

Work From Anywhere

Summer Youth Internship Program

Program Development

STEP 1 | Develop Approach and Secure Job Openings

STEP 2 | Define Virtual Work and Programming



STEP 3 | Create Calendar of Activities

STEP 4 | Recruit and Hire Talent



STEP 5 | Launch and Monitor Program

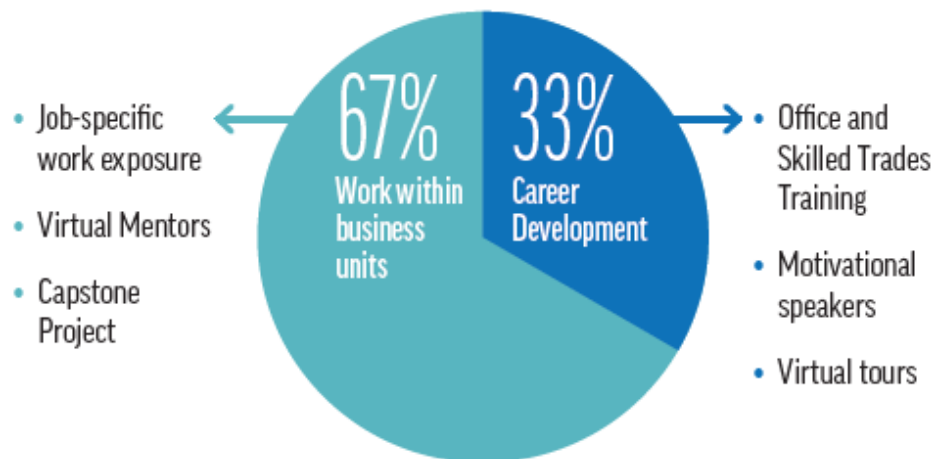
Student Work Experience

DTE Energy | 6 weeks | 30 hours per week | 90 students

Engaging Programming



Work Experience Components



Program



Virtual Work



Virtual Job Shadow



Career Awareness



Essential Skills Training



Mentorship



Networking

DTE

Table of Contents

Introduction.....	1
Develop an approach and secure job openings	2
Define virtual work and programming.....	4
Create a calendar of activities	6
Recruit and hire talent.....	10
Launch and monitor program	11
Toolkit resources appendix.....	15

Introduction

Welcome! In spring of 2020, DTE's Workforce Development team transitioned our on-site internship program into a virtual program. We learned a lot along the way. Converting intern programs to a virtual or "Work From Anywhere" office includes new and creative ways to complete meaningful work, collaborate with leaders and co-workers, and stay socially connected without meeting in person.

Internships offer a valuable win-win opportunity to advance our industry knowledge to the next generation, build up our local workforce and position youth for future success in a learning environment that also fulfills organizational talent pipeline needs. During an internship, interns experience hard work and gain understanding of what it takes to get the job done while expanding their professional network and socialization skills. As the future of work changes, the need for creative solutions arises. Converting an in-person experience to virtual provides a viable solution to ensure the core purpose of an internship continues.

If you're interested in creating a successful and efficient virtual internship program for your organization, we've developed this Toolkit as a resource to help you with a defined purpose, process, and product.

Purpose

To share our experience with your organization as you foster workforce development for your industry while providing a significant, positive impact on today's youth through a virtual platform.

Process

This Toolkit provides suggested processes, considerations, and tools to implement a virtual internship in your organization.

Product

A transformational internship experience for youth to inspire interest in pursuing a career in your industry. Provide experiential opportunities via a virtual format with real-life understanding of what it takes to become a professional member of the workforce.

Toolkit intention

This guide is intended to be a thought-starter and share experience from a team that has converted a physical internship program to a virtual program.

This document is for informational purposes only and does not constitute any business or legal advice of any kind. Some information provided may not be applicable to other businesses, organizations, or employers. Entities outside of DTE Energy are encouraged to consult with the appropriate internal and external professionals to evaluate whether any of these measures are appropriate prior to implementation. Due to the fluid nature of this program, this is a "living" document, regularly updated based on new information. Printed or downloaded static versions of this document may be outdated.

Refer to the Toolkit resources appendix for templates, references, and examples.

Develop an approach and secure job openings

Identify the need for a new or existing program

Prepare a business case to support a virtual internship program.

Approval is typically needed from the business leaders, Human Resources, Recruiting and Staffing for requisition approval.

How will previous efforts translate to a virtual platform?

What are the advantages and disadvantages to the business, operations, and intern?

What are the high-level constraints?

What does the program look like from a bird's eye view?

What are the costs associated with a virtual program?

Identify the business need and commitment

Roles and responsibilities vary based on the type of job being fulfilled. For example, the need might be based in office or skilled trades. Solicit business leaders and the labor union(s), if required, for their business needs and expected responsibilities for an intern to perform in a virtual platform.

Present the business case highlighting the advantages and disadvantages to generate an informed decision. The business leader should easily be able to recognize the benefit to their group or the company.

Identify target youth

Define what population you will target to participate in your internship. This decision will guide many of the components of an internship program.

Are the candidates coming from high school, college, or out-of-school environments?

Will you have a minimum grade point average, if in school?

Is there a limitation on the age or experience needed for positions?



If a candidate is under the age of 18, specific work guidelines must be followed. *Michigan Department of Labor and Economic Opportunity* regulates the requirements under the Youth Employment Standards Act (YESA). Refer to agency [website](#) for most up-to-date regulations.

- Are your interns covered?
- Work permits
- Special requirements
- Types of work
- Hours
- Supervision

Determine the program size, structure and cost

To determine the overall structure of the program, work within the constraints of your resources. Set a student to leader ratio (many:1 or 1:1). Require enough work/tasks to keep interns engaged with meaningful work and within budget. For example, if your budget is \$20,000, you can only hire 10 interns at \$10/hour for 20 hours a week for 10 weeks. (Taxes, technology and overhead are not considered in this example.)

- Intern count
- Length of program
- Hours worked
- Pay scale

Virtual Summer Youth Internship Program Expenses Categories
Project
Pre-Screen Costs
Work and Employability Soft Skills Training
Technology Costs
Events
Wrap Around Support (Transportation, Mentors)
Marketing / Communication
Labor / Payroll



Secure executive and business area support

Secure final executive and business area support to implement the program and secure required resources. Emphasize the benefits to the business, company, and industry by building up interest in the future workforce.

Define virtual work and programming

While the work component is key to a successful internship, in a remote work environment, additional programming is often needed. This is especially important for students who may be burdened with distractions due to limited control over their surroundings. As you consider program goals and objectives, keep in mind that both leaders and interns will need help along the way.

Define program goals

Determine what you want the result of the program to be for the interns, leaders, and company.

What does success look like and how do you provide excellent customer service?

Here are some thought starters:

What will be the benefit to the business area/company?

What is the value to your community?

Will there be a lasting impact or product from the program?

