



VIRGINIA
**TALENT +
OPPORTUNITY
PARTNERSHIP**

CREATING PATHWAYS TO PROFESSIONS

Agenda

- ✓ **Background**
- ✓ **Purpose**
- ✓ **Goal**
- ✓ **Resources Developed for:**
 - **Employer Readiness**
 - **Student Readiness**

Virginia Talent + Opportunity Partnership

- **The Virginia Talent + Opportunity Partnership (V-TOP)** is a formally-established collaboration between SCHEV and the Virginia Chamber of Commerce. V-TOP is funded through the Commonwealth Innovative Internship Fund (**\$5M** in **FY2023** and **\$12M** in **FY2024**).
- In 2020 and 2021, V-TOP convened **six workgroups (over 200 members)** to identify areas of emphasis, deliverables and a work plan to scale its efforts. Today, workgroups continue to emerge and support the initiative. These workgroups include members from public and private colleges and universities, executive agencies, non-profit organizations and the business community.
- The **Virginia Chamber Foundation** maintains externally the V-TOP website (<https://virginiatop.org>), a freestanding online resource for students, employers, and institutions of higher education.

Virginia Talent + Opportunity Partnership: Connecting Students to Work-Based Learning Statewide

V-TOP's Purpose is grounded in statute.

- **Grants to institutions to expand paid and credit-bearing** student internships and other work-based learning opportunities in collaboration with Virginia employers.
- **Statewide initiative to facilitate the readiness** of students, employers, and institutions of higher education to participate in internship and work-based learning.

Virginia Talent + Opportunity Partnership: Connecting Students to Work-Based Learning Statewide

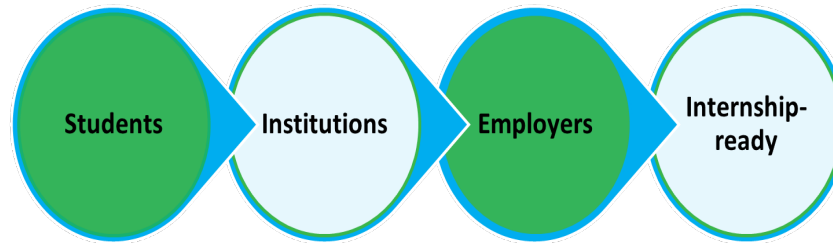
Goal

- One goal of the statewide V-TOP initiative is to retain students in the state after graduation to contribute to the goal that 70% of the adult population have a post-secondary credential by 2030, which will help ensure the availability of talent for companies.
- **Big goal: 100,000 new internship slots by 2033**

Virginia Talent + Opportunity Partnership

TOP State for Talent

- Distinguish the Commonwealth of Virginia as the leading state for higher education and talent pathways
- Most internship-ready students, employers, and institutions of higher education



- **Goal drafted by a workgroup of the Council of Presidents:** Every student enrolled at a Virginia institution of higher education will have an opportunity to graduate with a paid, employment-based, authentic, applied learning experience.

V-TOP Regional Collaboratives

Resources Developed at the State Level are available through Regional Grantees

Region 1: Bristol, Galax, Wise

- **UVA-Wise** – Recently awarded

Region 2: Roanoke, Blacksburg, Lynchburg

- **VT** – **Quina Weber-Shirk**, Project Manager
quina@vt.edu [Regional Internship Collaborative](#)

Region 3: Mecklenburg, Halifax, Danville

- In progress

Region 4: Richmond, Chesterfield, Dinwiddie

- **Sean Walden**, V-TOP Coordinator, RVA Collab
swalden2@vcu.edu
- **Salisa Nolan**, Program Manager, RVA NOW
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Click here to learn more about the [V-TOP Regions](#)

Region 5: Chesapeake, Norfolk, Virginia

- **ODU** – **Michelle Simmons**, Project Manager
mymimmon@odu.edu [757 Regional Internship Collaborative](#)

