



PREPARERI VIRTUAL INTERNSHIP PROGRAM FOR HIGH SCHOOL JUNIORS

The PrepareRI Virtual Internship Program provides students opportunities to explore careers via virtual project based learning experiences through paid summer internships. It represents a strategic partnership between the Rhode Island government, private industry leaders, the public education system, universities, and non-profits across the state.

INTERNSHIP BENEFITS



Earn

PrepareRI Interns are paid \$11.50/hour and can work up to 32 hours per week during summer of 2021.



Learn

PrepareRI Interns learn critical work readiness skills, explore careers and learn about real workplace expectations.



Connect

PrepareRI Interns make connections with top RI employers and peers. Get a jump start on your career and build your resume

VIRTUAL INTERNSHIP PROCESS

Step 1

Apply



Step 2

Orientation



Step 3

Interviews



Step 4

Bootcamp



Step 5

Internship

APPLY BY FEBRUARY 15, 2021



WWW.SKILLSFORRI.COM/PREPARERI



PROGRAMA DE PASANTÍAS VIRTUAL PREPARERI PARA ESTUDIANTES DE SECUNDARIA

El Programa de Pasantías Virtual PrepareRI brinda a los estudiantes oportunidades para explorar carreras a través de experiencias basadas en proyectos virtuales a través de pasantías de verano pagado. El programa representa una asociación estratégica entre el gobierno de Rhode Island, los líderes de la industria privada, el sistema de educación pública, y universidades y organizaciones sin fines de lucro en todo el estado

BENEFICIOS DE PASANTÍAS DE APRENDIZAJE



Gana

Los Estudiantes de PrepareRI reciben un pago de \$11.50 y pueden trabajar hasta 32 horas por semana durante el verano 2021.



Aprende

Los Estudiantes de PrepareRI aprenden habilidades importantes en el area laboral, exploran profesiones y aprenden las expectativas del lugar de trabajo.



Conéctate

Los Estudiantes de PrepareRI establecen conexiones con las compañías principales de RI y otros estudiantes. Inicia tu profesión y crea tu currículum.

