

# Maximizing Your Internship Experience: An Innovative Online Approach

Virginia Bankers Association (VBA)

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**State Council of Higher Education for Virginia (SCHEV)**

# Virginia Talent + Opportunity Partnership

**The Virginia Talent + Opportunity Partnership (V-TOP)** is a formally-established collaboration between SCHEV and the Virginia Chamber of Commerce.

## Purpose

**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.

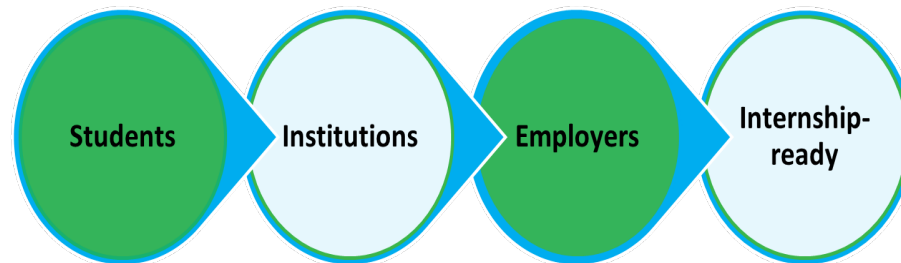
## Goal

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.

# 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



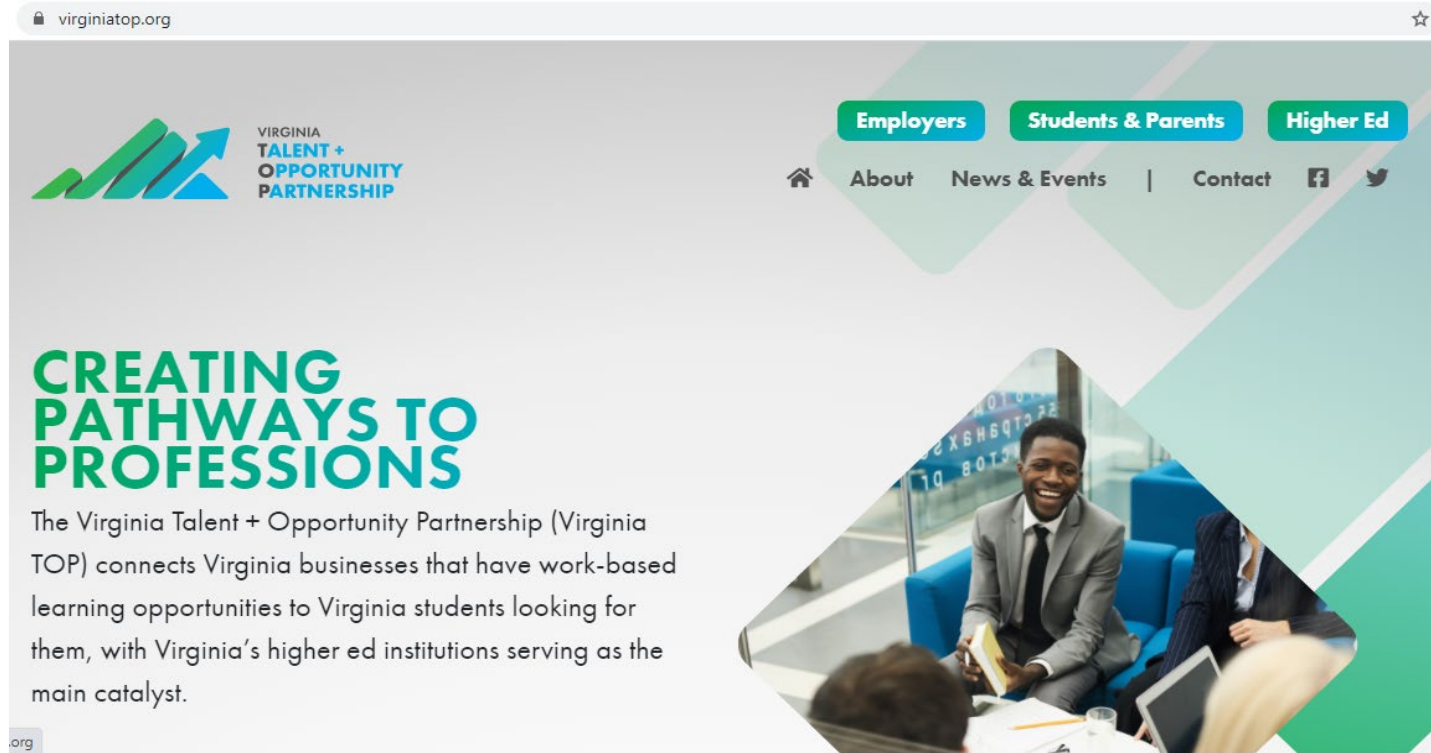
- ✓ 100,000 new internship slots by 2033
- ✓ Every student enrolled at a Virginia institution of higher education will have the opportunity to graduate with a paid, employment-based, authentic, applied learning experience (goal drafted by Council of Presidents work group)

# Internship Benefits to Students

- **\$3,096:** Increase in annual wages one year after graduation for students who took a **paid internship**, even when accounting for differences in pay based on the field of study, gender, and race/ethnicity
- Among current students, **paid internships** are linked with **greater confidence they will be successful** in the job market and confidence in the value of their education

Source: Strada, The Power of Work-Based Learning, March 2022

# Virginia Talent + Opportunity Partnership



[www.VirginiaTOP.org](http://www.VirginiaTOP.org)

# Level Up Your Future

Choose from the courses below to get started on your learning journey.