Region 6: Fredericksburg, Middle Peninsula, Northern Neck

- **UMW** – Recently awarded

Region 7: Alexandria, Arlington County, Fairfax

- **NOVA** – Recently awarded

Region 8: Buena Vista, Harrisonburg, Shenandoah

- **JMU** – Recently awarded

Region 9: Culpeper, Rappahannock, Charlottesville

- **UVA** - **Maeve Konouck**, V-TOP Project Coordinator
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Virginia Talent + Opportunity Partnership Resources for Employers

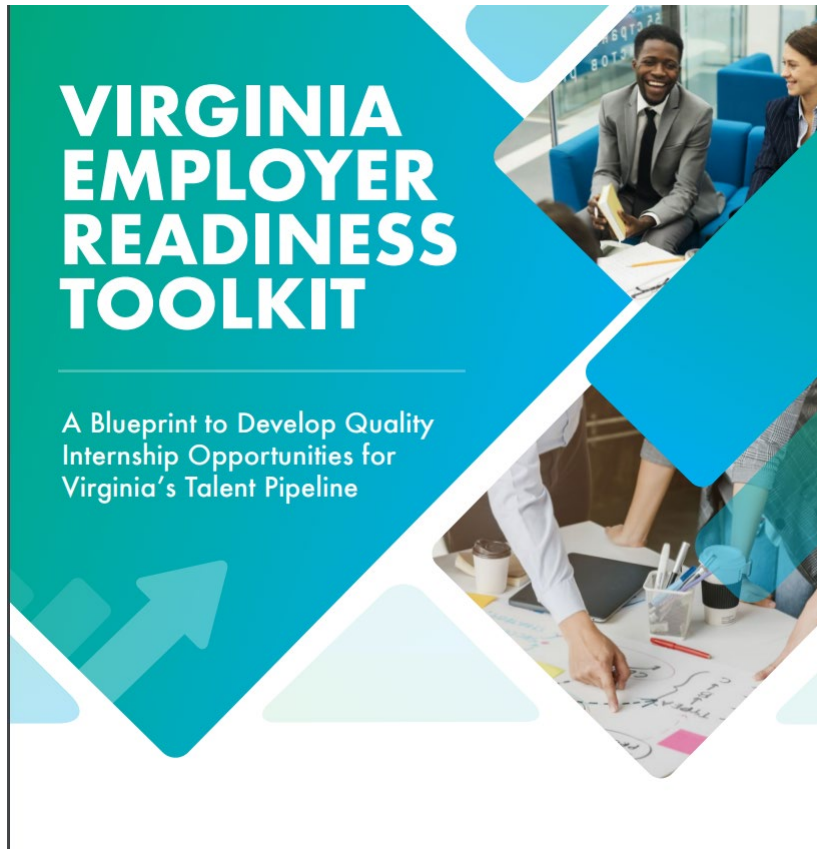
Statewide initiative to facilitate the readiness of students, employers, and institutions to participate in internship and work-based learning (Va. Code § 23.1-903.4).

Employer Readiness

- **Launched an employer readiness toolkit**
- **Launched employer readiness modules: “Developing an Internship Program” (free, online resources)**
- **Awarded Regional Collaborative Grants to eight regions (up to \$250,000 over two years)**
- **Procured staffing agency for small businesses**
- **Developed criteria and allocate the matching funds to employers [[in progress](#)]**
- **Facilitate and celebrate the second Virginia Intern Day – July 27, 2023**

Virginia Talent + Opportunity Partnership Resources to Support Employers

Employer Readiness Toolkit: Blueprint to Develop Quality Internship Opportunities



The toolkit is designed to:

- build and expand internship and work-based learning opportunities;
- provide information and resources to employers as they consider implementing internships; and
- helps with the readiness of employers to host quality work experience for students

Virginia Talent + Opportunity Partnership Internship Best Practices - Roles

Role of the Intern

- Determine schedule, workspace, and supervisor
- Define responsibilities, goals, and company policy

Role of the Supervisor

- Oversee the work products, assign ongoing task, and serve as the primary point-of contact for work-related questions.
- Provide appropriate guidance
- Prepare to provide regular performance feedback

Role of the Mentor

- Familiarize the intern with the company culture
- Provide professional guidance
- Serve as a contact on projects when the supervisor is unavailable
- Must have a teaching mind-set!

