



# Summer Internship Program

## *Preparing for an Intern*

Putting the next  
generation of  
businessmen on  
their own two  
feet.

For more information go to  
[www.clegs.org](http://www.clegs.org)

**Contact:**

Mike Drapeau

[mike.drapeau@clegs.org](mailto:mike.drapeau@clegs.org)

Phone: (770) 363-2045

### **Introduction**

Thank you for your commitment to sponsor an intern in the C-Legs program this coming summer. To help make the experience a productive and profitable one for you and your company, we have created this brief on-boarding guide to help you prepare for their internship.

### **The Interview (Feb)**

The goal is for the interns to visit your business for a face-to-face interview. We will work with the interns to produce a resume and cover letter and to prepare them for the interview. We ask that you put them through a live interview experience similar to that of an entry level staff employee. If there are any reservations on your part that are uncovered as part of this interview, please notify us as soon as possible.

### **The Offer (Mar)**

After the interview is complete and the intern performs to your satisfaction, we would ask that you close the loop with them (and us) in a job offer for the summer. This can be in the form of an e-mail or a letter, whatever is appropriate for your business.

### **The intern's preparation (Apr)**

One of the principles of the C-Legs Program is to ensure that our interns arrive at your place of business prepared to be productive on Day 1. This means they need as much prep material as possible to perform. To enable this, businesses provide the intern various materials about the company and its mission, customers, market, value proposition to consume. In some cases, businesses get them set up on systems, provide access to technology, and send them through company-specific training. All of this is done with the same end in mind – the intern learns as much as possible on their own dime before they arrive ready for work in May.



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### **Preparing for the Internship (Apr)**

Many businesses have only a general idea of what the intern will do when they first make the commitment to sponsor an internship, and even that idea sometimes changes before the intern receives their summer assignment. This is to be expected.

We have found that sponsoring businesses who take the following actions ahead of the intern's arrival have a more productive experience with their interns:

- Assign a person inside the company to manage the intern on a day-to-day basis
- Develop a specific project or a list of "mini-projects" from throughout the company that the intern could complete or could help make substantial progress.
- For the project(s), attempt to get a brief description of what is needed and by when
- Perform any IT/admin setup ahead of time so that they can be productive from the first day

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### **The role of the intern's Mentor**

One of the unique aspects of this intern program is the role of their mentor. The mentor is a seasoned business professional in Atlanta who has volunteered to help prepare and support the intern during their summer work with you. One of the responsibilities of the mentor is to work with the intern's manager at your company to ensure they are meeting or exceeding your expectations. This will provide another means of accountability and feedback for the intern.

### **Questions?**

If there are additional questions or feedback, please feel free to contact us any time.