively. During an internship, it's crucial to articulate ideas, ask for guidance when needed, and present work effectively. Additionally, active listening is important for understanding instructions and feedback from supervisors and colleagues.

Professional Skill Building and Problem-Solving The ability to make informed decisions, even when faced with uncertainty, sets an employee apart. Professional skill building and problem-solving includes gathering relevant information, analyzing options, and considering possible consequences when making decisions. Individuals must learn how to analyze situations objectively, identify issues, brainstorm solutions, and implement them with confidence. This process of Human-Centered Design Thinking makes employees productive members of the organization and enhances their personal and professional development.

Career-Readiness Career-readiness is a pragmatic approach to a process that aims to cultivate essential competencies for professional success to facilitate transition from student to employee. Being career ready involves learning new skills, setting goals, and preparing for a career. The process of career-readiness can assist in achieving success in your workplace, and equip employees to apply acquired skills. By recognizing the significance

of these abilities and actively striving to enhance them, interns can effectively position themselves for a successful and fulfilling professional journey. Internships have the potential to provide a platform for future career prospects and establish lasting relationships with organizations.

Employer Expectations for FHC Intern

- Should be responsive to any form of correspondence within a timely manner.
- Should be self-motivated and engaged in the organization's vision.
- Able to receive feedback and make the necessary adjustments.
- Exhibit excellent time management skills.
- Demonstrate willingness to learn and take on diverse assignments.
- Can work independently and as part of a team.
- Able to prioritize key projects while also taking on unexpected tasks when needed.
- Must demonstrate reliable and accurate communication skills.
- Pay close attention to detail.
- Able to build relationships with staff members and community partners.
- Not afraid to ask questions or seek further clarification.

Internships Coordinator Contact

Blair-Alexandria Cobb | bfc21@pitt.edu | David C. Frederick Honors College | University of Pittsburgh



Steps to the Internship Partnership

