



# The Pillars of Successful Internship Programs



Every summer, in partnership with the City of Boston and the Boston Public Schools, the Boston Private Industry Council (PIC) organizes employers to participate in the Mayor's Summer Jobs Program.

We have seen successful internship programs incorporate some combination of the following activities. For students, combining these components ensures they have a holistic experience that provides both personal and professional growth opportunities. While many successful internship programs include these components, your respective implementation may vary depending on your company/organization's needs. The PIC Employer Engagement team is available to help you design a program to fit your needs.

## Department Assignments



- Interns are assigned to a specific department, with a supervisor and, when needed, a back up supervisor.
- Within their department, interns have projects they work on throughout the 6-7 weeks.
- Please consult our [project examples document](#) for examples.

## Independent or Group Projects



- Interns are assigned to small groups focused on a particular topic. Groups work under the guidance of company volunteers, mentors or college interns.
- Throughout the 6-7-week program, students meet during pre-scheduled group time blocks, or, groups are responsible for coordinating meeting on their own.
- At the close of the internship program, we suggest highlighting students' work through a closing meeting or event.
- Please consult our [project examples document](#) for examples.

## Professional Development Workshops



- To complement the work students are completing in their departments, workshops are offered to interns. These can be technical or soft skill-based, or can provide holistic support to the students.
- Examples include:
  - Public speaking
  - Mental health and mindfulness
  - Diversity, Equity & Inclusion
  - Financial literacy
  - Coding or other technical trainings
  - College tours and college readiness
- At some employer sites, students select a “program of study”, opting into topic based professional development that is of most of interest to them. For example, coding, apparel design, community health.

## Mentoring Program



- Assigning students to a mentor, either a college student or a company employee provides a resource for students for both personal, professional, and educational growth.
- Some internship programs will assign specific time that students are meeting with mentors, other programs will ask students and mentors to schedule on their own.

## Career Exposure or Networking



- Exposing students to a range of career opportunities, both at the company they are interning at, as well as in the sector is incredibly beneficial.
- Examples include:
  - Inviting students to connect with professionals individually, in companywide or department specific meetings, or through employee resource groups
  - Hosting career panels
  - Participating in PIC led speaker series events