## Developing an Internship Program

Familiarize yourself with best practices for developing an internship program for your small to mid-sized business. Each of the nine modules offers fundamentals for getting started, time-saving resources, and strategies for successfully developing and implementing an internship as an employer.

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**Free**  Self-Paced  Open Enrollment

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## Developing Career Readiness Skills

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.

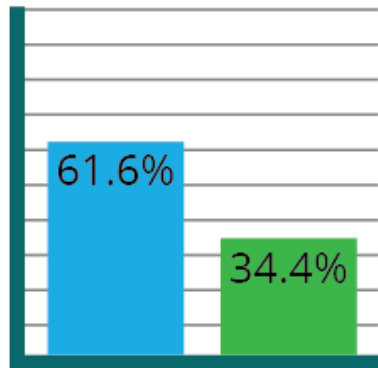
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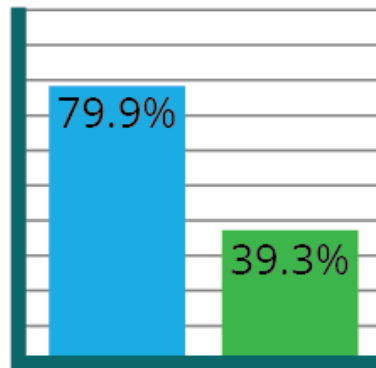
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# EMPLOYER AND STUDENT SURVEYS

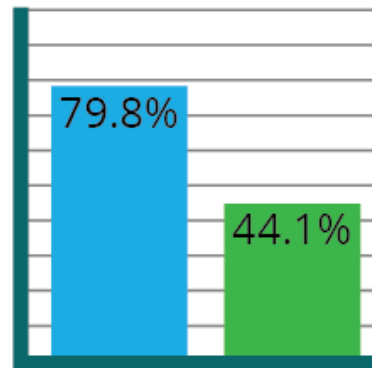
CAREER & SELF-DEVELOPMENT



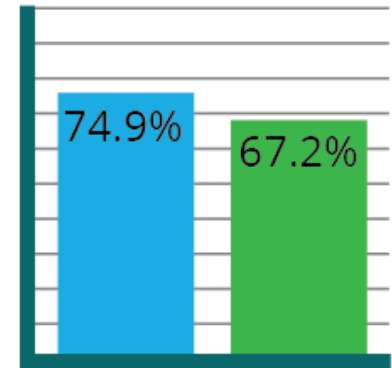
COMMUNICATION



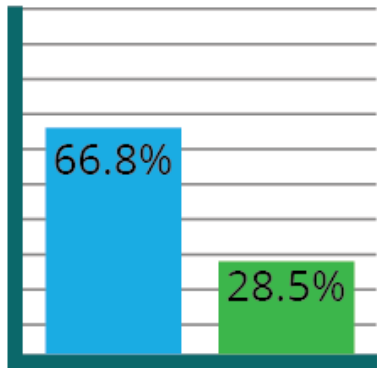
CRITICAL THINKING



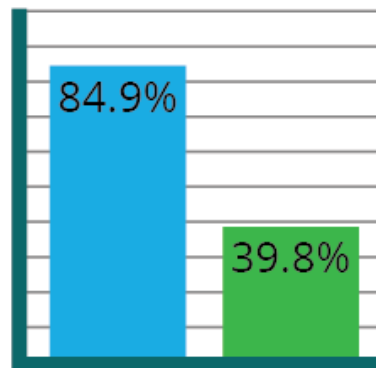
EQUITY & INCLUSION



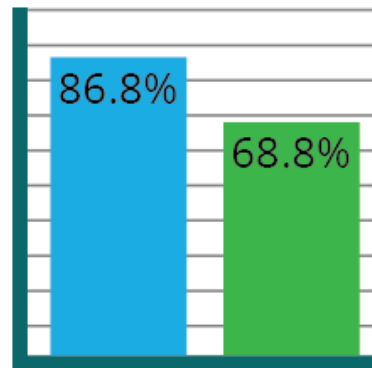
LEADERSHIP



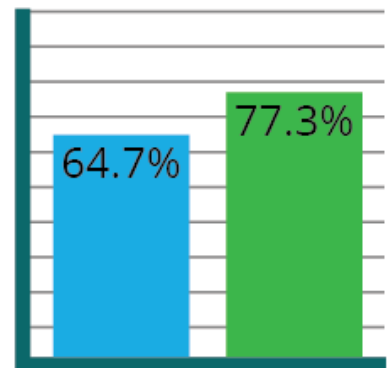
PROFESSIONALISM



TEAMWORK



TECHNOLOGY



STUDENTS

EMPLOYERS



# V-TOP Supports Work-Based Learning

## Student Modules: Competency Development

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☰ Developing Career Readiness Skills

### Developing Career Readiness Skills

## DEVELOPING CAREER READINESS SKILLS

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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.

