
**MAGNET AND SIGNATURE INTERNSHIP OPPORTUNITY PORTAL
BUSINESS INFORMATION GUIDE**



**Anne Arundel County Public Schools
INTERNSHIP PORTAL
BUSINESS INFORMATION GUIDE**

PORTAL WEB ADDRESS:

<http://aacpsstudentinternships.org>

USERNAME: _____

PASSWORD: _____

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Using the Internship Portal

VALUES, VISION AND MISSION

The mission of the Internship Program is to provide high school students with a focused and challenging experience, to expose them to different professional options and to immerse them in a rich working environment. Internships are based on the research of mutual-benefit partnerships. The intern should produce a product or service that can be documented as a result of their experience. An internship is a great opportunity. It sets students apart on college applications, allows them to explore possible careers, helps them obtain scholarships, and gives them networking connections that can be lifelong. It can provide students with skills, knowledge, and abilities that are transferrable across disciplines.

The business can reap multiple benefits from procuring an intern. These include:

- Completion of projects for the business
- Collection of data or completion of research for the business
- Providing skills the business needs – ex. social media marketing, computer programming, aeronautics, CAD
- Contributing to the school system and the community by providing internships
- Connect and build relationships with students to build a pool of potential candidates

CONTACT INFORMATION

Please keep this information handy and please ask questions as early as possible in the process. We are here to support you!! Contact us anytime. All communications with students should occur by phone or through their email addresses. An internship facilitator will maintain contact with the business, the intern, the school system and the parents throughout this internship experience. They will conduct phone calls and site visits to ensure that the internship is a mutually beneficial experience. Please contact the internship facilitator at the very first sign of any difficulty with the internship experience.

Internship Office Liaison – Tammy Diedrich, tdiedrich@aacps.org, 410 266-3185

TRANSPORTATION

Transportation is not provided by AACPS, the STEM Program, the mentor, the business or organization hosting the internship or any other associated entity. Students can utilize their own transportation, parent/guardian arranged technology, public transportation or other avenues.

PROFESSIONALISM AND ETHICS

We expect our interns to display professionalism in all of their internship experiences.

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This is common courtesy and should be a guideline for all communication and interactions. Interns should comply with the local norms related to workplace behavior, dress and other office policies as well. Interns should always behave ethically and responsibly in their internship.

CREATING YOUR ACCOUNT

- Go to the web address <http://aacpsstudentinternships.org>
- Click on Create Account in the box on the right side of the page.
- Fill in your email address for your login and choose a login password.
- Select **BUSINESS**
- Click Create Account.

WELCOME

The job shadowing and internship pipeline is a critical component of AACPS programs. Job shadowing and internships provide students with a window to their future by giving them the opportunity to actively engage and partner with businesses and the community. Students work in a variety of capacities with our partners gaining the knowledge and skills that today's businesses want and need. Through this portal our partners can post opportunities for AACPS students and our students can search from a selection of partner internship opportunities. Please create an account or login to view or post opportunities.

CREATING YOUR PROFILE

You will be directed to the BUSINESS profile page where you can post the information requested. Much of this information can be found on your company website and pasted into the profile as you see fit. If your profile has been created for you, simply click on the business name in the upper right corner and View Your Profile to view your profile or Update Your Profile in the left menu to update your profile.

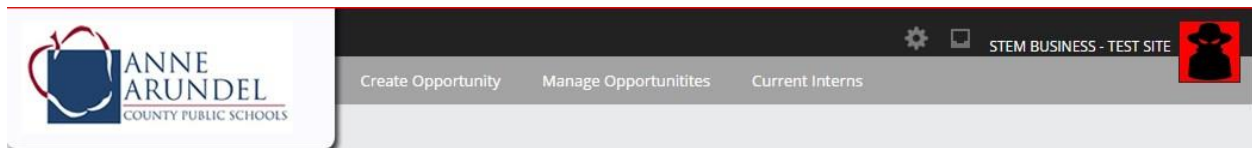
- *Business or Organization Name*

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- *Business or Organization Bio* - a brief statement about what your organization does (can be taken from your company website). It may also be good to include a link to your company website here.
- *Featured Projects or Opportunities* -your organization's top areas of focus or projects of current interest to the public
- *Career Opportunities* - types of careers and job titles found at your organization
- *Internship Opportunities* - This is a list of the general categories of internships you hope to offer such as environmental education, graphic design, etc.
- *Approximate Number of Employees*
- *Primary Location Information* (Address)
- *Primary Contact* - Please include name, address, phone, and email
- *Admin Contact* - Optional, if you would like a second contact person regarding internships for your business or organization
- *Default Preferred Internship Focus Areas*- Select one or more areas your internships generally relate to. These will be automatically checked when you create an opportunity for students to apply to.
- *Exploratory Internship Agreement* – Obtain a copy of the [Business Internship Agreement](#) from the Resources link at the top of the web page or obtain a paper copy from an internship coordinator. Sign this agreement, scan it to pdf and upload it to your profile. Click the I Agree checkbox.
- *Click Save to submit.*
- **Business Logo** (optional) – Click on Edit Company logo in the upper right corner to add a logo. A jpg file with your business logo can be taken from your company, business, or organization website.

