

SAMPLE INTERNSHIP PROJECTS OF VALUE

INTERNSHIP ACTIVITIES

Please note this is a list of sample activities. The internship supervisor and intern are expected to select a project of value that best suits the organization and skills the student wants to develop further. The student must work with internship supervisor to complete the Project Proposal form to include project idea, tasks to be completed by student, evidence of knowledge gained, and any other details describing how the project relates to academy theme.

ENGINEERING & TECHNOLOGY

- Work with product designers to define the user experience for a product and test prototypes.
- Check, mark, and prepare engineering drawings using industry specific software.
- Participate in site visits and generate site observation reports.
- Participate in projects involving technology in the workplace.
- Utilize drones to collect imagery and data to be used in outreach, education, mapping, etc.
- Support Database Administration and Engineering in the architecture, design, development, deployment, and management of database environments.
- Test and implement appropriate security methods and control techniques such as firewalls, intrusion detection software, data encryption, data backup and recovery.
- Plan, develop and implement strategic social media and public relations initiatives to promote the organization.
- Design a sample Facebook page for the business.
- Critique the company website.
- Manage the company blog.
- Organize digital documents.

PROJECTS AND PLANNING

- Coordinate with internal or external creative partners to create print, online and other collateral.
- Create, organize, and execute email campaigns.
- Observe projects in the process in the workplace. (New workplace initiatives, building or remodeling projects, planning for expansion.) Complete reflection and evaluation.
- Plan and coordinate an event or meeting.
- Research and plan a new project.
- Create a budget for a project.
- Propose a solution to a current problem.
- Research competitors to stay informed on industry trends and stay current.
- Collect data related to customer sales and inventory information; assist in data analysis and development of action plans to improve inventory position.

HUMAN RESOURCE MANAGEMENT

- Develop a plan to improve employee wellness.
- Allow the student to shadow a manager and reflect on learning.
- Review and provide recommendations for the employee dress code.
- Allow students to develop questions for a satisfaction survey for your business.
- Develop a team building activity for the organization.
- Review employee handbook and make suggestions on how to improve the handbook.
- Allow the student to attend company networking events and reflect on the experience.
- Allow student to be part of an interview panel for a prospective employee.
- Participate in the development of work schedules.
- Have the student create an internship manual to help the next intern with orientation, company policies and procedures.

NON-PROFIT

- Coordinate donation drive for needed items to support organizational mission and clients.
- Organize and digitize the organization's historical records for future fundraising purposes.
- Identify grant opportunities and manage application process.
- Research potential sponsorship, draft donation procurement letters, and follow up on donation procurement inquiries via phone and email.

SAMPLE INTERNSHIP PROJECTS OF VALUE