What are the stories that you can tell from the perspective of the student, leader, and mentor?

How can you use this format in future years?

How does this brand your company as an employer of choice?

Define program objectives

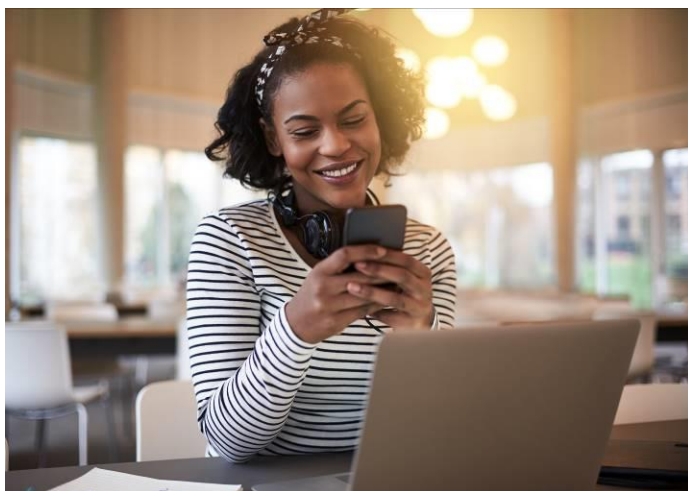
Determine your expected results of the program and the steps that will move you toward your goals. These objectives will determine the metrics to achieve the goals.

- What will the intern expect to complete, learn, or plan in the future?
- What will be the expectations of interns during the program?
 - Participate in daily activities
 - Gain real, hands-on experience that can proudly be included on resumes
 - Acquire a new network of contacts
 - Gain a new/enhanced set of skills
- Do tools and communications provide proper support for interns, leaders, and mentors?

Identify opportunities for virtual work

Review business needs and role descriptions. Look for opportunities to provide meaningful work to the intern and business via a virtual platform. Redesign or repurpose previous tasks in this role.

- Encourage creativity in thinking about how the youth may engage with their work team
- Where field work might not be possible, look for skills/industry-based learning opportunities
- Consider research to find process improvement in a department
- Consider tools/equipment needed





In-person job tasks:

- Deliver tools to protection leader
- Paint stations / cubicles
- Collect and input data from field
- Shadow operator in field
- Clean stations

Converted to virtual tasks:

- Update dashboard metrics
- Compile productivity hours for job completion and contractors
- Produce daily reports for contractor performance and crew rosters
- Analyze data to identify hazards in the field, process delays and identify process improvement



Resources to consider when identifying costs and designing approach:

- Recruitment
- New hire screening
- Technology
- Supervision/overhead
- Training
- Payroll
- In person events, if applicable
- Social supports, if applicable

Identify/define position requirements

When defining the logistics many variables need to be considered. Listed below are some elements to think about. Do not limit yourself to this list.

- Number of interns participating in the program
- Business groups involved in the program
- Start time and end time for each day
- Number of hours to train and anticipated work time
- Develop a plan for the internship program; i.e., common core training, job specific training, soft skills training and event workshops
- If Personal Protective Equipment (PPE) is needed, determine the type, quantity, and size

Evaluate alignment

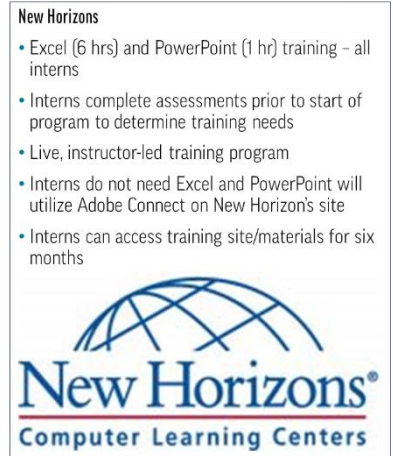
After determining your approach, evaluate the approach against your goals and objectives. Are you still meeting these goals? Has there been out of scope tasks or have you failed to include something required? Adjust your program as needed.

Create a calendar of activities

Determine the appropriate balance of remote work and development

Determine how much of the intern's working hours will be spent participating in both work and development opportunities. This ratio might be adjusted as you work out the programming, but identifying a goal for how the intern will spend their time (e.g., 85% work and 15% training / development) will determine if there are enough activities to accommodate this goal.

Overall, consider a youth's potential environment when determining their hours and work efforts. They are not in full control of their surrounding activities, house mates, or climate control. Consider the scenario of high summer temperatures, no air conditioning and younger siblings running through the house. Now consider their ability to work on tasks throughout the day.



Training and career development

An internship is not solely about producing a work product for a business/company; it is an opportunity for a youth currently or potentially interested in a career path and/or company to learn first-hand what is needed to succeed in that or similar roles. Training beyond required company courses equips the intern with the skills, knowledge and abilities to meet bare requirements for today's workplace and places them on a path to excel in a chosen career.

Identify and prioritize development opportunities, then designate the amount of time allotted for training. Required training will be dictated by your company. Be sure to allocate enough time for the intern to complete on the job.

Development opportunities to consider:

- Virtual meeting etiquette
- Interviewing and resume writing
- Job search and application submittal
- Career and/or facility exposure from different business areas
- Communications: presentations, elevator speech
- PowerPoint
- Excel
- Financial Literacy

Training may include:

- New hire training
- IT security
- Policies/procedures
- Company structure
- Position / field / safety specific

Virtual work tasks and description

Work with the leader to adjust as needed to fit the virtual platform and available resources. Review the expectations of the program, job specific tasks, training, and available time for activities. Identify and procure needed equipment and information for the intern's success.

Consider:

- Reporting structure
- Business area-specific tasks
- General internship tasks
- Required tools / technology
- Capstone project and/or presentation
- Job-specific work exposure
- Virtual mentors

Business Unit leaders are instrumental in identifying meaningful work and opportunities, supplemented by a capstone project.

DTE Electric	DTE Gas	DTE Corporate
<ul style="list-style-type: none"> • Weekly metrics for D0 Scorecard • Data analytics on job completions/contractor hours for productivity • Run daily reports for contractor performance and crew rosters 	<ul style="list-style-type: none"> • Learn departmental processes, systems (i.e. Maximo), and operations • Create flow charts, spreadsheets, schedules, metric reports and other documents (i.e. creating SWI's) 	<ul style="list-style-type: none"> • Assist with UAT (User Acceptance Testing) • Compile data for month-end reports • Work directly with Process Architect to record as-is process and translate to a flow chart

Identify engaging activities

Incorporate engaging activities into your program to keep the pace, material, and field interesting to a youth to encourage them to enjoy their experience at your company. Consider creating a theme for each day. Examples are:

- Motivational Mondays
 - Dynamic leaders interact live with interns
 - Diverse speakers introduce a variety of career paths: construction, customer service, engineering, DTE suppliers
 - Presenters educate, share inspirational stories, give live, virtual tours, etc.
- TikTok Tuesdays
 - Interns post their TikTok videos on MS Teams site, then vote on their favorites to share with the group
- Wellness Wednesdays
 - Half-hour fitness classes one day per week
 - Provided by "Energize Your Life" via MS Teams
 - Nutritional workshops
- Interactive Thursdays
 - Provide non-work engagement opportunities for interns to decompress on the last day of their work week
 - Start as a large group in MS Teams and have different rooms for interns to select from, such as sports, dance, technology
- Freedom Fridays



Produce time-blocks of activities (day-in-the-life) and a calendar

Ensure the expected activities will fit within a standard day and the duration of the program. Consider the amount of time to be dedicated to the different activities. See example calendars and time blocks in the Toolkit resources appendix. Adjust as needed and refer to your prioritization of training and tasks.

