

2022 Fellows FAQ

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What is a Fellow?

A Fellow is a student from a local community college who has been selected to work for a 10KSB alum's small business for 15-20 hours per week, over ~12 weeks as part of the 10KSB *Fellows* internship program.

What is a Host?

The Host is the owner of a small business who has completed the Goldman Sachs *10,000 Small Businesses* (10KSB) program and is hosting the Fellow. The Host may or may not be the day-to-day supervisor and primary point of contact for the Fellow during the internship.

What is a Supervisor?

The Supervisor is the day-to-day manager for the Fellow throughout the internship. They are responsible for managing, supervising and coaching the Fellow. They may be the business owner, or an employee of the business.

What can I expect as a 10KSB Fellow?

As a 10KSB Fellow working at a small business, you can expect:

- Paid, real-world work experience to help you hone your skills and build your resume through hands-on projects.
- Support from your local 10KSB *Fellows* liaison, to help match you with an internship opportunity which fits your needs and skills and support you throughout the internship.
- Opportunity to grow your network by engaging with other *Fellows* program participants

What is expected of me as a Fellow?

To maximize the value and impact of the internship, the Fellow will be expected to:



- Commit to working 15-20 hours per week for ~12 weeks, as per a schedule to be mutually agreed upon between you and the business hosting you.
- Complete all deliverables by the end of the internship.
- Participate in ~6 training sessions (whether required by your host business or as part of the 10KSB *Fellows* curriculum), networking and other program events. These events can be virtual or in-person.
- Participate in monthly feedback and review sessions with your supervisor at your host business.
- Complete all program evaluation surveys and participate in monthly touchpoint meetings with your 10KSB *Fellows* liaison.

What are the key dates for the Spring 2023 application cycle?

Friday, November 18, 2022	Application deadline
By late-November 2022	College discussion with student about Spring application
By mid-December 2022	Student notified of potential match
Weeks of January 2 and January 9, 2023	Small business owner interviews student
By late January, 2023	Placement notifications and offers
Week of February 6, 2023	Mandatory onboarding training
Week of February 13, 2023	First week of internship
Week of May 1, 2023	Last week of internship

See below for key dates during the 12 week internship.

What are the key dates for the Spring 2023 program?

See above for key dates during the application cycle. Here is the provisional calendar for the Spring 2023 program:



F E L L O W S

Week of February 6, 2023	Mandatory onboarding training
Week of February 13, 2023	First week of Spring internship Mandatory in-person kickoff event Mandatory program evaluation survey (1 of 3)
Week of February 20, 2023	Mandatory college check-in (1 of 3)
Week of February 27, 2023	Mandatory virtual training session: Time Management & Effective Communication Skills
Week of March 6, 2023	Feedback session with Supervisor (1 of 3)
Week of March 20, 2023	Mandatory virtual reflection session. Mandatory program evaluation survey (2 of 3)
Week of March 27, 2023	Mandatory college check-in (2 of 3)
Week of April 3, 2023	Feedback session with Supervisor (2 of 3)
Week of April 24, 2023	Mandatory virtual training session: Developing Your Personal Brand and Online Presence
Week of May 1, 2023	Last week of Spring internship Mandatory in-person closing event Mandatory program evaluation survey (3 of 3) Feedback session with Supervisor (3 of 3)
Week of May 8, 2023	Mandatory college check-in (3 of 3)



Eligibility & Applying

When is the deadline for applying to 10KSB *Fellows*?

Applications to the 10KSB *Fellows* internship program are open. The Spring 2023 program runs from Monday, February 13 to Friday, May 5, 2023. The deadline for applying for that round is **November 18, 2022**.

How will I be matched to a business?

The 10KSB team in your city will review your application and work with you to better understand your career goals. They will then use that information to find a potential small business whose needs align with your skills and interests. If a potential match is found, you will be interviewed by the business owner and asked to provide feedback on if you'd like to work with that business for the semester.