Employer Readiness Toolkit: Blueprint to Develop Quality Internship Opportunities pages 15-16

Internship Best Practice Onboarding Process

▶ Intern Onboarding Process

- Set tangible goals and clear expectations.
- Ensure information is readily available and accessible.
- Develop a FAQ guide that is comprehensive of the most important information for the on-boarding student(s). This approach helps students adjust more quickly, therefore increasing the chance for a successful experience that will shape their future academic and professional endeavors.
- Include any information related to a dress code, if applicable, in advance to ensure on-boarding students feel fully prepared to meet the expectations.
- Dedicate specific time for on-boarding students to express their expectations of what they hope to learn throughout the process, what opportunities they hope to be exposed to, and what skills they seek to improve.
- Provide on-boarding students with these materials in advance of their expected start date and ensure they have access to the appropriate contacts, should they have any questions.

Employer Readiness Toolkit: Blueprint to Develop Quality Internship Opportunities page 23

Internship Best Practice Orientation Process

► Orientation

- ❑ Review the job posting description to ensure clarity of the internship role and responsibilities.
- ❑ Outline how outcomes are measured for the role.
- ❑ Develop an orientation process that is helpful for the student to learn beyond their role.
- ❑ Allow the opportunity for interns to engage with a variety of staff members to discuss the vision of the organization, learn more about how the different roles interconnect, and ask questions.
- ❑ Be mindful to not overwhelm incoming students with too much information on their first day.
 - As mentioned above, send as much information in advance and allow the opportunity for incoming interns to ask questions prior to their start date.
 - Connect incoming interns with outgoing or past interns to create a peer mentorship program.
- ❑ Opt for one-on-one informal meetings when possible and be mindful of the incoming intern's comfort level throughout the orientation process. While some students may dive in and fully adjust within the first few days, others may need more time.
- ❑ Allow dedicated time for on-boarding interns to engage with their fellow intern colleagues, if applicable.

Employer Readiness Toolkit: Blueprint to Develop Quality Internship Opportunities page 23

Virginia Talent + Opportunity Partnership Resources to Support Employers

Employer Modules: Developing an Internship

Developing an Internship Program

DEVELOPING AN INTERNSHIP PROGRAM

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
VIRGINIA TALENT + OPPORTUNITY PARTNERSHIP
CREATING PATHWAYS TO PROFESSIONS

Welcome to Developing an Internship Program. In this course, you will learn how to host a successful internship program at your organization. Content ranges from developing listings to helping interns develop their skills during their time with your organization. Before starting any of the modules, please click on the Start Here button to begin the course walkthrough. This will take about 5 minutes.

[Start Here](#)

If you are new to Canvas, we suggest going through the Canvas Orientation next. This will take about 5 minutes.

[Canvas Orientation](#)

Course Modules

Each module in this course is independent of another module. You can work through the course chronologically or begin with a module that is of the highest interest or of most relevance to your organization.