The following are examples of time-blocks for consideration:

- Work time
- Required company or position training (e.g., network security, field safety)
- Breaks / lunch
- Professional development/soft skills

Typical Detailed 30-hour Week (weeks 2-6)

	M	T	W	Th
	Motivational Monday!	Tik Tok Tuesday!	Wellness Wednesday!	Interactive Thursday!
8:30 AM	Communications & WFD Health and Safety	Communications & WFD Health and Safety	Communications & WFD Health and Safety	Communications & WFD Health and Safety
8:45 AM	DTE specific work, training or research (2.5 hours) 15-minute Break	DTE specific work, training or research (2.5 hours) 15-minute Break	DTE specific work, training or research (2.5 hours) 15-minute Break	DTE specific work, training or research (2.5 hours) 15-minute Break
9:00 AM				
9:15 AM				
9:30 AM				
9:45 AM				
10:00 AM				
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM	Career Awareness with IMPACT	Flex time (mentor meetings, training make-ups, presentation prep, etc.)	Virtual Job Shadow	Flex time (mentor meetings, training make-ups, presentation prep, etc.)
11:15 AM				
11:30 AM	Lunch	Lunch	Lunch	Lunch
11:45 AM				
12:00 PM	DTE specific work, training or research (2.5 hours) 15-minute Break	DTE specific work, training or research (2.5 hours) 15-minute Break	DTE specific work, training or research (2.5 hours) 15-minute Break	DTE specific work, training or research (2.5 hours) 15-minute Break
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM				
1:15 PM				
1:30 PM				
1:45 PM				
2:00 PM	EDSI Cohort group	EDSI Cohort group	Resume preparation	Resume preparation
2:15 PM			Wellness Class!	Time to Interact!
2:30 PM				
2:45 PM				
3:00 PM				
3:15 PM	Communications & WFD Check-in/Wrap-up/Kahoot	Communications & WFD Check-in/Wrap-up/Tik Tok	Communications & WFD Check-in/Wrap-up/Kahoot	Communications & WFD Check-in/Wrap-up/Kahoot
3:30 PM				
3:45 PM				
4:00 PM	Dismissal	Dismissal	Dismissal	Dismissal
4:15 PM				
4:30 PM	Dismissal	Dismissal	Dismissal	Dismissal

Orientation

A virtual orientation will help acclimate the interns to their new work environment. Plan day one orientation activities to build energy and engagement in their new assignment. Anticipate that all items will need to be available electronically.



Here are some thought starters:

- What is the format / platform for delivering orientation?
- How will you deliver:
 - Group activities
 - Breakout activities
- Provide a pre-read on accessing the system provided at least one week before.
 - What information do the interns need to know?
 - Where can students get the information electronically?
- Create checklists that can be provided to interns pre-orientation that may include the following:
 - How to complete required administrative tasks such as timesheets
 - How to access systems (pre-orientation information will need to be provided to attend virtual orientation)
- Provide links to Company information for information, such as:
 - Organization chart or tools
 - Company Vision and Mission
 - Abbreviated information from annual reports, newsletters, etc.
 - Existing company videos
 - Policies and Procedures
 - Review activities and expectations of the program
 - Review evaluations

Technology needs

Remember the required tools needed for interns to accomplish activities:

- Hard/software (platforms, systems, third-party applications)
- Communications option
- Access
- IT support

Recruit and hire talent

Engage recruitment / sourcing partners

Consider partnering with an industry or youth-centered agency to assist in expediting identification of candidates. These agencies can play a role in shepherding students through the process and gathering required documentation. Examples include:

- Regional and local youth program partners (i.e., Grow Detroit's Young Talent (GDYT))
- Job placement agencies (i.e., Michigan Works!)
- Local non-profits



DTE Partner Programs:

- Detroit Employment Solutions Corporation (DESC)
- Advanced Technology Academy (ATA)
- Bingo – Bing Mentoring
- Career Academy Program (CAP)
- Detroit Area Pre-College Engineering Program (DAPCEP)
- Detroit Public Schools Career & Technical Education
- Grow Detroit's Young Talent (GDYT)
- Jobs for Michigan's Graduates (JMG)
- Robotics
- Wolverine Pathways

All interns complete a 10-hour GDYT Work Readiness Training prior to the start of the program.

Recruit interns

Evaluate your existing recruitment efforts and identify virtual opportunities for recruiting such as:

- Virtual job fairs (i.e., professional development organizations)
 - Online interviews
 - Virtual meetings

Drug / background screening

Depending on your company's onboarding process and policy, physicals, drug screening, and/or background screening might be required. Be sure to factor this into recruitment and onboarding timing. Consider virtual scheduling process, providing or requiring PPE (personal protective equipment), and communication on process to reducing concerns. Also note, this process may take longer due to resource constraints.

Onboarding

It will be necessary to evaluate the applicability of your company's onboarding process for interns. Consider these needs for a virtual environment:

- Required documentation (what items can you receive virtually)
- Communication Platforms (Zoom, Microsoft Teams, Facetime)
- Technology needs (digital devices, internet connections)
- Technology Distribution
- Company identification process (virtual badging)
- Day One Instructions, including system access
- Monitoring student attendance (system log in, time tracking)

Launch and monitor program

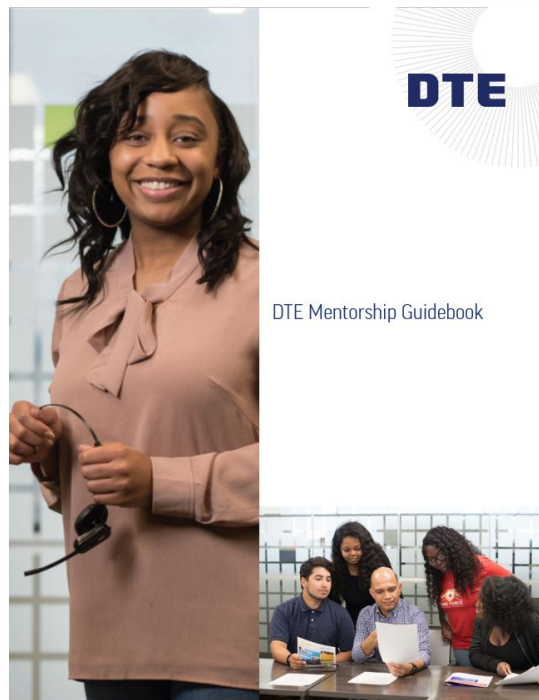
Design evaluation mechanisms for intern and program success

Ensure your program is on track to meeting your desired goals and objectives by evaluating your program throughout. Develop mechanisms to evaluate the intern's progress and behavior. This provides a structured and balanced format for the leader to document an intern's performance and provide coaching.

