

2022 Small Business Owner FAQs

What is a Host?	2
What is a Supervisor?	2
What is a Fellow?	2
What can I expect as a business owner hosting a 10KSB Fellow?	2
What is expected of me as a host of a Fellow?	3
What can I expect from my 10KSB Fellow?	3
What are the key dates for the Spring 2023 application cycle?	3
What are the key dates for the Spring 2023 program?	4
What will I need to provide my Fellow with?	4
Can my Fellow complete a background check prior to being hired?	5
Can my Fellow complete a drug test prior to being hired?	5
Can I ask my Fellow to take on tasks not specified in the initial interview?	6
Eligibility & Applying	6
When is the deadline for applying to host a 10KSB Fellow?	6
Can I submit multiple applications or host multiple students?	6
What types of projects should I propose for a Fellow?	6
How will my Fellow be matched to me?	6
Who is eligible to apply to 10KSB Fellows?	7
I participated as a host in a previous round of 10KSB Fellows. Am I eligible to host a student again in Spring 2023?	7
Fellows Connect Questions	7
What is Fellows Connect?	7
How do I access Fellows Connect?	7
Can I login using a password?	8
Can I edit my application after submitting it?	8
What is an “Opportunity”?	8
Additional Help	8
What if I need additional help?	8
Who is my local 10KSB Fellows liaison?	8

What is a Host?

The Host is the 10KSB alum and owner of the small business that 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 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 can I expect as a business owner hosting a 10KSB Fellow?

As the owner of a small business hosting a 10KSB Fellow, you can expect:

- The contribution of a vetted and fully-funded Fellow, working part-time 15-20 hours a week, for 12 weeks, to complete a project designed to deliver value to your business.
- Support from your local 10KSB *Fellows* liaison, at no cost to you, to help refine your proposed opportunity, match your business needs with a potential Fellow and support you throughout the internship.
- Experience for you and/or your employees in managing early career employees, potentially helping your business develop a new talent pipeline.
- Opportunity to engage and share best practices with other *Fellows* hosts and supervisors.

What is expected of me as a host of a Fellow?

To maximize the value and impact of the internship, the small business owner will be expected to:

- Develop a work-based learning plan for your Fellow and deliver relevant onboarding to help them become familiar with your business and team.
- Supervise, coach and manage your Fellow throughout the internship, including providing monthly feedback and reviewing your Fellow's timesheet. This takes up approximately 5 hours per week and can be delegated to one of your employees.
- Participate in ~6 training sessions, networking and other program events throughout the internship. These sessions can be virtual or in-person.
- Review your Fellow's timesheet, as required by the college.
- Complete all program evaluation surveys and participate in monthly touchpoint meetings with your 10KSB *Fellows* liaison.

What can I expect from my 10KSB Fellow?

Your 10KSB Fellow is 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 Fellow.
- Complete all deliverables by the end of the internship.
- Attend training and onboarding sessions, whether required by your business or as part of the 10KSB *Fellows* curriculum.
- Participate in monthly feedback and review sessions with their 10KSB *Fellows* liaison at their college and with their supervisor at your business.

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

Friday, November 18, 2022

Application deadline

By late-November 2022

College discussion with small business owner about Spring application

By mid-December 2022

Small business owner notified of potential match(es)

Weeks of January 2 and January 9, 2023	Small business owner interviews student(s)
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:

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: Coaching & Giving Feedback
Week of March 6, 2023	Feedback session with Fellow (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 Fellow (2 of 3)
Week of April 24, 2023	Mandatory virtual training session

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 Fellow (3 of 3)

Week of May 8, 2023

Mandatory college check-in (3 of 3)

What will I need to provide my Fellow with?

You will need to provide your Fellow with:

- A designated supervisor (if not you) to manage and coach the Fellow throughout the internship (approximately 5 hours/week) and provide monthly feedback.
- Any onboarding or other training to help the Fellow become familiar with your business, team, processes, etc.
- Access to any tools or systems needed to perform their job.
- Workspace at your business (if they are working in person).
- If the student does not have a laptop that can be used to perform their work and you are not able to provide one, the college may be able to help the student acquire one.

Can my Fellow complete a background check prior to being hired?

If a background check is necessary for the specific project you are offering a Fellow, then please indicate that in your application.

Can my Fellow complete a drug test prior to being hired?

If a drug test is necessary for the specific project you are offering a Fellow, then please indicate that in your application.



Can I ask my Fellow to take on tasks not specified in the initial interview?

Your Fellow may take on additional tasks, but they should be related to helping the student grow in their intended career path and be meaningful in nature. This program is a professional growth and learning opportunity.

Eligibility & Applying

When is the deadline for applying to host a 10KSB Fellow?

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**.

Can I submit multiple applications or host multiple students?

Yes. If you need the help of multiple students, submit an application for each Fellow opportunity.

What types of projects should I propose for a Fellow?

You will be striking a balance between a project that clearly delivers value to your business while meeting the timeframe of the internship (12 weeks, 15-20 hours per week) and skill-level of the Fellow. Please refer to the [Project Scoping Guide](#) to help you. Once you submit your proposed opportunity, your 10KSB *Fellows* liaison will work with you to better understand your needs and further refine your application accordingly.

How will my Fellow be matched to me?

The 10KSB team in your city will work with you to refine your application. They will then use that information to find a potential



Fellow whose skills and interests align with your business's needs. If a potential match is found, you will be asked to interview the student, and provide feedback on if you'd like to work with that student for the semester.

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

All 10KSB Alumni in Baltimore, Cleveland, Dallas, and New York City are eligible to apply to host a Fellow. Preference will be given to business owners who have yet to participate in 10KSB *Fellows*.

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

Yes, you are eligible to apply again but priority may be given to 10KSB alumni who have yet to host a Fellow. If you are selected for the program again, you may be matched with a student you have not worked with before.

Fellows Connect Questions

What is Fellows Connect?

Fellows Connect is the platform to submit and manage your 10KSB *Fellows* application and your entire *Fellows* experience, if selected for the program,.

How do I access Fellows Connect?

You should have received a 'magic link' to access your Fellows Connect account. The link should look something like this: 'https://connect.10ksbfellows.com/magic-authentication?magic-token=XXXXX'. Please remember that your magic link is unique to you and should be treated like a password and not be shared with anyone else. If you did not receive a Fellows Connect magic link, please contact your 10KSB business liaison or submit a request here: <https://connect.10ksbfellows.com/register>

Can I login using a password?

The Fellows Connect magic link that you received is all you need to login to your Fellows Connect account. It is unique to you and must not be shared with others, just as you wouldn't share a password. However, if you prefer to access your Fellows Connect account using a password instead, you can do so by [setting a password for your account](#).

Can I edit my application after submitting it?

Yes. You can view and edit your submitted opportunities [here](#).

What is an “Opportunity”?

An opportunity is the internship project that the Fellow is to complete during the internship. If a business needs the help of multiple Fellows, then each must be submitted as a separate opportunity.

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?

- Baltimore: Codie Perry, cperry31@jhu.edu
- Cleveland: Erika Hill, erika.hill@tri-c.edu
- Dallas: Ramon Hodridge, rrh0001@dallascollege.edu
- New York: Mary Jane Escobar-Collins, mescobar-collins@lagcc.cuny.edu