PROCESO DE PASANTÍA

Paso 1

Aplicar



Paso 2

Orientación



Paso 3

Entrevistas



Paso 4

Entrenamiento



Paso 5

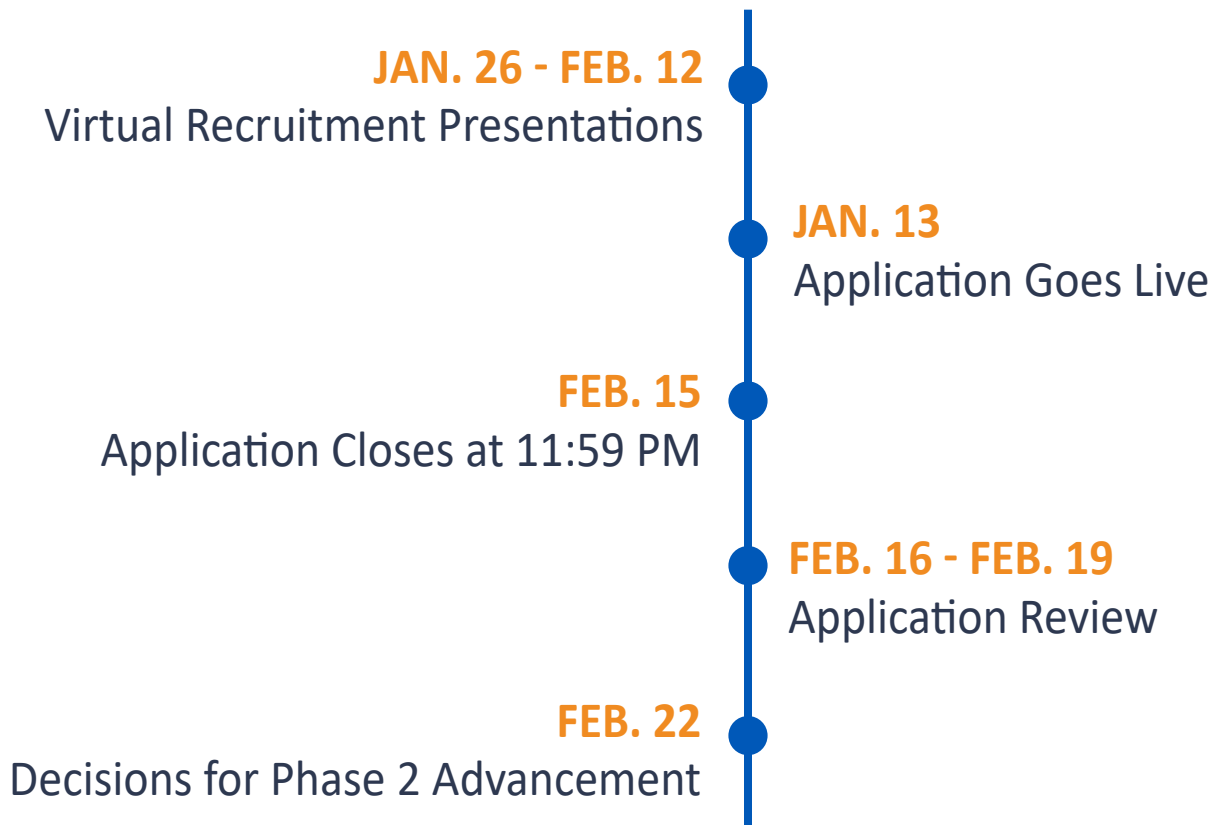
Pasantia

APLICAR ANTES DEL 15 DE FEBRERO 2021



WWW.SKILLSFORRI.COM/PREPARERI

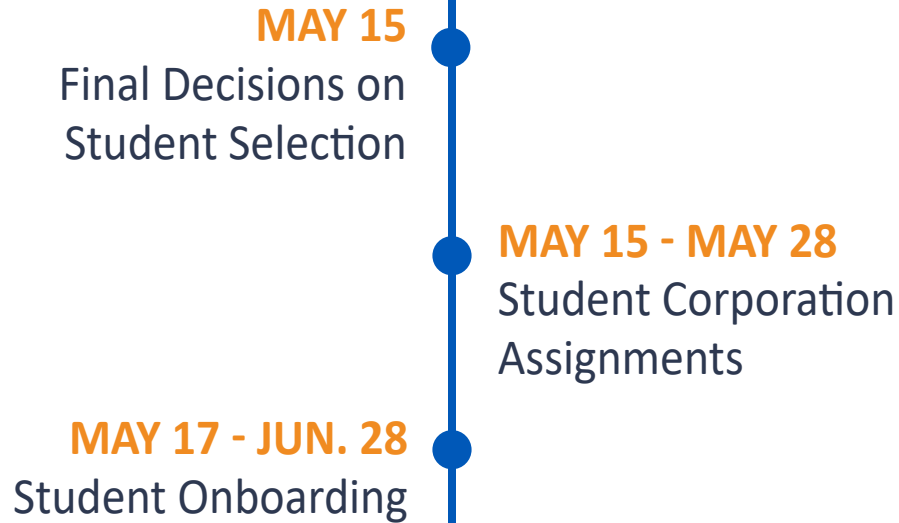
PHASE 1: RECRUITMENT & APPLICATION



PHASE 2: ORIENTATIONS & SCHOOL INTERVIEWS



PHASE 3: FINAL SELECTION & CORPORATION ASSIGNMENT



PHASE 4: VIRTUAL INTERNSHIP





Application Instruction Sheet

Thank you for your interest in the PrepareRI "Virtual" Internship Program. Please read through the application before applying to make sure you are eligible for the PrepareRI "Virtual" Internship Program.

The PrepareRI "Virtual" Internship Program is funded by the RI Governor's Workforce Board (RI GWB) and American Student Assistance (ASA). The PrepareRI "Virtual" Internship Program is operated by Skills for Rhode Island's Future (SkillsRI). For questions about this application process, **please call SkillsRI at 401-680-5960** and ask about the PrepareRI "Virtual" Internship Program.

ABOUT THE VIRTUAL INTERNSHIP

The PrepareRI "Virtual" Internship Program is a rigorous industry project based learning experience where current high school juniors are placed in a paid 6-week summer virtual internship. The program will be held over 6 weeks, 32 hours per week from **July 12 – August 20, with a "pitch competition" on August 23-25, 2021.**

Please note, this year's program will be held **virtually**.

Students will work in student led corporations and work with employer partners to solve problem statements that employers identify as a real industry need.

The "Pitch Competition" is where students will pitch their solutions/ final projects in a "Shark Tank" style presentation for final student corporation ranking. The winning student corporation from our 2020 class designed a prototype of a wearable device for the military to help detect COVID-19 related symptoms. Students worked with engineers, designers, business developers and military leaders to learn and develop their solutions.

Students selected into the program will make **\$11.50/hour and be expected to work 32 hours/week for 6 weeks.**

The PrepareRI "Virtual" Internship **will employ up to 300 current high school juniors.** We are looking for students who are highly motivated to learn and wanting to explore the world of work. We **DO NOT** require a certain grade point average (GPA) or attendance record. We believe in creating access to high-quality work-based learning opportunities for students of all abilities.

If you want to learn more about the program before you apply, we are here to answer questions. **Please call Skills RI at 401-680-5960** and ask about the PrepareRI "Virtual" Internship Program.

INTERNSHIP ELIGIBILITY REQUIREMENTS

- Attend Rhode Island public school
- Junior in high school (2020/2021 school year)
- Rhode Island resident
- Minimum of 16 years of age by March 30, 2021
- Eligible to work in the United States (e.g., social security number, work permit, green card)
- Parental/Guardian consent to participate
- Complete online PrepareRI “Virtual” Internship Application
- Attend 32-hour work-readiness training scheduled for July 12 - July 16, 2021 from 9:30 am – 4:30 pm
- Commit to work 7 weeks, 32 hrs. per week between July 12 – August 25, 2021 from 9:30 am – 4:30 pm
- Have a flexible schedule for work during the summer of 2021

APPLICATION & PROGRAM TIMELINE (SUBJECT TO CHANGE)