[Course Foundations](#)

### Course Modules

1. Career & Self Development
2. Communication
3. Critical Thinking
4. Equity & Inclusion
5. Leadership
6. Professionalism
7. Teamwork
8. Technology

[Military Internship Opportunity](#)



# Course Foundations

- Module set includes a Course Walkthrough and Canvas Orientation
- Course Walkthrough includes:
  - sections on the importance of career readiness for success and an introduction to the NACE core competencies.
  - the critical role of meaningful reflection processes including iGROW with V-TOP.

# Components for Each Module

- Topical Introduction with competency definition, sample behaviors, and a competency improvement scenario
- Supplemental Resources for competency improvement
- Check for Understanding
  - Task 1 – Building a Personal Learning Plan
  - Task 2 - Articulating Your Accomplishments
  - Task 3 - Shaping a Competency Development Story
  - Discussion – GROW conversations
- Topical Reflection Exercise

# Course Tasks

Each module can be self-paced and completed independently, but facilitation of the process by instructors, intern supervisors, mentors, and others providing guidance helps ensure better work.

- For each competency module, students will use reflective exercises and collected evidence to complete and document three key tasks:
  - build a personal learning plan
  - articulate one's accomplishments
  - shape a competency development story

# Career and Self-Development Fundamentals

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

# Building a Personal Learning Plan Career and Self-Development

## Reflection

As you consider experiences that were helpful in developing your Career and Self-Development competency, respond to the following questions.

- What was your specific role?
- When did you demonstrate this competency in your role?
- What were some specific results from your use of this competency?
- How is this competency related to your field of study?

## Career Goals

- State your career goals for the next 5–10 years. If you're not sure what your specific career goals are, state a field of work that interests you.

## Why Is This Important?

- List three ways Career and Self-Development proficiency is important in your desired career field.

## What Can You Already Do?

- List three specific examples in which you have already demonstrated Career and Self-Development competency.

# Articulating Your Accomplishments

## Sample Accomplishment Statements

- Write three accomplishments for the Career and Self-Development competency based on your experiential learning role. Include an action verb, what you did, and the result or impact of that action.

<b>Competency Behavior:</b> Identify areas for continual growth while pursuing and applying feedback.	
<b>action verb:</b>	asked a network connection for feedback
<b>task/project:</b>	a social media campaign for a car rental company
<b>result:</b>	received good suggestions and strengthened a professional relationship
<b>Accomplishment Statement:</b> I worked on a social media campaign for a car rental company. I asked someone in my professional network if they would be able to look over my work and meet for lunch to give me their thoughts and feedback. I received several good suggestions to improve the campaign and strengthened a professional relationship.	

# 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



## **GROW Conversations** **Four Key Questions of GROW**



**What are you learning about each competency that will help you in your classes?**

**Please provide some examples of how you are developing each competency through this course or an internship experience.**



**What are you doing to develop each competency?**

**Please provide some examples of things you have learned about each competency that you think you will use in your future career.**



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# Shaping a Competency Development Story

- Use the STAR (Situation, Task, Action, and Results) framework to organize your thoughts before describing an experience or telling a story. Your responses to behavioral questions, which are often asked during interviews, can demonstrate your Career and Self-Development competency. This framework ensures a brief, sequential, and comprehensive response to behavioral questions.
- Think of a time when you had to advocate for yourself and others in a difficult situation. What did you do in this situation?

**Situation:** My team and I were working on a project with an upcoming deadline. One of the software platforms we used for content creation kept causing problems and putting us behind schedule.


**Task:** The other team members were hesitant to ask for help, but I volunteered to talk to our IT team.

**Action:** I approached IT, explained the situation, and asked if anyone could direct us to some resources or an expert who could help us troubleshoot.


**Result:** My case was assigned to an employee, and we were able to figure out what was going wrong, fix it, and still complete the project on time.



# Congratulations!



## End of Course Foundations



**CONGRATULATIONS**


**YOU'VE REACHED THE END OF THE COURSE FOUNDATIONS MODULE.**


You can move on and begin a competency module by:

- Option 1: Clicking on the Home button below to return to the home page, where you can select another module to begin.
- Option 2: Clicking on the Next button at the bottom right corner of the page to move to the next module.

[Home](#)

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# Contact Information

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