Who is eligible to apply to 10KSB *Fellows*?

In order to apply, you must be:

- Enrolled at a partner school
- Pursuing associate's degree or continuing education
- Completed more than 30 credits, GPA 2.5+
- All majors and courses of study
- Eligible to work in US (if international student)
- Have participated in 10KSB *Fellows* for no more than one prior semester

I participated as a Fellow in a previous round of 10KSB *Fellows*. Am I eligible to apply again in Spring 2023?

If you have only participated once before, you may apply again, however priority will be given to students who have not participated before.



I graduate before the start of the Spring 2023 semester. Am I eligible to apply to 10KSB *Fellows*?

Unfortunately you are not eligible. You must be enrolled in spring 2023 semester classes in order to participate in 10KSB *Fellows*.

I'm an international student. Am I eligible to apply/participate?

You are eligible to apply if you have eligibility to work in the US. For further questions, please contact the *Fellows* liaison at your participating institution:

- Dallas College: Tanya Tillman, ttillman@dcccd.edu
- LaGuardia Community College: Sandra Mejia, smejia@lagcc.cuny.edu
- Tri-C: Erika Hill, Erika.Hill@tri-c.edu
- CCBC: John McCray, jmccray@ccbcmd.edu
- Morgan State University: Yolanda Philandez, yolanda.p.randall@morgan.edu

Is there a minimum and maximum number of hours I need to work?

The businesses participating in the program expect their Fellow to work 15-20 hours per week over ~12 weeks. If your schedule does not allow that, please detail honestly in your application what you can reasonably expect to contribute.

Will the additional required events and training sessions that are part of the *Fellows* program count toward my weekly hours?

Yes, the time you spend at these *Fellows* events count toward your 20 hours/week and will be logged in your timesheet. Your participation is mandatory in these events.



Who will be “hiring” me?

The college you are attending will pay you and have you complete any necessary onboarding documentation in order to be paid for the semester of work. The business you will be working at does not pay you, however they may have additional onboarding processes for you to complete prior to beginning work.

Are the internship opportunities in-person or virtual?

In-person, fully virtual, and hybrid opportunities are available.

Separately, attendance at certain program training sessions and events is mandatory and some of these events may be in-person.

Does the internship have to be related to my major?

No. While the *Fellows* program tries to match students’ coursework with a relevant project, we also realize the value of working in fields that may be new to you, as there is always something to gain from a professional work experience.

I currently participate in the Federal Work-Study program. Am I eligible to apply for this internship also?

Please contact the *Fellows* liaison at your participating institution to discuss.

- Dallas College: Tanya Tillman, ttillman@dcccd.edu
- LaGuardia Community College: Sandra Mejia, smejia@lagcc.cuny.edu
- Tri-C: Erika Hill, Erika.Hill@tri-c.edu
- CCBC: John McCray, jmccray@ccbcmd.edu
- Morgan State University: Yolanda Philandez, yolanda.p.randall@morgan.edu



Do I need prior work experience to participate in this internship?

Prior work experience is not required, however some internships require more specific skills from the Fellow. In your application, be sure to include all relevant experience that make you a strong candidate for 10KSB *Fellows*, including unpaid work, volunteer experience, extracurricular activities, etc.

Will drug testing or a background check be required?

This is at the discretion of the business that you will work at. You will know if this is required if you move into the interview stage.

Do the participating businesses offer employment after successful completion of the internship?

This is at the discretion of the business. Offer of full-time or part-time employment is not an expectation for the businesses participating in the program.

Additional Help

What if I need additional help?

Please reach out to your local 10KSB *Fellows* liaison or [contact us](#).

Who is my local 10KSB *Fellows* liaison?

- Dallas College: Tanya Tillman, ttillman@dcccd.edu
- LaGuardia Community College: Sandra Mejia, smejia@lagcc.cuny.edu
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