Phase 1: Application

- **January 13, 2021:** Application goes Live
- **February 15, 2021:** Application due by 11:59 pm.
Incomplete or late applications will NOT BE CONSIDERED
- **February 22, 2021:** Decisions for Phase 2 advancement

Phase 2: Orientations & School Interviews

- **February 24– March 20, 2021:** Mandatory student-parent/guardian orientation virtual sessions.
Notices with dates will be sent to all eligible applicants
- **March 8 – April 2, 2021:** Virtual interviews with SkillsRI
- **April 9, 2021:** Decisions for Phase 3 advancement

Phase 3: Final Selection & Corporation Assignment

- **May 15, 2021:** Final Student Selection
- **May 15 – May 28, 2021:** Student Corporation Assignments
- **April 19 – June 30, 2021:** Student Career Enhancement (I.e.: Virtual Internships, Virtual Meeting Etiquette, Microsoft, etc.)
- **May 17 – June 28, 2021:** Student Onboarding

Phase 4: Virtual Internship

- **July 12 – July 16, 2021:** Virtual Work-Readiness Bootcamp
- **July 19 – Aug 20, 2021:** Virtual Problem Statement/ Corporation Work
- **Aug 23- 25, 2021** Pitch Competition

ONLINE APPLICATION:

Applications open on **January 13, 2021 and are due by February 15, 2021 at 11:59 pm**. Late applications or incomplete applications will not be accepted.

Applications will only be accepted online here: www.skillsforri.com/prepare-ri-internship-program. Paper applications will NOT be accepted.

You may start and save your application online. To save your application and return to complete at a later time, you will need to create a log-in account. We strongly encourage you to write down your log-in account information and the save your work along the way.

If you **need help filling out the application**, please contact your **school career coordinator, school guidance counselor or school principal**. If you have any trouble saving or submitting your application please contact (SkillsRI) at **401-680-59690** or prepareri@skillsforri.com.

Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame a Skills for Rhode Island's Future al (401) 680-5960 para pedir asistencia en traducir y entender la información en este documento.

SkillsRI is an Equal Opportunity Employer and program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY via RI Relay 711. Language access services in your preferred language can be provided at no cost to you. Call (401) 680-5960 for assistance in the translation and understanding of the information in this document.

2021 Application Form

STUDENT INFORMATION:

1. First Name _____ Middle Initial _____ Last Name _____

2. Cell Phone Number Area Code _____ Phone Number _____

3. E-mail Address. _____

Note: Please use or create a personal email address (Gmail, Yahoo, etc.) not a school email address. School email addresses may be blocked by firewalls and not be able to receive important communication from Skills RI.

4. Home Address: _____

5. City _____ State _____ Zip _____

6. High School Name (please select from the drop down menu)

7. Date of Birth (MM/DD/YYYY)

8. What is the best way to reach you?

- Phone call
- Text Message
- E-mail
- Parent/guardian phone

STUDENT DEMOGRAPHIC INFORMATION

Demographic data will only be used for grant funding purposes. This information will not be used in the selection process.

1. Gender

- Female
- Male
- Transgender
- Prefer not to say
- Other (please specify) _____

2. Race/Ethnicity

- Asian
- Black
- Hispanic
- Multiracial
- Native American
- Pacific Islander
- White
- Other (please specify) _____
- Prefer not to say

3. Primary Language Spoken

- English
- Spanish
- Portuguese
- Other (please specify) _____

4. What language do you feel most comfortable reading, writing and listening to?

- English
- Spanish
- Portuguese
- Other (please specify) _____

5. GPA, if known (Note: there is no GPA eligibility requirement to apply)

- Higher than 4.0
- 3.6-4.0
- 3.1-3.5
- 2.6-3.0
- 2.1-2.5
- 2.0 or below
- I am not sure
- My school does not calculate GPA

6. How many days have you been absent this school year (note: there is no attendance requirement to apply)?

- 0-4 days
- 5-10 days
- 11-15 days
- 15+ days
- I am not sure

STUDENT EMPLOYMENT AND ELIGIBILITY INFORMATION

7. If selected for the PrepareRI “Virtual” Internship program you will need to document eligibility to work in the United States. Below is a list of acceptable documentation, please select any of the following documents you can provide:
- Photo ID (such as driver's license, school ID, permit or State ID card)
 - Original birth certificate or receipt of birth certificate replacement
 - Social security card
 - US Passport or US Passport Card
 - Permanent Resident Card aka Green Card (non-US citizens)
 - Employment Authorization Document Card (Form I-766, Form DS-1350, Form FS-240, Form I-197, Form I-179, Native American tribal document for non-US citizens)
8. Do you currently have a job?
- Yes
 - No
9. If selected to attend the mandatory work-readiness boot camp, you will need to be available from 9:30 AM – 4:30 PM from **July 12 – August 25, 2021**. Are you available during this time?
- Yes
 - No
- If selected for the virtual internship, you will be required to work 32 hours per week from **July 12 – August 20, 2021, and be available for the pitch competition held on August 23 – 25, 2021**. Work hours will be between 9:30 AM – 4:30 PM, Monday – Friday. Will you be able to work the minimum requirements?
- Yes
 - No
10. Please select any activities that may interfere with your availability to work during the summer.
- Summer School
 - Family Vacation
 - Summer Camp
 - Sports Practice
 - Other Job
 - Other_____
11. If you selected any activities above, please specify how they will interfere with your availability to work during the summer.
12. For this internship program, you will need a computer (laptop or desktop) and internet access. Please let us know if you need any of the following:
- Computer
 - Headset
 - Wi-Fi (Internet Access)
 - None