How an intern uses their time while working remotely can vary from person to person; there are those who will have the right balance, those who may procrastinate, and others who may exceed the boundaries and work so much that they burn out. Here are some important items to consider implementing for monitoring interns:

- Set clear goals and expectations for deliverables
- Create work pods with a team lead for relationship building and collaboration
- Encourage teams to meet regularly with virtual face-to-face meetings to build community
- Formal leaders should participate in the virtual face-to-face meetings weekly, or bi-weekly, depending on the length of the program.
- Formal leaders should have one-on-one meetings with interns periodically

Develop regular check-ins with interns, leaders, and mentors regarding their opinion of the internship. Surveys are effective mechanisms to collect feedback from several individuals.



Intern mentorship program

A meaningful, early job experience is one of the most critical elements in workforce development. The goal of internship mentorship program is to maximize communication effectiveness and skill transfer between the mentor and mentee where job specific knowledge, career planning and general advice is shared with the intern.

Steps in the process may include:

- Recruit mentors
- Match mentee/mentor
- Train mentors on working with youth

Refer to the Toolkit Resources appendix for the, DTE Mentorship Guidebook, Mentor and Mentee Questions, and Mentorship Agreement.

Mentor / mentee activities

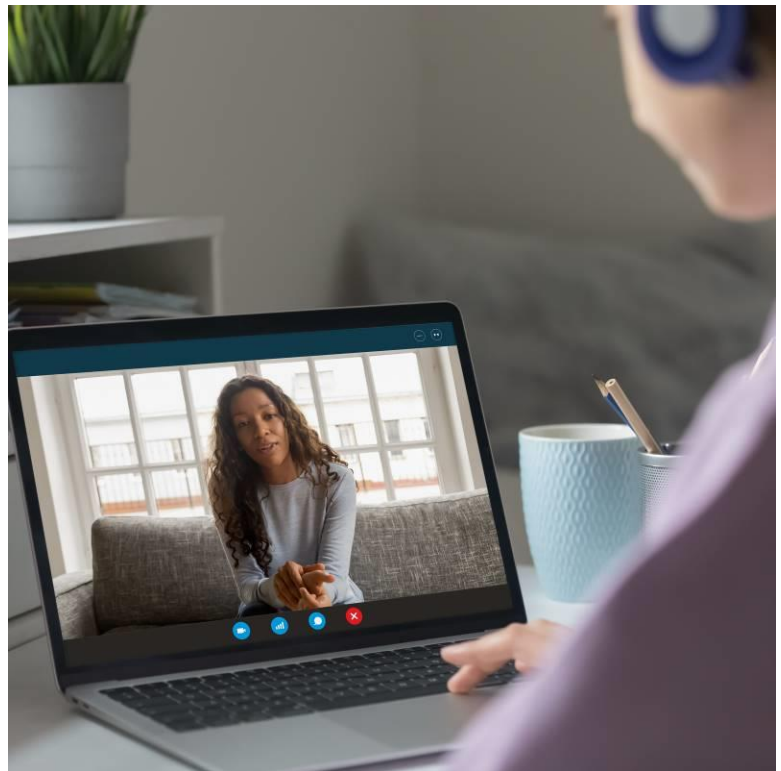
Each mentor should work with the intern's leader to obtain a progress report. After reviewing the results, the mentor will meet with the intern and provide praise and improvement recommendations.

To create a comfortable rapport, the mentor and the mentee must commit to the partnership, and schedule time appropriately to discuss any concerns or questions around the education and the job tasks. If the intern is having difficulties, it is best to contact the internship lead for assistance.

Distance mentoring

Here are some ideas to maximize mentoring relationships when distance mentoring:

- Try to hold at least one video meeting, preferably early in the mentorship to build a strong foundation.
- Avoid replacing teleconferencing with email. Email is very useful, but the spontaneity associated with live conversation is important.
 - Combine communication methods. For example, use email to supply detailed information in conjunction with a planned telephone call. Send a follow-up email after a phone conversation.
- Keep commitments. Follow through on plans and activities. Dependability is essential to strong mentoring relationships.
- Between your phone meetings, exchange emails and interesting memos, articles, and websites. Forwarding information relevant to the mentoring keeps the relationship alive between scheduled meetings.
- Call or connect virtually with each other just to check in, say hello or share some good news.



MENTORSHIP AGREEMENT Date _____ through _____	
Mentee Name _____	Business Unit _____
Mentor Name _____	Business Unit _____
Goals/Objectives (i.e., Meet one time a week for 30 minutes discussion about goals, progress and challenges).	
<ul style="list-style-type: none"> • _____ • _____ • _____ 	
Frequency of Meetings: _____	
Date of First Meeting: _____	
As a mentor, I agree to do the following: <ul style="list-style-type: none"> ○ Maintain regular contact: Remain available, respect schedule, and agreed means of communication ○ Ask open-ended questions: Encourage open communication and demonstrate active listening skills ○ Maintain confidentiality: Enhances a trusting relationship with my mentee ○ Assist with career goal development: Seek and share useful information to help my mentor reach goals, apply new knowledge and overcome challenges ○ Encourage mentee confidence and initiative: Lead by example and always serve as a positive role model, while remaining open to opportunities for the mentee to lead and overcome challenges ○ Provide feedback: Look for opportunities to reinforce good communication and listening skills, while encouraging knowledge sharing, which helps to boost my mentee's self-confidence ○ Advocate: Use my professional connections and resources to provide guidance and information to my mentee. I will share useful information about other business groups and resources ○ Respect confidentiality: I will treat information related to our partnership as confidential and collect only information that is relevant to the program 	As a mentee, I agree to do the following: <ul style="list-style-type: none"> ○ Embrace company values: Actively look for ways to represent the ideals that make this company a great place to work ○ Remain open and actively listen: Listen actively by asking questions, sharing expectations, progress, challenges, and goals with my mentor ○ Commit to self-development & responsibility: I will identify steps to reach professional/personal goals, and with help from my mentor, I will develop strategies to overcome setbacks and obstacles ○ Apply what you learn: Make an effort to apply what I learn from the program to my professional duties ○ Come prepared and explore opportunities: Give thought to the things I would like to discuss or learn more about before meeting with my mentor ○ Value my mentor: Show respect for your mentor's time by arriving at the agreed time and by remaining open to my mentor's advice and constructive comments ○ Enjoy the experience: Realize that keeping a positive attitude will make all the difference in my career and life. I know that time with my mentor is meant to be an opportunity for me to grow and have fun
As a mentor, my mentee expects (Mentee should answer this question)	As a mentee, my mentor expects (Mentor should answer this question)

Evaluations

Leader evaluation of intern

Leaders should discuss the intern's job performance on an ongoing basis just as they would a full-time employee. With internships being a short and defined time period intended for career exploration and education, it is important to not wait until the end of the program.

