

TIPS FOR A

# Successful Internship Experience

*10,000 Small Businesses Fellows* is an exciting opportunity bringing together historically underrepresented college students with local entrepreneurs. Gain talent for your business while supporting the local community with workforce opportunities for 12 weeks. All internships are fully funded by the Goldman Sachs Foundation.



## Successful Business Owner Hosts

- **Define a meaningful project, clear scope of work, and expected deliverables** for a 10KSB Fellow to complete over the 12-week internship (your local college partner is ready to help with this)
- **Provide a dedicated supervisor** for the Fellow who can commit 5 hours/week and fulfill the following responsibilities:
  - + Provide project oversight
  - + Review and provide feedback on the project deliverables
  - + Answer Fellows' questions
  - + Provide overall workplace support and guidance to the Fellow
  - + Participate in Goldman Sachs *10,000 Small Businesses Fellows* orientation and training on being an effective internship supervisor
- **Dedicate time to orient Fellows** to their business, team and operations during the first week of the internship
- **Remain accessible** to the Fellow throughout the 12-week fellowship
- **Understand that the Fellow will work up to 20 hours in any given week**, inclusive of any 10KSB Fellows meetings or trainings and assign work accordingly
- **Understand the Fellow's learning style** (through conversation and observation)
- **Provide substantive feedback to the Fellow** (at least 2x/month) and college staff (at least monthly) to help them learn and improve their performance
- **Help the Fellow build their professional network**
- **Participate in any research and evaluation activities** led by *10,000 Small Businesses Fellows*