1. Definitions and Types
2. Successful Internships
3. Program Development
4. Sourcing and Recruitment
5. Onboarding
6. Management Tools
7. Skill Development
8. Military Internship Opportunity

The modules are designed for:

- small businesses;
- businesses just starting an internship program;
- businesses with limited or no dedicated HR; and
- businesses providing internships and work-based learning experiences for transitioning service members

Internship Best Practice

An Intern Handbook

Building an Intern Handbook



Information to Include

- Welcome from organizational leaders
- Organizational information and documents
- Unique organizational terminology and acronyms
- Key products and/or services offered
- Organizational structure, divisions, groups, and locations

- Work standards and procedures
- Industry resources
- Intern responsibilities and expectations
- Supervisor and mentor responsibilities
- Policies most relevant to interns

- Responses to frequently asked questions
- Key contact persons
- Safety, security, and confidentiality issues
- Required training
- Local area information
- Intern announcements and blogs

Housing & Format

You can build and house your intern handbook in many formats, including

- printed pages
- Google doc
- website



V-TOPs Developing an Internship Program Module

Internship Best Practice Work and Performance Management Tools

Work and Performance Management Tools

Clear and Meaningful Work Activities	Measurable Learning Goals	Effective Evaluation of Performance	Planning Internship Closure
			
Strategies for Work Delegation	Continual Performance Improvement	Offboarding and Exit Interviews	Employer and Intern Evaluation
			

 STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

 VIRGINIA TALENT + OPPORTUNITY PARTNERSHIP
CREATING PATHWAYS TO PROFESSIONS

V-TOPs Developing an Internship Program Module #6

Internship Best Practice Developing a T-Shaped Professional

T-SHAPED PROFESSIONAL

DEPTH AND BREADTH

Boundary-Crossing Competencies

Teamwork, Communication, Perspective Networks, Critical Thinking, Global Understanding, Project Management, etc.

Many Disciplines

Understanding and Communication



Many Systems

Understanding and Communication



Deep in at Least One Discipline

Analytic Thinking and Problem Solving

Deep in at Least One System

Systems Thinking



V-TOPs Developing an Internship Program Module #7

Virginia Talent + Opportunity Partnership

Resources for Students

Statewide initiative to facilitate the readiness of students, employers, and institutions to participate in internship and work-based learning (Va. Code § 23.1-903.4).

Student Readiness:

- **Launched student career-readiness modules “Developing Career Readiness Skills” (free, online resources)**
- Secured proclamation by Governor Youngkin of July 28, 2022, as Virginia Intern Day
- Complete online modules to assist students on how to secure an internship (resume advice, interview skills, etc.) [in progress]
- Complete Career Champion modules [in progress]
- Design and launch module for non-traditional population [in progress]

Virginia Talent + Opportunity Partnership Resources to Support Students

Student Modules: Competency Development

The screenshot shows a web interface for the 'Developing Career Readiness Skills' course. On the left is a dark blue sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Search, and Help. The main content area has a header with a hamburger menu and the text 'Developing Career Readiness Skills'. Below this is a large banner with the title 'DEVELOPING CAREER READINESS SKILLS' and logos for the State Council of Higher Education for Virginia and the Virginia Talent + Opportunity Partnership. A welcome message states: 'Welcome to Developing Career Readiness Skills. In this course, you will identify and further develop career readiness skills by establishing individualized competency development goals, creating a plan for accomplishing those goals, articulating accomplishments, and shaping a competency development story. You will need to complete the Course Foundations module before moving on to the other modules.' A green button labeled 'Course Foundations' is positioned below the text. Under the heading 'Course Modules', there are eight teal buttons arranged in two columns: 1. Career & Self Development, 2. Communication, 3. Critical Thinking, 4. Equity & Inclusion, 5. Leadership, 6. Professionalism, 7. Teamwork, and 8. Technology. A separate teal button for 'Military Internship Opportunity' is located at the bottom of the module list.

The modules provide:

- training on online career-readiness competencies developed by the National Association of Colleges and Employers (November 2022)
- guided student reflection opportunities through iGROW with V-TOP
- information through the Department of Veteran Services for service members preparing to transition into opportunities within VA

Virginia Talent + Opportunity Partnership Career Development Student Module

Reflection is a critical part of any experiential learning experience in order to develop new skills, attitudes, or ways of thinking.