PREPARERI & CAREER INTEREST QUESTIONS

13. How did you hear about the PrepareRI Internship Program and why did you choose to apply? (100 word minimum; 200 word limit)
14. Please select the top 3 career areas of interest you would like to explore during the PrepareRI Virtual Internship Program:
- Agriculture, Food & Natural Resources (i.e. aquaculture, environmental, recycling, horticulture, park manager, greenhouse, floral designer)
 - Architecture & Construction (i.e. carpentry, civil engineers, architect, electrician)
 - Arts, A/V Technology & Communications (i.e. journalism, photography, performing arts, graphic design)
 - Business Management & Administration (i.e. office manager, entrepreneur, project management)
 - Education & Training (i.e. teaching, librarian, special education, early childhood education)
 - Finance (e.g. investment, banking, accounting, financial advisor)
 - Government & Public Administration (i.e. military personnel, national security, local, state government agencies)
 - Health Science (i.e. medical, veterinary, occupational & physical therapist, pharmacist, biotechnology)
 - Hospitality & Tourism (i.e. restaurant and other food services, travel services)
 - Human Services (i.e. clinical social worker, behavior management, child life specialist, community outreach)
 - Information Technology (i.e. IT, web developers, hardware, software, network engineer)
 - Law, Public Safety, Corrections & Security (i.e. lawyer, police officer, correctional, firefighter, judge)
 - Manufacturing (i.e. mechanical engineering, machine operator, warehouse worker, welding, jewelry manufacturing)
 - Marketing (i.e. advertising, social media, public relations, event planning)
 - Science, Technology, Engineering & Mathematics (i.e. engineering, chemist, biomedical, laboratory and testing services)
 - Transportation, Distribution & Logistics (i.e. facility maintenance, air traffic controller, logistics services)
 - Other (please specify) _____
15. Explain why you would like to explore these career areas of interest and how they are relevant to your future. (100 word minimum; 200 word limit).
16. What do you plan to do after you graduate from high school?
- a. College/Technical School
 - b. Work/Apprenticeship
 - c. Military
 - d. Not sure

ESSAY QUESTIONS

17. Describe a time when you demonstrated responsibility and/or leadership skills (100 word minimum; 300 word limit).
18. Share a time when you wish you had a second chance to do something over and what you learned from it. Your example may come from school, work, volunteerism, extra-curricular activities, sports, faith-based organizations, or home. (100 word minimum; 300 word limit).

SKILLS & RESUME

19. Please select any relevant skills that you have:

- Computer
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- SharePoint
- Creative Design
- Web Design
- Culinary
- Building
- Customer Service
- Photoshop
- AutoCAD
- Video Editing (e.g. Final Cut)
- Social Media
- Welding
- Coding
- Prototypes
- Agile
- Sequel
- Data Analytics
- Data Visualization (e.g. Tableau)
- Writing
- Other _____

20. Do you have an updated resume? Please Note: If you advance to the employer matching phase, you will be required to submit a resume. Please contact your school's Career Coordinator or SkillsRI if you need support creating a resume.

- Yes
- No

PARENT/LEGAL GUARDIAN INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Cell Phone Number Area Code _____ Phone Number _____

Email address _____

Relationship

- Mother
- Father
- Legal Guardian
- Other (please specify) _____

What language does your parent feel more comfortable reading, writing and listening to?

- English
- Spanish
- Portuguese
- Other (please specify) _____

SUBMITTING THE APPLICATION

Before submitting your application, please review all of your answers. When you are ready to submit, read the text below and type your name.

By typing my name below:

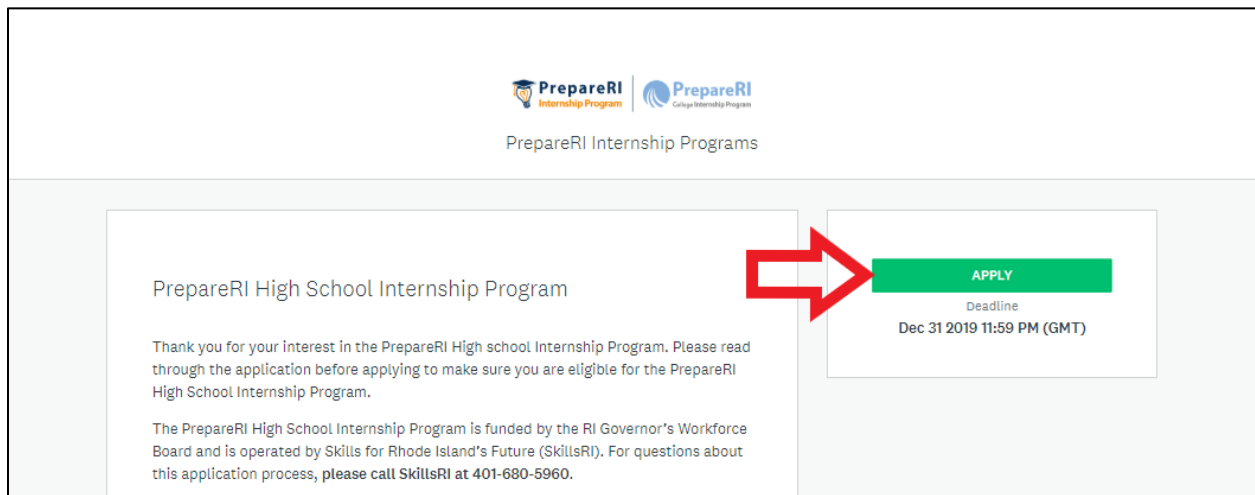
- I affirm that the information I have shared is true to the best of my knowledge;
- I understand that by completing this application, I am not guaranteed an internship placement;
- I understand I will need to complete the 32-hour work-readiness training the week of **July 12 – July 16, 2021**
- I understand if selected, I need to commit to work full time, 7 hours per day, 32 hours per week, for 7 weeks between **July 12, – August 25, 2021**.
- I affirm that my parent/guardian knows that I am applying for this internship opportunity and support my participation in the PrepareRI Virtual Internship Program.

