



# THE POTOMAC SCHOOL

## **EFEB INTERNSHIPS – INFORMATION FOR PROSPECTIVE SPONSORS**

The Potomac School has launched a new concentration in Economics, Finance, Entrepreneurship, & Business (“EFEB”) to provide interested juniors and seniors with an opportunity to deepen their knowledge and understanding of economic and business issues through coursework, individual research, and/or hands-on experience. Coursework will include the choice of two of the following classes - Entrepreneurship & Innovation, Advanced Microeconomics, “Economics, Business & Finance,” and Advanced Macroeconomics - and a minimum of two electives - Why are Poor Countries Poor?, Speech that Matters, Advanced Statistics, Data Analysis and Probability, and other offerings through Global Online Academy (e.g., Introduction to Investments, Personal Finance). In addition, the students will choose to dive deeper into a EFEB topic through individual research or gain hands-on experience through an internship at the end of their first year in the concentration.

### *EFEB Internship*

Thank you for considering having a Potomac junior as an intern at your company during the summer of 2023. The goal of this experience is for students to gain both hands-on experience working through a business problem, as well as learning about how organizations work, how teams are structured, etc. We hope this information is helpful. Please don’t hesitate to contact Giorgio Secondi ([gsecondi@potomacschool.org](mailto:gsecondi@potomacschool.org), 603-583-2641) or Dyana Conroy ([dconroy@potomacschool.org](mailto:dconroy@potomacschool.org), 703-749-6320) if you have any questions or need further information.

### **Type of Internship**

- Must take place sometime **between June 12, 2023 and September 1<sup>st</sup>, 2023**.
- We prefer four weeks; three weeks is acceptable.
- If needed, the internship can be broken up (e.g., two weeks in July and two in August).
- We prefer if the intern can work on site during regular business hours, but we are open to alternative arrangements (half-days, remote on some days, etc.).

### **Expectations of sponsors**

#### *Before the internship starts:*

- Provide us (over the phone or via email) with a summary of what you have in mind as far as work/project for the intern and learning outcomes. If you are interested in supporting an intern, but haven’t identified a specific project, a member of the Potomac staff would be happy to have a conversation with you to brainstorm project ideas. As a reference, areas of interest identified by students include: startups, tech impact on labor, inflation, currencies, online passive income, business financial planning, stock market, marketing, and data analytics.
- Make sure that you are familiar with Department of Labor requirements for unpaid internships. *Note:* Most students will be aged between 16 and 18 in the summer of 2023.
- Designate an internship manager, buddy, and mentor (same person may fill multiple roles)
- Develop an onboarding process, including an orientation where work and performance expectations are set

- Set workdays and hours: start date, end date, any vacation or other schedule considerations
- Set work location: be clear about in-office and remote expectations
- Plan for work space as needed

*During the internship:*

- Assign work that is meaningful to the intern and the sponsor, where the intern can genuinely contribute to the business/organization/team
- Allow time for the intern to ask questions about the work, the company, the office, the industry, career opportunities
- Give the intern opportunities to interact with a mentor and a buddy
- Give the intern opportunities to network and learn the organization's culture; try to include them in everything they would be included in if they were a full-time employee in a similar role
- Hold weekly check-in meetings with the intern and give meaningful coaching and feedback throughout the internship

*At the end:*

- Give the intern a chance to present their work and learning outcomes
- Conduct a performance review and exit interview with the intern
- Speak with us or send us an email to summarize how things went from your perspective

**What we expect of students**

You may set your own expectations, but this is what we will tell all interns:

Work hard:

- Set goals for your internship. What do you want to learn? What do you want to achieve?
- Be eager to learn. Listen, engage, ask lots of questions. It's the whole reason you're there.
- Accept any assignment readily. Always do your best.
- Show initiative. Ask how you can help. Ask what more you can do.
- Solve a problem. Interns often bring a unique perspective that helps them create solutions that full time employees don't see or don't have time to develop.
- Meet regularly with your manager. Seek feedback from your manager, buddy, and mentor.

Be professional:

- Create a strong first impression. Dress professionally, be early, and be sharp.
- Always be positive. Be polite, respectful, and easy to work with. Follow the rules.
- Be flexible. Expect some changes in direction or downtime. They are part of every internship.
- Meet your coworkers. Become part of the work community. Learn the workplace culture.
- Develop a mentor relationship. It could be the most important part of your internship.
- Leave on a good note. Say thank you. Leave your work well organized and accessible.
- Have fun!