Leaders should formally evaluate the intern before the end of the program and share the information with the mentor. After reviewing the results, the leader will meet with the intern and provide praise and improvement recommendations.

Refer to the Student Performance Evaluation in the Toolkit resources appendix.

Communicate

Provide regular communication to leaders, students, and executives. Share the stories internally and externally.

EE: Exceeds Expectations, FM: Fully Meets Expectations, MM: Meets Many Expectations, DN: Does Not Meet Expectations

Performance Characteristics	EE	FM	MM	DN	Comments
Attendance EE – Never Absent FM – Seldom Absent MM – Often Absent DN – Excessive Attendance					
Punctuality EE – Never Late FM – Seldom Late MM – Often Late DN – Frequently Late					
Reliability EE – Exceptionally Dependable FM – Dependable MM – Somewhat Dependable DN – Unreliable/Irresponsible					
Initiative EE – Looks for Opportunities FM – Needs Little Direction MM – Waits for Others DN – Must Be Told to Work					
Accuracy of Work EE – Consistently Accurate FM – Careful, Few Errors MM – Some Errors DN – Careless, Many Errors					
Work Speed EE – Exceptionally Fast FM – Fast MM – Sometimes Slow DN – Slow					
Job Learning & Application EE – Exceptional Ability FM – Learns Quickly MM – Learns Slowly DN – Difficulty Learning					

Performance Characteristics	EE	FM	MM	DN	Comments
Attitude Towards Training EE – Great Motivation FM – Shows Interest MM – Accepts, with Reservation DN – Uninterested					
Use of Work Time EE – Busy & Productive FM – Stays Busy MM – Wastes Time DN – Very Wasteful					
Care of Work Area EE – Exceptionally Orderly FM – Clean and Orderly MM – Somewhat Clean and Tidy DN – Not Clean, Untidy					
Attitude Towards Peers EE – Respectful/Helpful FM – Cooperates Willingly MM – Poor/No Interaction DN – Disrespectful/Hostile					
Attitude Towards Superiors EE – Respectful/Helpful FM – Cooperates Willingly MM – Poor/No Interaction DN – Disrespectful/Hostile					
Safety EE – Very Safety Conscious FM – Safety Conscious MM – Somewhat Safety Conscious DN – Ignores Safety Rules					
Personal Appearance EE – Neat and Professional FM – Appropriate/Well-Groomed MM – Not Always Appropriate DN – Messy and Unkempt					

Page Break

EE: Exceeds Expectations, FM: Fully Meets Expectations, MM: Meets Many Expectations, DN: Does Not Meet Expectations

Please include and rate the student's performance on any specific tasks/goals/projects that the student was expected to perform, if any.

Specific Tasks/Goals/Projects	EE	FM	MM	DN	Comments and Suggestions for Improvement

Toolkit resources appendix

Sample calendar – 30-hour week overview



Sample WFA SYIP
Master Calendar.xlsx

2020 Work From Anywhere (WFA) Summer Youth Internship Program (SYIP)

Revised: 5/15/2020

DTE

15-minute breaks every day at 9:45 a.m. and 2:15 p.m.					
	Monday	Tuesday	Wednesday	Thursday	Friday
June/July	Preparation				
	29	30	1	2	3
	Insert dates for distribution of devices, Business Unit work, welcome packets				Independence Holiday Recognized
July	Week 1	Week 2	Week 3	Week 4	Week 5
	6	7	8	9	10
	Motivational Monday! FIRST DAY Welcome to DTE! Orientation/ Meet Your Mentor	TikTok Tuesday! 8:30 am Health & Safety 8:45 am DTE Required Training 12:00 pm LUNCH 12:30 pm DTE Required Training 2:30 pm JA Finance Park Prep 4:00 pm Check-in/Wrap-up 4:30 Dismissal	Wellness Wednesday! 8:30 am Health & Safety 8:45 am New Horizons Computer Training 12:00 pm LUNCH 12:30 pm DTE Required Training 1:30 pm JA Finance Park Prep 3:30 pm Wellness Class 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Interactive Thursday! 8:30 am Health & Safety 8:45 am New Horizons Computer Training 12:00 pm LUNCH 12:30 pm JA Finance Park 3:30 Time to Interact! 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Off
	13	14	15	16	17
	Motivational Monday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Career Awareness w/IMPACT 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	TikTok Tuesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Wellness Wednesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Virtual Job Shadow 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Wellness Class 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Interactive Thursday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Time to Interact! 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Off
	20	21	22	23	24
	Motivational Monday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:00 am HFC Tour w/IMPACT 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	TikTok Tuesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Wellness Wednesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Virtual Job Shadow 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Wellness Class 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Interactive Thursday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Time to Interact 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Off
	27	28	29	30	31
	Motivational Monday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Career Awareness w/IMPACT 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	TikTok Tuesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Wellness Wednesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Virtual Job Shadow 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Wellness Class 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Interactive Thursday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Time to Interact 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Off
August	Week 6	Week 7	Week 8	Week 9	Week 10
	3	4	5	6	7
	Motivational Monday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Career Awareness w/IMPACT 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	TikTok Tuesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Wellness Wednesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Virtual Job Shadow 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Wellness Class 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Interactive Thursday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Time to Interact 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Off
	10	11	12	13	14
	Motivational Monday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Career Awareness w/IMPACT 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	TikTok Tuesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Flex Time 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm EDSI 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	Wellness Wednesday! 8:30 am Health & Safety 8:45 am DTE Work Activity 11:30 am Virtual Job Shadow 12:00 pm LUNCH 12:30 pm DTE Work Activity 3:00 pm Resume Prep 3:30 pm Wellness Class 4:00 pm Check-in/Wrap-up 4:30 pm Dismissal	LAST DAY Capstone Presentations	Off
	PERFORMANCE EVALUATIONS				
	INTERNS EVALUATE PROGRAM				