Example of the course topics within the Career and Self-Development Student Module:

1. Career and Self-Development Fundamentals
2. Introduction to Module 1: Career and Self-Development
3. Career and Self-Development Supplemental Resources
4. Career and Self-Development Check for Understanding
5. Career and Self-Development Tasks
6. Career and Self-Development Task Instructions
7. Career and Self-Development Task 1: Building a Personal Learning Plan
8. Career and Self-Development Task 2: Articulating Your Accomplishments
9. Career and Self-Development Task 3: Shaping a Competency Development Story
10. Career and Self-Development Discussion: GROW Conversations
11. Career and Self-Development Reflection
12. End of Module 1: Career and Self-Development

V-TOPs Developing Career Readiness Skills Module 1

Virginia Talent + Opportunity Partnership Student Modules-Reflection Opportunities

GROW conversations focus on asking and answering four key questions about what you are learning through your internship or other experiential learning activity and how you will apply that information in the classroom to advance competency development in preparation for your future career. Review the GROW Conversations infographic below to learn more about the key questions of GROW conversations.

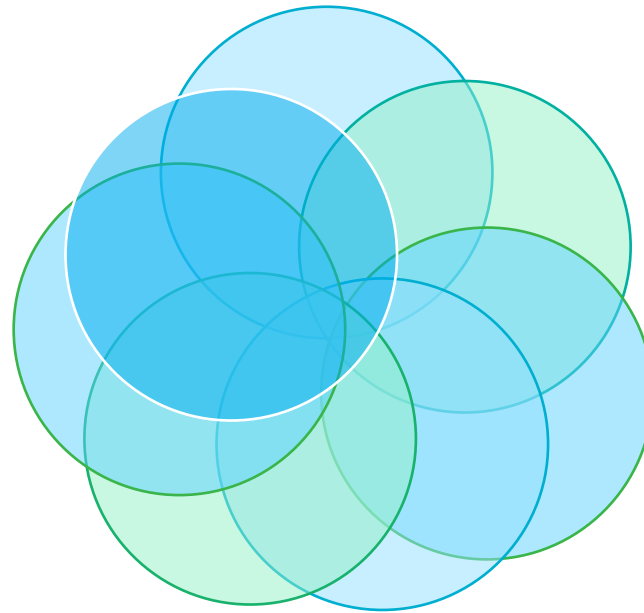


How to Get Involved + Stay Connected to V-TOP

- Celebrate the annual Virginia Intern Day in July by recognizing your interns
(Stay tuned for more information)

- Follow V-TOP on social media at VirginiaTOPorg
(FB & Twitter)

- Consider completing the employer modules
(#7-skills development)



- Review the toolkit and ensure your internship program follows best practices

- Stay tuned for more information about support for small employers and eligibility for matching funds for intern wages

- Subscribe to the V-TOP monthly newsletter
(on the Home page)

V-TOP Summary

Statewide initiative to facilitate the readiness of students, employers, and institutions to participate in internship and work-based learning (Va. Code § 23.1-903.4).

Student Readiness:

- Launched student career-readiness modules (free, online resources)
- Secured proclamation by Governor Youngkin of July 28, 2022, as Virginia Intern Day

Employer Readiness

- Launched employer readiness modules (free, online resources)
- Awarded Regional Collaborative Grants to seven regions (up to \$250,000 over two years); award grants to two remaining regions (in progress)
- Procured staffing agency for small businesses
- Allocate the matching funds to employers during summer internships (in progress)

Institutional Readiness

- Awarded Vision Grants to eight institutions (\$25,000 each); award additional grants (in progress)
- Developed a Federal Work-Study toolkit
- Award the first grants to institutions to transform Federal Work-Study into internships [allocated funds in the amount of \$630,000 for FY 2023 and \$930,000 for FY2024] (in progress)
- Complete the work for the Council of Presidents Workgroup on Data Governance (in progress)

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