

Micro-Internship Session Planning Tips

Please feel free to review/edit/modify or ignore the sample agenda below. It is meant to be used as a tool in helping you plan your session.

Sample Agenda (90 minutes):

- ◆ Who I am
 - Share your background
 - a. Childhood/family/where you grew up
 - b. Educational
 - c. Professional
- ◆ What I do
 - a. Your work – if you have videos, images, slides or visuals that can help describe your work, use them to engage students
 - b. Marketing materials for your company or business
- ◆ Who you are
 - Get to know the students:
 - Tell them, “This is a small group, and imagine that we are sitting around a table having a conversation.”
 - Please tell me your name, grade level, a hobby, and what interests you about this micro-internship.
- ◆ Overview of your industry
 - Ask students – “What comes to mind when you think of _____ (the industry that you are in)?”
 - Myth-busting - What it isn't – share some misconceptions about your industry
 - Kinds of jobs available in your industry
 - How much do they pay?
 - What kind of training/education is needed?
- ◆ Skill/Technique/Process/Program that you want to teach today - use PowerPoint Slides (if you have any)
 - Introduce the skill/technique/process/program using a work-based scenario.
 - The skill could be a technical skill or an essential skill needed for the job
 - Examples include using software, hardware or tools; Communication skills; Problem-solving skills
 - Ask students if they are familiar with this skill and have used this skill before.
 - Teach the skill/technique/process/program
 - Show the skills or process using the “Share Screen” feature
 - Use the 4:1 rule. You talk for 4 minutes, have the students share for 1 minute
 - Check frequently to see if students understand the steps that you are sharing
 - Ask questions to all students and individual students (by name)
 - Skill application
 - Seek feedback (responses) - orally, written (in chat box)
 - Check for understanding by having students demonstrate the skill etc.
 - Think about ...
 - How do you know that students have learned the skill?
 - What are students doing (tangible product) to show you that they have learned the skill? For example, are they building something, are they practicing with the group, are they sharing their views with the group using what you taught them?
- ◆ Closure
 - Share the importance of staying in school & networking