

SUMMER INTERNSHIPS 2023

IGNITE COORDINATOR MANUAL

United Way of Southwest Virginia
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 United Way of Southwest Virginia'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. United Way of Southwest Virginia'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 United Way of Southwest Virginia 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
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.

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.

YOUR ROLE

THE IGNITE SCHOOL COORDINATOR (ISC)

The school partners of United Way of Southwest Virginia's 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 United Way of Southwest Virginia and 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.unitedwayswva.org/our-work/youth-success/initiatives/ignite-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 2023. This includes recruitment, assistance with interviews, knowledge of Major Clarity software and requirements, and follow up with United Way of Southwest Virginia.

Important Note:

Internships this summer will take place June 1-July 31, 2023; however, Ignite School Coordinators will not be asked or obligated to report or communicate with United Way of Southwest Virginia 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, United Way of Southwest Virginia 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 United Way of Southwest Virginia to brainstorm.

United Way of Southwest Virginia will have several flyers 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.unitedwayswva.org/our-work/youth-success/resources.

ELIGIBILITY REQUIREMENTS

- Is the student 16 years of age or older by June 1, 2023?
- 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, 2023?



Once completed, student should start applying for internships!

MAJORCLARITY

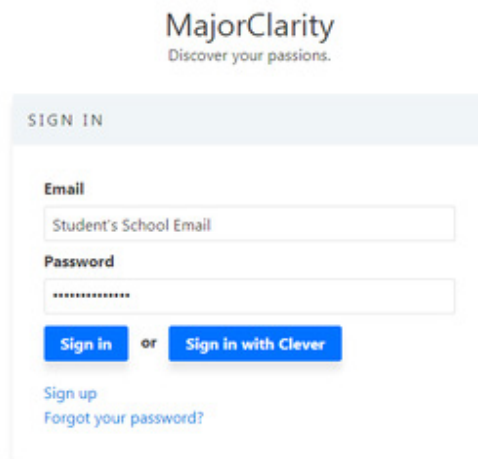
THE MAJORCLARITY SOFTWARE

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.

Important Note:

For student safety, United Way and MajorClarity have worked hard to create a safe and convenient portal to ensure a streamlined and secure application process.





We advise that students not contact employers outside of MajorClarity. Please encourage contact with employers through MajorClarity only up until the interview.



The image shows a screenshot of the MajorClarity sign-in page. At the top, the MajorClarity logo is displayed with the tagline "Discover your passions." Below the logo is a "SIGN IN" header. The form contains two input fields: "Email" with the placeholder text "Student's School Email" and "Password" with a masked password "*****". Below the password field are two buttons: "Sign in" and "Sign in with Clever", separated by the word "or". At the bottom of the form, there are two links: "Sign up" and "Forgot your password?".

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 United Way of SWVA's Youth Success Coordinator.

MAJOR CLARITY REQUIREMENTS

- ✔ 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
Student has watched at least one video in a Career Path
Student has done at least one activity in a Career Path
- ✔ Student has filled out a MajorClarity Resume and Cover Letter
Student has filled out their MajorClarity Career Plan
- ✔ Student knows how to explore internships through MajorClarity and is aware of how to apply for an internship this summer



Once completed, 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 sent to Youth Success Coordinator. ([See Program Forms](#))

Student has turned in AND uploaded to MajorClarity two Letters of Recommendation forms filled out by teachers. ([See Program Forms](#))

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.

When Students get an Internship:

Please have students continue to check their MajorClarity account for employer communication.

United Way of Southwest Virginia's Youth Success Coordinator will contact students for pre-employment training. Please remind students to continue to check their email for communication from United Way of Southwest Virginia Staff.

SUMMER INTERNSHIPS

INTERNSHIP REQUIREMENTS

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 students and schools with employees and employers.

Length of Internship

The internship this summer should take approximately four (4) weeks to complete. Summer internships will need to take place between June 1 and July 31, 2023. United Way of Southwest Virginia recommends about 16-20 hours of work per week, depending on the employer's preference and needs of the intern.

Payroll & Timesheets

Each student will be paid \$11.00 an hour minimum for their work and participation in a summer internship by the employer. Payroll information, time sheet requirements, and other information concerning payment will be between the student and the employer. If there are any issues in payroll procedure, United Way of Southwest Virginia must be alerted.

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

Each student who participates in an internship this summer will need to complete a total of 80+ program hours. Each student's work schedule will look different. It is up to the employer and the student to agree on a schedule that works for them.

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 their work experience with their employer. The student will be notified if selected for a live presentation.

Pre-Employment Training

The student intern will need to participate in United Way of Southwest Virginia's Pre-Employment Training. This training will count towards the student's total number of 80+ hours worked.

Absences

Employers will discuss their own protocol regarding which absences are excused or unexcused. Interns will not be paid for the hours they miss for an absence. However, students are encouraged to work with their Ignite Internship Mentor to make-up hours missed.

Communication for an absence must be done through a phone call directly to the Ignite Internship Mentor. To notify a mentor of an absence or tardiness, the student must call at least an hour before the original start time. Students may not alert their mentor of an absence or a late arrival through email, text, or social media.

WORKPLACE EXPECTATIONS

STUDENT EXPECTATIONS

Develop Successful 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 students’ soft skills is critical to their ability to contribute to a strong and vibrant workforce.

Appropriate Dress

All student interns must inform their Ignite Internship Mentor of appropriate dress for their particular workplace. Each employer will have different requirements when it comes to dress.

Email and Social Media

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

A secondary email address should be provided if the student is a graduating senior or their school will not permit outside emails using their school account. This is placed in MajorClarity AND provided to United Way of Southwest Virginia Staff.

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.

STUDENTS SHOULD BE IMMEDIATELY TERMINATED FROM EMPLOYMENT IF...

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

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

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

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

...he/she possess firearms, explosives, weapons, or any other hazardous material on an 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

CONTACT INFORMATION

www.unitedwayswva.org/our-work/youth-success

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