Sample calendar – 30-hour week detail

2020 Work From Anywhere (WFA) Summer Youth Internship Program (SYIP)

Week 1

Time	M	T	W	Th	F
	Motivational Monday!	Tik Tok Tuesday!	Wellness Wednesday!	Interactive Thursday!	OFF
8:30 AM	Communications & WFD Health and Safety	Communications & WFD Health and Safety	Communications & WFD Health and Safety	Communications & WFD Health and Safety	
8:45 AM	Orientation 15-minute Break	Code of Conduct (1 hr) EM12 Driver Policy (1 hr)	New Horizons Computer Training 15-minute Break	New Horizons Computer Training 15-minute Break	
9:00 AM					
9:15 AM					
9:30 AM					
9:45 AM					
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM	Lunch	Lunch	Lunch	Lunch	
12:15 PM	15-minute Break	Information Security Awareness (1 hr) 15-minute Break Right to Know Overview (Hazard Comm) (1 hr)	JA Finance Park 15-minute Break	JA Finance Park 15-minute Break	
12:30 PM					
12:45 PM					
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM					
2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM		TBD Tik Tok Tuesday ideas?	Wellness Class!		
3:15 PM					
3:30 PM					
3:45 PM					
4:00 PM	Communications & WFD	Communications & WFD	Communications & WFD	Communications & WFD	
4:15 PM	Check-in/Wrap-up/Kahoot	Check-in/Wrap-up/Tik Tok	Check-in/Wrap-up/Kahoot	Check-in/Wrap-up/Kahoot	
4:30 PM	Dismissal	Dismissal	Dismissal	Dismissal	

Weeks 2-6

	M	T	W	Th	F
	Motivational Monday!	Tik Tok Tuesday!	Wellness Wednesday!	Interactive Thursday!	OFF
8:30 AM	Communications & WFD Health and Safety	Communications & WFD Health and Safety	Communications & WFD Health and Safety	Communications & WFD Health and Safety	
8:45 AM	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	
9:00 AM					
9:15 AM					
9:30 AM					
9:45 AM					
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM					
11:30 AM	Career Awareness with IMPACT	Flex time (mentor meetings, training make-ups, presentation prep, etc.)	Virtual Job Shadow	Flex time (mentor meetings, training make-ups, presentation prep, etc.)	
11:45 AM					
12:00 PM	Lunch	Lunch	Lunch	Lunch	
12:15 PM					
12:30 PM	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	DTE specific work, training, research, volunteerism (2.5 hours) 15-minute Break	
12:45 PM					
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM					
2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM	EDSI Cohort group	EDSI Cohort group	EDSI Resume preparation	EDSI Resume preparation	
3:15 PM			Wellness Class!	Time to Interact!	
3:30 PM					
3:45 PM					
4:00 PM	Communications & WFD	Communications & WFD	Communications & WFD	Communications & WFD	
4:15 PM	Check-in/Wrap-up/Kahoot	Check-in/Wrap-up/Tik Tok	Check-in/Wrap-up/Kahoot	Check-in/Wrap-up/Kahoot	
4:30 PM	Dismissal	Dismissal	Dismissal	Dismissal	



DTE Mentorship Guidebook



Your guide

We recognize meaningful, early job experience is one of the most critical elements in preparing the next generation to enter the workforce.

This guidebook is designed to assist mentors, mentees and leaders in developing and maintaining a partnership that will result in a successful work experience.

The intention of each mentor for the Summer Youth Internship Program (SYIP) is to maximize communication effectiveness and the transfer of skills and knowledge between the mentor and mentee. We want to ensure that the experience is a safe, positive, and transformational opportunity for mentors, mentees, and leaders alike. Mentors are key to our mentees developing their skills, strategies, and capabilities for the next step in their lives.



Program objectives

Mentors

Provide mentee with skills and activities that will help them to develop personally and professionally

Mentees

Gain valuable work experience and increase their awareness of careers in the energy industry

Leaders

Help mentors meet their career goals and develop new capabilities for future growth mindset

Benefits

of having a mentor

- Having someone who will celebrate your success and progress, as well as help you work through challenges and frustrations
- Growing professionally and learning to set and focus on goals
- Increasing your ability to communicate and receive honest feedback
- Gaining a better understanding of the organization and what it takes to be a leader
- Having someone who can provide you with information about DTE and careers in the energy industry

of being a mentor

- Having the personal satisfaction of knowing that you have helped a young person to grow professionally
- Increasing the skills gained from guiding, instructing, and advising your mentee
- Recording volunteer hours within the DTE Care Force system to ensure that the hours you spend serving our community are counted
- Being recognized as employee who holds true to DTE values and mission

