

## Participating Business Guidelines

### Business Criteria

Boys Hope Girls Hope of Colorado seeks to place collegians in internships that give them opportunity to apply their classroom learnings in a practical setting and give them exposure to a professional setting prior to graduation. The following criteria should be considered prior to partnering with a business for internship opportunities:

- Industry: priority should be in pursuing partnerships with businesses in the industries that a majority of BHGHCO collegians are studying. Currently those needs are in STEM, Healthcare (focus on administration), Tourism/Hospitality, Finance, & Construction.
- It is preferred that internships are paid. Many BHGHCO collegians are already juggling work and school. To the extent that they can participate in a paid internship, this will alleviate the burden of having to continue to work while also participating in the Internship Program.
- Businesses should be able to provide a designated supervisor/mentor as point of contact for both the collegian & BHGHCO with regular check-ins.
- Businesses should not be dependent on the work of the collegian. Collegians should have the opportunity to see & apply themselves in various parts of the organization.
- Businesses should be able to identify a clear goal, department to work with, or project to complete during the internship. Administrative tasks should be minimized.
- Businesses should hold at least two mock interviews with two different people during their time.
- Businesses are expected to complete & deliver feedback evaluations.
- Businesses are expected to hear feedback from the collegian.
- Businesses are expected to hold two mock interviews for the collegian throughout the program with varying members of their organization.

## **Mentorship**

Businesses should assign a mentor or key point of contact for each collegian. Mentors should check in with collegians on a regular basis—at least weekly for summer internships where the collegian is working several days per week, and at least bi-weekly for semester internships where the collegian may be working only one or two days per week. Collegians will have already worked with the Internship Coordinator to identify goals for the internship. Mentors should regularly discuss these goals with the collegian and identify opportunities for the collegian to work toward them. Mentors should also look for opportunities for the collegian to observe or participate in projects or activities that further the collegian’s understanding of the industry.

## **Mock Interviews**

Businesses should agree to conduct at least two mock interviews with each collegian. Ideally, these interviews will be conducted by several different individuals, to allow the collegian the most exposure to different interviewing styles. Businesses should approach at least one of the interviews as though the collegian were a real candidate (as in, no “softball” questions). Each interviewer should give constructive feedback to the collegian, including areas in which the collegian performed well and one to two areas of potential improvement. Importantly, the interviewer should help the collegian to identify ways to tangibly improve in the identified areas. Feedback will be infinitely more valuable when coupled with an action plan. A sample mock interview evaluation form is provided.

## **Evaluations**

Evaluation is a powerful tool in helping our collegians grow. Businesses are asked to formally evaluate each collegian at least twice during the internship, at mid-way and the end of the program. A sample evaluation form is provided. Additionally, businesses are encouraged to provide ongoing, real-time feedback on collegians' performance.

Collegians are also asked to give mid-point and final reviews of their internship experiences. A sample evaluation is provided. Collegians will develop a capstone project that identifies an area of suggested/potential improvement for the business and develops a strategy to address the need. It is BHGHCO's goal that our participating businesses will find value in the collegians' perspectives and utilize their feedback.



## Sample Partnership Acknowledgement

[ADRESSEE]

Re: Internship Program Acknowledgement

Dear \_\_\_\_\_:

Thank you for your commitment to the Boys Hope Girls Hope of Colorado (BHGCO) Internship Program! This letter will serve to set forth BHGCO's expectations of you as an Internship Program employer.

### **Program Guidelines**

As part of your orientation to the program you have received BHGCO's Program Guidelines. The Program Guidelines are an integral part of the Internship Program. You have already received and should have reviewed the Program Guidelines prior to committing to take on a collegian. The Program Guidelines set forth your requirements as an employer in the Internship Program.

### **Internship Structure**

Thank you for committing to provide an internship to a BHGCO collegian [or more than one]. Each internship should last a minimum of [100] hours and provide meaningful opportunities for the collegian[s] to learn about your business. The Program Guidelines set forth important milestones for the program structure, including evaluations, mock interviews, and your collegian's capstone presentation to BHGCO.

### **BHGCO Support**

The BHGCO Post-Secondary Program Manager is available for questions or concerns, and welcomes your feedback. Please reach out to her at any time. BHGCO asks that you participate in a program evaluation at the end of each internship.

### **Acknowledgment**

[BUSINESS NAME] acknowledges that it has received and reviewed the Program Guidelines, and agrees to abide by them. [BUSINESS NAME] understands that collegians are merely student

participants in BHGHCO programs, and are not BHGHCO employees or agents, and have no authority to act on behalf of BHGHCO. [BUSINESS NAME] is not providing any monetary compensation to BHGHCO for its participation in the Internship Program.

[BHGHCO Signature Block]

[Business Signature Block]

## Business Feedback Survey

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Company: \_\_\_\_\_

Evaluation By: \_\_\_\_\_ Email: \_\_\_\_\_

**KEY:**

5 = Outstanding Top of the line - a definite "keeper".

4 = Very Good - Among the top 20% of hires.

3 = Average - Performance on par with other hires.

2 = Fair - Performance is less than normally expected.

1 = Poor - Unacceptable performance.

0 = Not Observed - Insufficient basis for rating.

Evaluation	Rating	Comments/Examples (optional)
Ease of working with Boys Hope Girls Hope of Coloradoto initially partner on this program		
Ease of working with Boys Hope Girls Hope of Coloradoto schedule interns		
Amount of communication you received from Boys Hope Girls Hope of Coloradoabout your intern/experience		
How useful was the Program Outline - and did it explain your organization's responsibilities?		
I understood the expectations of an internship program with Boys Hope Girls Hope.		
Satisfaction level of your intern's overall performance		

Satisfaction level of your intern's attitude and demeanor		
Using the scale, how likely are you to offer this intern a full-time position, should one be available?		
How likely are you to hire additional Boys Hope Girls Hope of Colorado interns in the future?		
How likely are you to recommend another business to hire a Boys Hope Girls Hope of Colorado intern?		

1. Do you have any businesses that we can connect with about partnering?

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2. Please share feedback on what this internship program has done well:

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3. Please share areas of opportunity for this internship program:

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Return back to Mary Fran Tharp, Executive Director  
[mftharp@bhgh.org](mailto:mftharp@bhgh.org)