Type First and Last Name

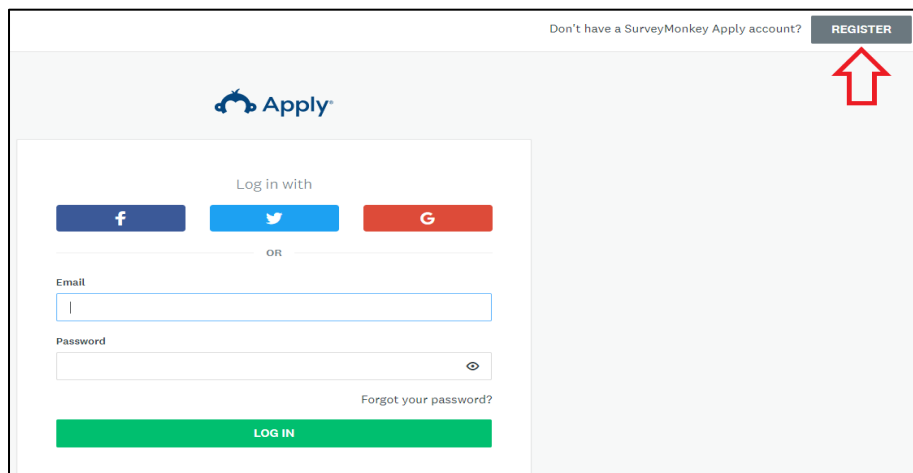
PrepareRI Virtual Internship Program Application Instructions

Step 1: Register

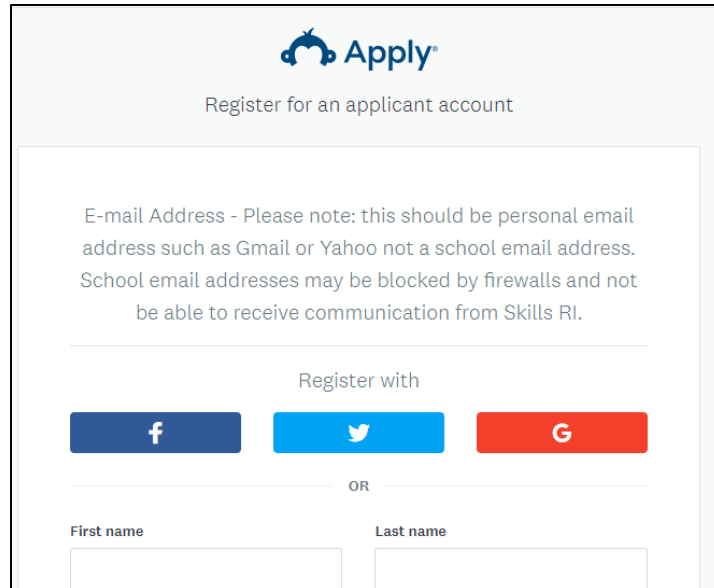
1. To apply, you must register for an account. To register, first navigate to the PrepareRI Virtual High School Internship Program page and click *Apply*.



2. After clicking *Apply*, you will be brought to a new page. On this page, click the *Register* button in the top right hand corner of the page