CREATING OPPORTUNITIES

Click on **Create Opportunity** in the top menu.



When creating opportunities, please keep the following criteria in mind:

- Qualified Mentor
- Duties are focused in nature and encompass the required 135 hours
- A product or service is being provided by the mentor and also being produced by the student
- Authentic, immersive experience.

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- Intern is learning one or more new skills or advancing one or more current skills to higher levels

The following information is needed to create your opportunity.

- *Audience* - Choose if the internship is for a specific student or open to all students
- *Type of Internship* - Internship Options: One 135-hour six-week summer internship
 One 135-hour twelve-week fall or spring internship
 One 270-hour twelve-week fall or spring internship
 Two 70-hour six-week summer-fall/spring internships
- *Important Dates*
Application Window - Time frame you would like to accept applications
Employment Dates - Dates the internship will take place (ex. July 1 - August 24)
- *Opportunity Title* - ex. DNR Graphic Design Summer Intern
- *Short Description* - Approx. 150 characters about what the intern will be doing (ex. This intern will design and manage an educational website, etc.)
- *Skills Required* - Any skills you would like the intern to have BEFORE applying to the internship (ex. Experience with Microsoft Computer Applications and Adobe Photoshop, participation in the PLTW program)
- *Opportunity Description* - What the intern will accomplish, what their duties will be etc.
- *Opportunity Location* - Where the internship will take place
- *Paid/Unpaid* - The majority of internships offered are unpaid positions
- *Opportunity Affiliation* – Select the programs, schools, and focus areas that you would like the opportunity to be associated with. Students who have profiles that match your selected areas will be able to view and apply for the opportunity. To remove an area simply click on the X beside the item.
- Once the form is complete click on **Create Opportunity**.

The following must be completed in order for the business account to be activated

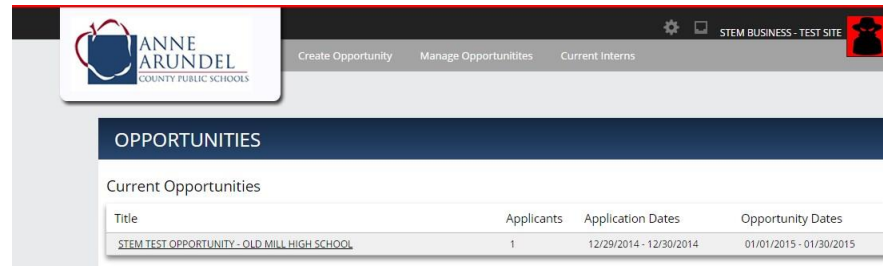
- ***Business Internship Agreement Uploaded***- A business internship agreement must be uploaded to your profile BEFORE any intern can begin work at your site.
- ***Site visit*** – An internship facilitator will contact you to schedule a site visit to ensure the worksite is safe for our interns.

MANAGING YOUR OPPORTUNITIES

Click on **Your Opportunities** in the top menu. A screen will appear with all of the internship opportunities you have posted.

Click on the opportunity you would like to view and edit. The left menu will give you the ability to edit, duplicate, or delete the opportunity as well as view applicants.

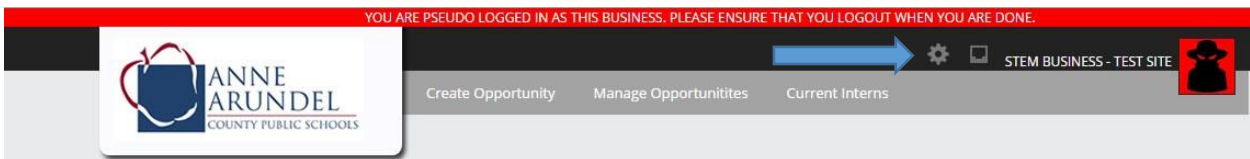
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OPPORTUNITIES			
Current Opportunities			
Title	Applicants	Application Dates	Opportunity Dates
STEM TEST OPPORTUNITY - OLD MILL HIGH SCHOOL	1	12/29/2014 - 12/30/2014	01/01/2015 - 01/30/2015

VIEWING ACTIONS/ALERTS


There will be a red number next to the gear in the top menu if there are new actions/alerts for your account. Click on the gear to view the alerts



SELECTING YOUR INTERN

View New Applicants

To view applicants for an opportunity click on **Manage Opportunities**. A listing of the current opportunities with a number of applicants will appear.

