

IDEC EINTERNSHIP STUDENT APPOINTMENT GUIDELINES

Professionals are able to volunteer to participate with eInternship for one of the following student engagement opportunities:

1. One-on-One appointments with a student and professional to discuss areas of practice and expertise
2. Portfolio Review
3. Career Guidance

With a growing list of students showing interest, we ask that all professionals following the below guidelines.

Guidelines

General

- Commit to meeting with the student at a pre-specified date and time. Please be prompt.
- Agree to act in a professional manner and eliminate distractions in your environment
- Dedicate at a minimum 1 hour to speak with a student

One-on-One

- Come prepared to speak on your own professional experience. These students might not know what questions to ask so you might need to guide the discussion starting with your career path and what your work looks like now
- Whether or not you would like to meet with the student again is up to both parties to decide. IDEC only initiates the first appointment

Portfolio Review

- Request that the student send you their portfolio in advance, giving yourself enough time to review prior to your appointment
- Provide precise and helpful feedback that the student will be able to act on
- Whether or not you would like to meet with the student again is up to both parties to decide. IDEC only initiates the first appointment

Career Guidance

- Come prepared to share the career path that you followed in order to reach the level you are at
- If comfortable, offer to review a student's resume to offer feedback