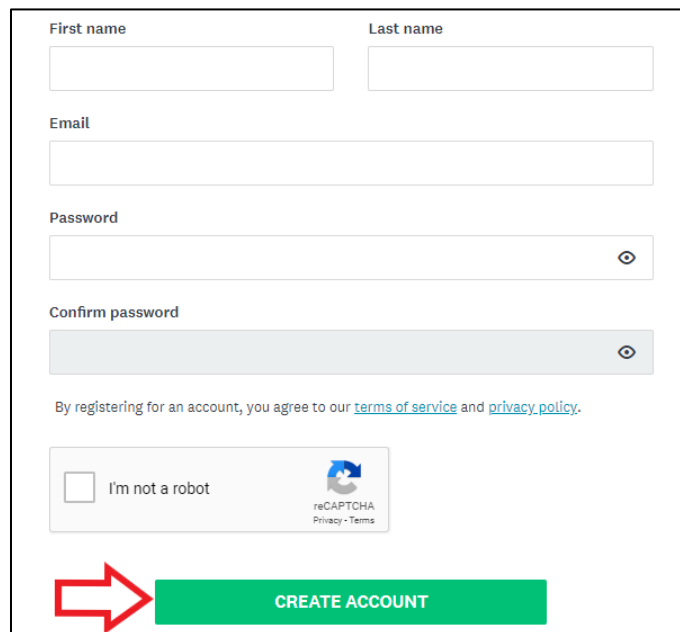


3. Next, you will be brought to the registration page. You must fill out the form with your name, email address, and a password of your choice
 - a. **Please use a personal email address and not the email address provided to you by your school**
 - b. We recommend you create a password that is easy to remember so you can easily access your applicant portal at any time



The screenshot shows the top portion of the Apply registration page. At the top center is the Apply logo, which consists of a blue circular icon with a white figure and the word "Apply" in blue. Below the logo is the text "Register for an applicant account". A large, light gray box contains the following text: "E-mail Address - Please note: this should be personal email address such as Gmail or Yahoo not a school email address. School email addresses may be blocked by firewalls and not be able to receive communication from Skills RI." Below this text are three social media registration buttons: a blue Facebook button with the letter 'f', a blue Twitter button with the bird icon, and a red Google button with the letter 'G'. Below these buttons is the text "OR". At the bottom of the form are two input fields labeled "First name" and "Last name".

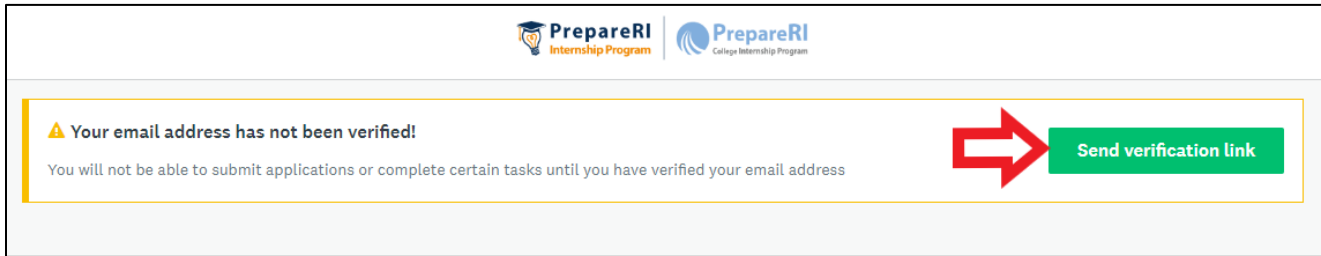
4. When you have completed the registration form, click *Create Account*.



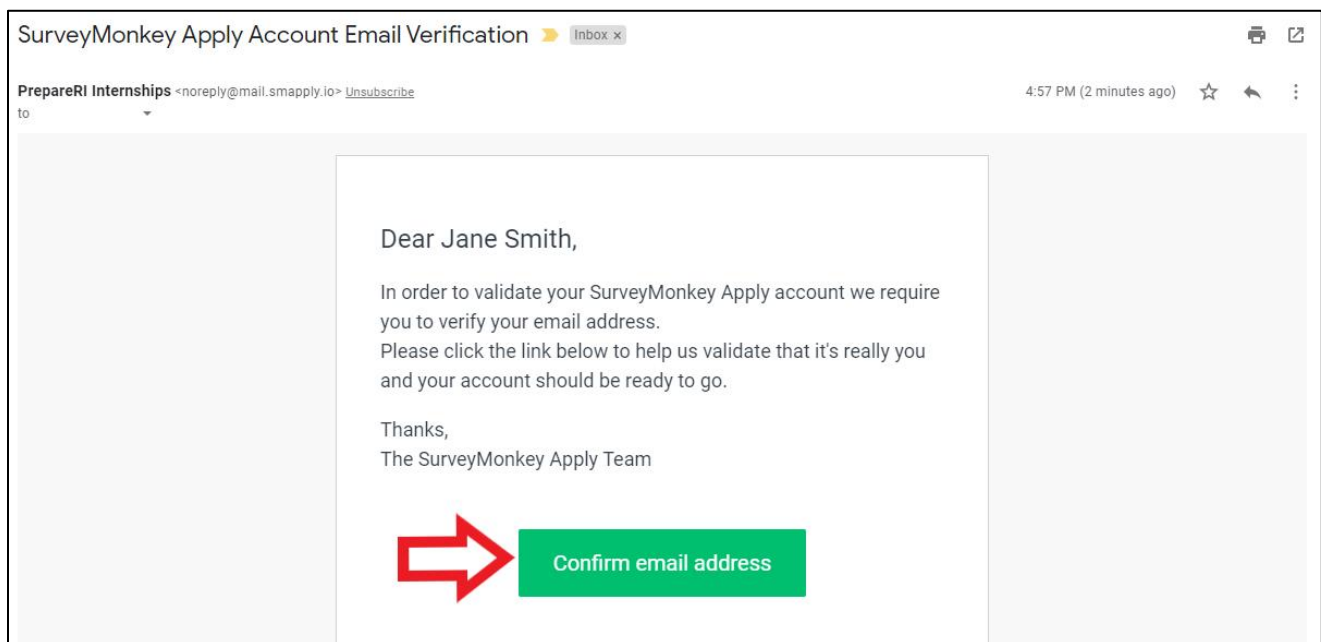
The screenshot shows the registration form with the following fields: "First name" and "Last name" (two separate input boxes), "Email" (one input box), "Password" (one input box with an eye icon to toggle visibility), and "Confirm password" (one input box with an eye icon to toggle visibility). Below the fields is the text: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)." Below this text is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo and text "reCAPTCHA Privacy - Terms". At the bottom of the form is a large green button labeled "CREATE ACCOUNT" with a red arrow pointing to it from the left.