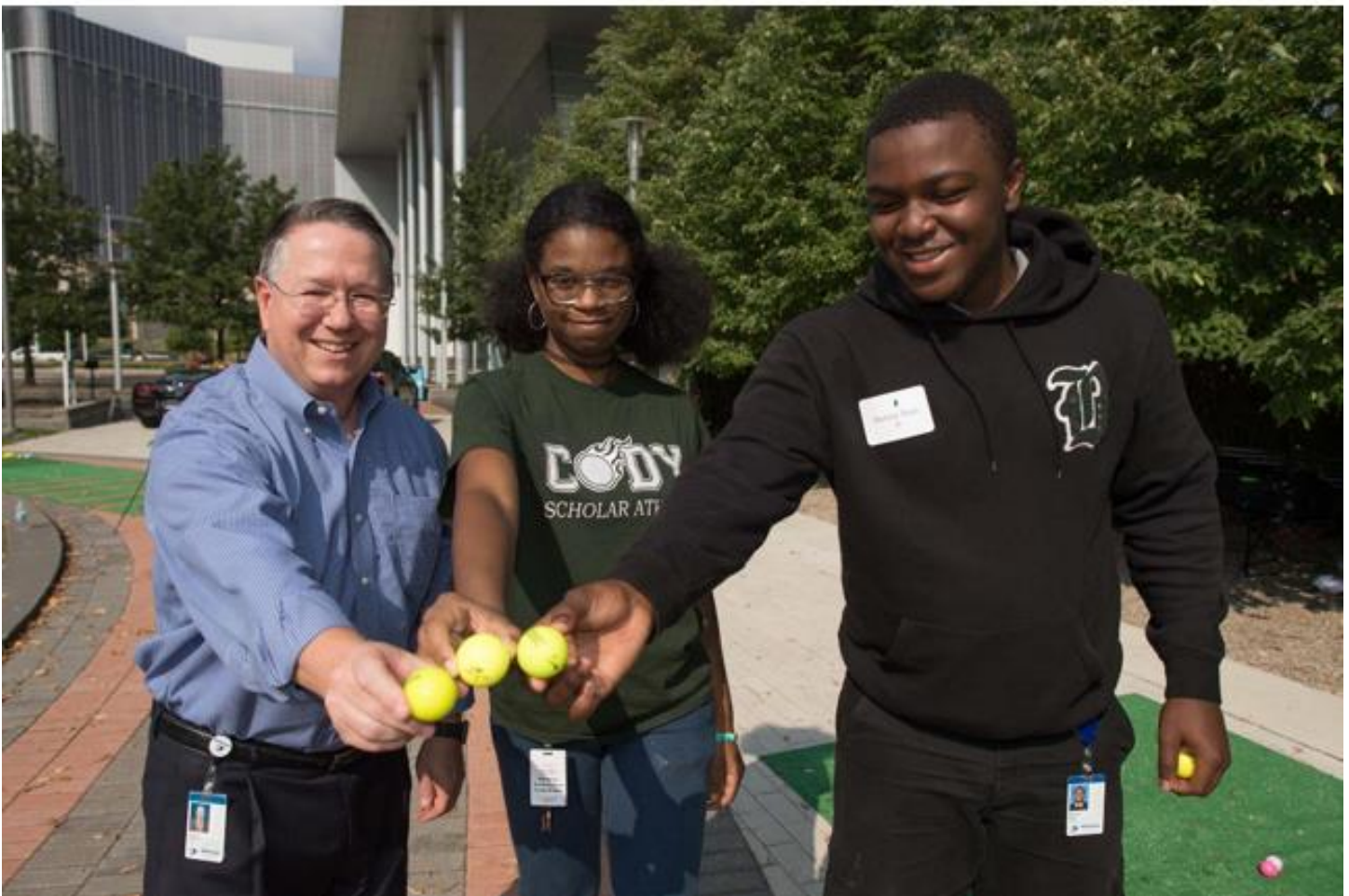


Tips for a great experience

Take the time to get to know each other and explore the things you have in common. Discuss boundaries and set realistic expectations of your relationship. In order to create a rapport, the mentor and the mentee must commit to the partnership.

Here are a few tips to encourage a mutually positive experience:

- Make every effort to connect in person 30 minutes to 1 hour per week
- Meeting in person helps to build the mentoring relationship
- When meeting, remember spontaneous, in-person communication is best
- If face-to-face is challenging, distance mentoring may be a solution (i.e. voice a call, text, or skype meeting)
- Stay focused during conversations by removing distractions, practice being in the moment
- Agree on ways you will communicate
- Determine meeting days and times in advance



Bring your best ENERGY



Weekly Energizers

It is important to bring your best energy and focus to work each day. Being ready to win as a team and looking for opportunities to improve are important.

When you lead with ENERGY you make the decision to act with integrity and show respect. See your work through the eyes of those you serve.

You put the health and safety of people first and are passionate about the success of our company. These are the principles that lead us to be the best-operated company in North America. DTE is a force for growth and prosperity in the communities where we live and serve.

E

Executes with excellence
Delivers excellence; aligns to vision

N

Navigates change
Practices continuous improvement; adapts constructively

E

Engages others
Demonstrates and supports engagement; communicates effectively

R

Reinforces our values
Lives safety commitment; understands and adheres to DTE Energy's values

G

Generates business focus
Applies functional knowledge; delivers customer satisfaction

Y

Yields results
Takes responsibility for results; develops capability and talent

Mentorship guidelines for minors

mentees under age 18

Taking or posting pictures on any platform requires written permission from the mentee's parent, if the mentee is a minor.

All visits with mentees are to be on DTE property. Outings or transporting students is not permitted.

All meetings and communication must be during business hours.

Resources

for mentees



Explore Career in the Energy Industry:
discoverskilledtrades.com/



Apply for DTE Jobs: www.careers.dteenergy.com

for mentors



DTE MentoringMatters SharePoint Page:
dteenergy.sharepoint.com/teams/DTEMENTORINGMatters

- Calendar of events
- Mentorship peer-to-peer blog
- Link to the DTE Careers in Energy video
- Links to brief mentoring videos and supplemental materials designed to improve mentor/mentee interactions
- Careers in Energy and mentoring help videos w/toolkit materials



Call and Expert for Mentors / Big Brothers Big Sisters: 313-309-9274

for both

SUMMER_YOUTH_INTERSHIPS@dteenergy.com



Your role is important

Mentor

Advocate-use your connections and resources

Provide guidance and information your mentee needs in order to set SMART personal and professional goals.

Ask open-ended questions

Gain clear understanding of your mentee's aspirations and challenges. Continue to maintain confidentiality.

Recommend resources

Seek and share useful information about working in the energy industry. The [DTE Mentor in a matter of minutes](#) Sharepoint is a great place to find this information.

Maintain regular contact

Remain available to your mentee and respect the schedule and ways you agree to communicate. Suggest growth enhancing activities.

Encourage mentee confidence and initiative

Lead by example. Always serve as a positive role model, but open opportunities for your mentee to lead and overcome challenges.

Enjoy the experience

Time with your mentee can prove to be very rewarding for the both of you. Be willing to have fun and help to make it an enjoyable experience.

The knowledge and time you are providing will positively affect your mentee's future.

Mentee

Embrace DTE values

Actively look for ways to represent the ideals that make DTE a great place to work.

Be open

Share expectations, progress, challenges, and goals with your mentor. Commit to self-development and responsibility.

Come prepared

Give thought to the things you would like to discuss or learn more about before your mentorship meetings. Listen and ask questions.

Value your mentor

Respect your mentor's time by arriving on time. Welcome your mentor's advice and constructive comments.

Enjoy the experience

Time with your mentor is meant to be an opportunity for you to grow and have fun. A positive attitude will make all the difference in your career and in life.

Leader

Know the expectations

Familiarize yourself with the expectations of the program and mentor / mentee relationship.

Be actively engaged

Attendance at informational meetings is an important part of learning more about the mentor's role and program expectations.

Connect

Connect with your mentee's mentor to discuss ways each of you can support the mentee's professional goals.

Encourage mentor and mentee engagement in the final performance evaluation process.

Remain open to help from the mentor in developing strategies that could lead to the mentee's professional growth.



Mentorship partners

"A mentor is someone who believes in you before you believe in yourself."

— Diane Ardolino, VP HR Operations and Chief DEI Officer

Setting goals together

- S** Specific
State what you'll do; use action words
- M** Measurable
Provide a way to evaluate; use metrics or data targets
- A** Achievable
Within your scope; possible to accomplish
- R** Relevant
Makes sense for your role; improves the business in some way
- T** Time-bound
Defines a specific date or timeframe when you will get it done



Sample mentor and mentee questions



Mentor and Mentee
Questions (1).docx

Mentor Questions	Response - Updates
Logistics	
Determine the best time to meet	
Identify the best way to communicate	
Share contact information	
Personnel	
Who is your favorite super hero?	
What is your least favorite vegetable?	
List five key characteristics that define you.	
Who is your best friend and why?	
Future	
What do you want to be and do? - Purpose	
Where do you see yourself in a year?	
Where do you want to be at the age of 25?	
How much money do you want to make annually in five years	
Recognition - Watch body language	
How do you show others that you believe in them?	
How do you express a sincere 'thank you'?	
Do you use polite responses in your everyday conversations	
Hobbies	
Name your favorite movie/artist?	
What do you do in your free time?	
Time Management	
Are you spending the right time on the right things?	
Growth	
What are you doing well that helps you to reach your goals?	
What are your strengths? (Assessment tool 'Strength Finder')	
What will you do differently tomorrow to meet those challenges?	
What qualities do you bring to <company name>?	
What are your weaknesses?	
What can you do to improve your weakness?	
Responses	
Tell me about your experience with the transportation to and from the job site.	
Tell me about your job specific training.	
List three job tasks you recently accomplished.	
How can I help?	
Where do you need the most help?	