1. Click on the opportunity to view the list of applicants.
2. Click on an applicant's name to see their cover letter.
3. Click on the resume icon  next to each applicant's name to open their resume.

Available Actions

The following action tabs can be found at the bottom of each applicant's cover letter

Interview click once interview has been scheduled	Offer Position click to offer an internship position	Decline Candidate click to decline the candidate application
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Schedule Interview

Contact students that you would like to interview. Once the interview is scheduled click on **Interview** at the bottom of the page. You will have the ability to record the interview date.

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Interview Enter a date below and click save	Offer Position click to offer an internship position	Decline Candidate click to decline the candidate application
Scheduled Date of Interview: <input style="width: 100px;" type="text" value="01/13/2015"/>		
<input style="background-color: #4a86e8; color: white; padding: 5px 15px;" type="button" value="Save Interview Date"/>		

Offer Position

Once you have selected an intern click on **Offer** at the bottom of the applicant's cover letter. Type a short note in the text box. Click on **Send offer to student**. This sends a message to the student that they have been offered an internship. You will receive notification when the student accepts or declines your offer.

Note: If the internship has been arranged between you and a particular student you can go directly to the offer step.

Decline Candidate

You can select the decline status at any time in the application process by clicking on the decline link. You will then see a popup box for you to provide comments to the students on your reasons for declining their application.

It is imperative that ALL APPLICANTS are either Offered a position or Declined

MANAGING YOUR INTERN – MENTOR RESPONSIBILITIES

Once a student accepts an internship offer they will appear as a current intern. All current interns will appear on your home page. To view your interns, click **Current Interns** in the top menu.

Before the intern begins their internship they must be in the ACCEPTED status of the application process and appear under your Current Interns link in the top menu.

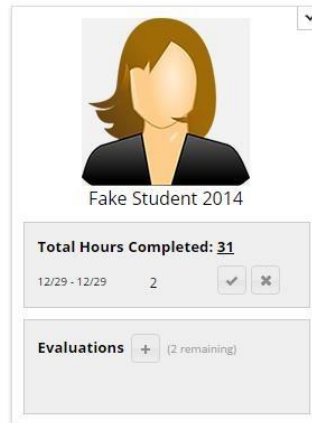
The intern mentor should provide the following:

- Make sure the intern is oriented to the business/organization, and any particular policies and practices (dress code, schedule/hours, work location (desk area), for example).
- Ensure that the intern has meaningful work to do that will help her or him reach the identified learning goals/objectives and/or complete projects or services.

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- Oversee the intern's performance and provide feedback on a regular basis including meeting with and communicating with the intern on a regular basis
- Plan and arrange for regular supervision of the intern

Portal Actions for Current Interns



Student Hours

Students log their hours each day. Once the student logs their hours the mentor must approve those hours for them to count.

Approving student hours:

1. A list of logged dates and hours will appear under each intern.
2. Click on the to accept the hours or the to decline the hours.

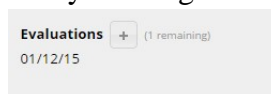
A complete list of the student's logged hours can be seen by clicking on the underlined number in **Total Hours Completed: 31**

Evaluations

The mentor is asked to complete two evaluations for each intern – 1 at the midpoint and 1 at the end of the internship. The mentor may complete additional evaluations at their discretion.

Completing evaluations:

1. Click on the next to Evaluations under each intern. You will be directed to the evaluation page.
2. The completion deadline should be the internship end date.
3. The number of remaining evaluations appears next to the . Completed evaluations can be viewed by clicking on the date under the evaluation.



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INTERNSHIP MENTOR CHECKLIST

This list is meant to be a helpful checklist for you when using the AACPS Magnet and Signature Internship Opportunity Profile.

Logging In and Creating Your Account

- Know the web address for the Internship Portal
- Know my username and password for the Internship Portal

Creating a Profile

- Completed Internship Portal business profile.
- Uploaded my business internship agreement to this profile. This can be found on the website by clicking on the Resources link at the top of the web page.

Creating a(n) Internship Opportunity

- Created one or more opportunities for students to apply to including any specific job-related requirements where applicable (schedule, transportation, skills etc.)
- Ensure that any opportunities posted meet the Internship Opportunity requirements. See the Creating Opportunities Section for additional details.

Selecting and Accepting an Intern

- Reviewed resumes and cover letters of students who applied.
- Scheduled in-person or phone interviews and conducted them.
- Moved all applicants through the application process to either the offered or declined status.

Managing an Intern

- Ensure all interns have meaningful work to complete and provide regular feedback and guidance.
- Approved the hours my intern(s) have logged
- Completed at least two evaluations for each intern (mid-point and final)

THANK YOU!

Internship Program Mentors

**You are truly making a difference in the futures of
our students!**

**Please contact us with questions at any time. We are
here to support you and the student interns!**

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