Step 2: Verify Your Email Address

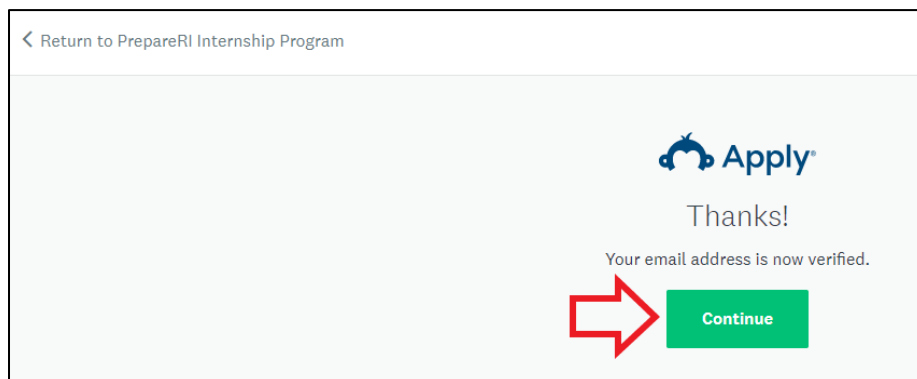
1. Next, you must verify your email address. On the next page, click *Send verification link*



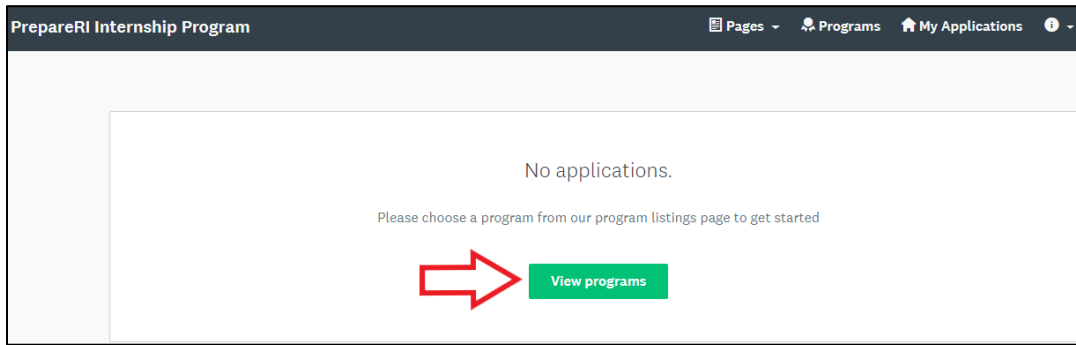
2. Next, go to your email to look for an email from PrepareRI Internships with the subject *SurveyMonkey Apply Account Email Verification*. Open the email and click *Confirm email address*



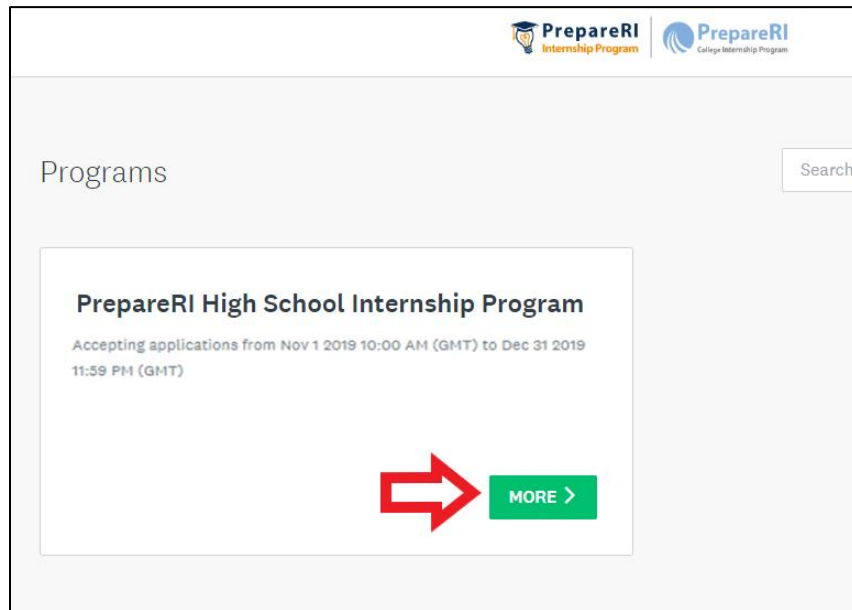
3. The application site will open in a new tab; on this page, click *Continue*