Mentee Questions	Response - Updates
Logistics	
Determine the best time to meet	
Identify the best way to communicate	
Share contact information	
Personnel	
What qualities do you look for in people?	
What are your top five priorities in life?	
How do you overcome a life challenge?	
Professional	
Tell me about your journey at <company name>?	
Tell about career options at <company name>?	
How do you ensure you are always safe on the job?	
Do you have a mentor?	
Who has influenced you the most?	
How would you encourage innovative ideas?	
Do you always follow the rules?	
If not, provide an example when you feel compelled to deviate from the rules?	
How are you inspired?	
How do you separate your personal feelings from your professional life?	
What dreams and goals inspire you to succeed?	
Do you consider yourself a 'critical thinker'?	
If so, provide an example.	
Time Management	
How do you balance work/life?	
Growth	
Top five books you would recommend and why?	

Sample mentorship agreement



Sample Mentorship
Agreement.docx

MENTORSHIP AGREEMENT

Date _____ through _____

Mentee Name _____		Business Unit _____	
Mentor Name _____		Business Unit _____	
Goals/Objectives <i>(i.e.... Meet one time a week for 30 minutes discussion about goals, progress and challenges).</i>			
<ul style="list-style-type: none"> • • • 			
Frequency of Meetings _____			
Date of First Meeting _____			
<p>As a mentor, I agree to do the following:</p> <ul style="list-style-type: none"> ○ Maintain regular contact: Remain available, respect schedule, and agreed means of communication ○ Ask open-ended questions: Encourage open communication and demonstrate active listening skills ○ Maintain confidentiality: Enhances a trusting relationship with my mentee ○ Assist with career goal development: Seek and share useful information to help my mentor reach goals, apply new knowledge and overcome challenges ○ Encourage mentee confidence and initiative: Lead by example and always serve as a positive role model, while remaining open to opportunities for the mentee to lead and overcome challenges ○ Provide feedback: Look for opportunities to reinforce good communication and listening skills, while encouraging knowledge sharing, which helps to boost my mentee's self-confidence ○ Advocate: Use my professional connections and resources to provide guidance and information to my mentee. I will share useful information about other business groups and resources ○ Respect confidentiality: I will treat information related to our partnership as confidential and collect only information that is relevant to the program 		<p>As a mentee, I agree to do the following:</p> <ul style="list-style-type: none"> ○ Embrace company values: Actively look for ways to represent the ideals that make this company a great place to work ○ Remain open and actively listen: Listen actively by asking questions, sharing expectations, progress, challenges, and goals with my mentor ○ Commit to self-development & responsibility: I will identify steps to reach professional/personal goals, and with help from my mentor, I will develop strategies to overcome setbacks and obstacles ○ Apply what you learn: Make an effort to apply what I learn from the program to my professional duties ○ Come prepared and explore opportunities: Give thought to the things I would like to discuss or learn more about before meeting with my mentor ○ Value my mentor: Show respect for your mentor's time by arriving at the agreed time and by remaining open to my mentor's advice and constructive comments ○ Enjoy the experience: Realize that keeping a positive attitude will make all the difference in my career and life. I know that time with my mentor is meant to be an opportunity for me to grow and have fun 	
<p>As a mentor, my mentee expects <i>(Mentee should answer this question)</i></p> <ul style="list-style-type: none"> • • • 		<p>As a mentee, my mentor expects <i>(Mentor should answer this question)</i></p> <ul style="list-style-type: none"> • • • 	
<p>By the end of the program, I (mentee) would like to achieve</p> <ul style="list-style-type: none"> • • • 		<p>How will we know our mentoring partnership was a success?</p>	
<p>I, (mentee) am confident in the following areas:</p>		<p>I, (mentee) could use your help with:</p>	
Mentor signature: _____		Mentee signature: _____	

Sample student performance evaluation



Student Performance
Evaluation.docx

STUDENT PERFORMANCE EVALUATION

Student Name:				ID Number:			
Leader Name:				Performance Period From:		To:	

EE: Exceeds Expectations, FM: Fully Meets Expectations, MM: Meets Many Expectations, DN: Does Not Meet Expectations

Performance Characteristics	EE	FM	MM	DN	Comments	Performance Characteristics	EE	FM	MM	DN	Comments
Attendance EE – Never Absent FM – Seldom Absent MM – Often Absent DN – Excessive Attendance						Attitude Towards Training EE – Great Motivation FM – Shows Interest MM – Accepts, with Reservation DN – Uninterested					
Punctuality EE – Never Late FM – Seldom Late MM – Often Late DN – Frequently Late						Use of Work Time EE – Busy & Productive FM – Stays Busy MM – Wastes Time DN – Very Wasteful					
Reliability EE – Exceptionally Dependable FM – Dependable MM – Somewhat Dependable DN – Unreliable/Irresponsible						Care of Work Area EE – Exceptionally Orderly FM – Clean and Orderly MM – Somewhat Clean and Tidy DN – Not Clean, Untidy					
Initiative EE – Looks for Opportunities FM – Needs Little Direction MM – Waits for Others DN – Must Be Told to Work						Attitude Towards Peers EE – Respectful/Helpful FM – Cooperates Willingly MM – Poor/No Interaction DN – Disrespectful/Hostile					
Accuracy of Work EE – Consistently Accurate FM – Careful, Few Errors MM – Some Errors DN – Careless, Many Errors						Attitude Towards Superiors EE – Respectful/Helpful FM – Cooperates Willingly MM – Poor/ No Interaction DN – Disrespectful/Hostile					
Work Speed EE – Exceptionally Fast FM – Fast MM – Sometimes Slow DN – Slow						Safety EE – Very Safety Conscious FM – Safety Conscious MM – Somewhat Safety Conscious DN – Ignores Safety Rules					
Job Learning & Application EE – Exceptional Ability FM – Learns Quickly MM – Learns Slowly DN – Difficulty Learning						Personal Appearance EE – Neat and Professional FM – Appropriate/Well-Groomed MM – Not Always Appropriate DN – Messy and Unkempt					

STUDENT PERFORMANCE EVALUATION

Page 2

Student Name:				ID Number:			
---------------	--	--	--	------------	--	--	--

EE: Exceeds Expectations, FM: Fully Meets Expectations, MM: Meets Many Expectations, DN: Does Not Meet Expectations

Please include and rate the student's performance on any specific tasks/goals/projects that the student was expected to perform, if any.

Specific Tasks/Goals/Projects	EE	FM	MM	DN	Comments and Suggestions for Improvement
OVERALL WORK PERFORMANCE					

Leader Signature: _____

Date: _____

Work From Anywhere Summer Youth Internship Program: sample process

Work From Anywhere Summer Youth Internship Program: sample process for development