4. Next, click *View Programs*

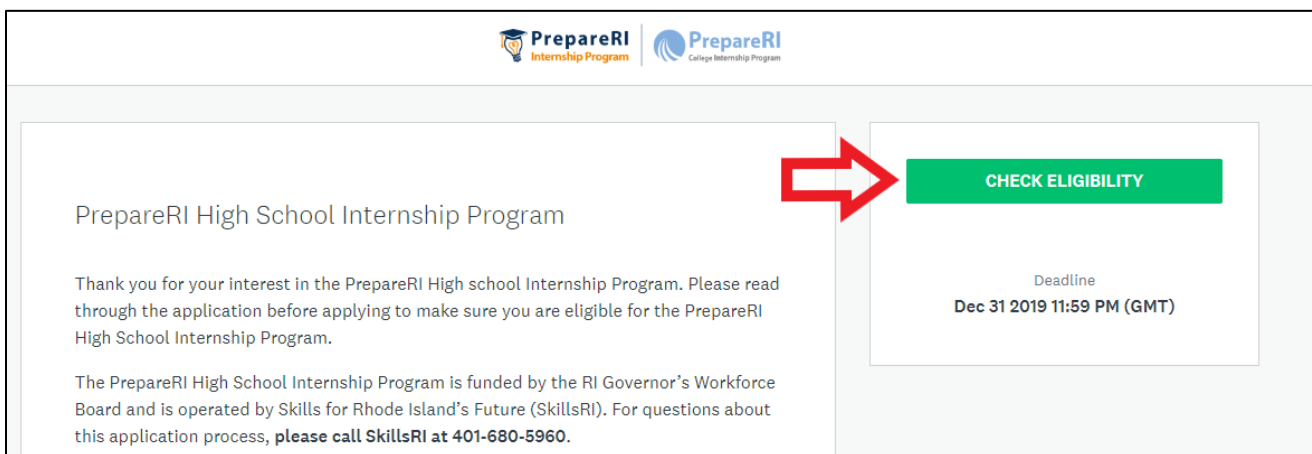


5. You will be taken to the program page. On this page, click *More*.



Step 3: Eligibility

1. You must complete the following form to confirm your eligibility for the PrepareRI Internship Program. If you meet the eligibility requirements, you will then be able to access and complete the application



2. Be sure you review your eligibility form to ensure you have answered the questions correctly
3. When you have completed the form and confirmed you answered the questions correctly, click *Save my profile*

Eligibility Quiz

Which PrepareRI Internship Program are you interested in applying to?

PrepareRI College Internship Program

PrepareRI High School Internship Program

Clear

Are you a Rhode Island resident?

Yes

No

Clear

Are you currently at least 16 years old or will you be 16 years old by March 1, 2020?

Yes

No

Clear

Are you currently a junior (11th grade) in high school?

Yes

No

Clear

Do you attend a Rhode Island public or public charter high school?

Yes

No

Clear



Please select the high school you attend from the list below

If you attend a public or public charter school and do not see your school name on the list, please contact prepareri@skillsforri.com

I'll do this later [Save my profile](#)

Step 4: Complete Your Application

1. To navigate to the application page after you submit your eligibility form, click *Apply*.

PrepareRI High School Internship Program

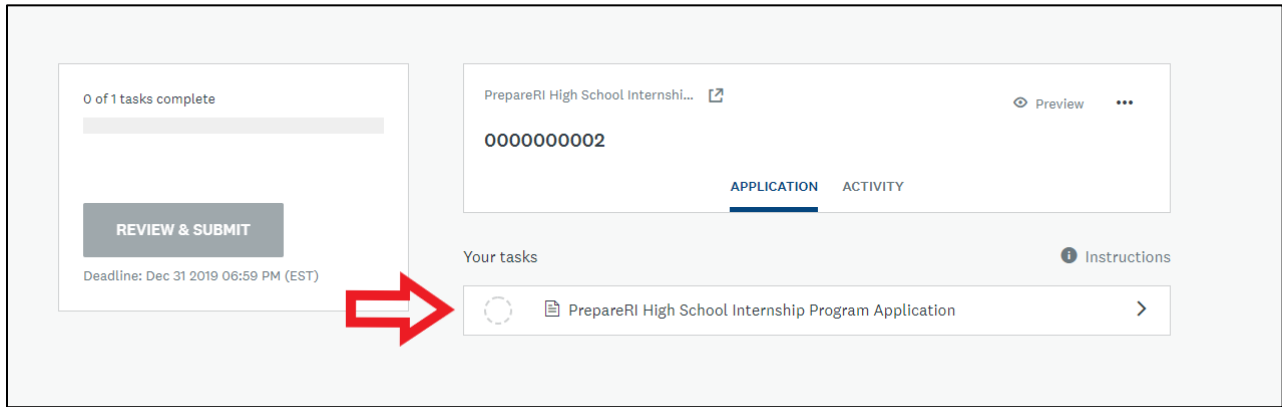
Thank you for your interest in the PrepareRI High school Internship Program. Please read through the application before applying to make sure you are eligible for the PrepareRI High School Internship Program.

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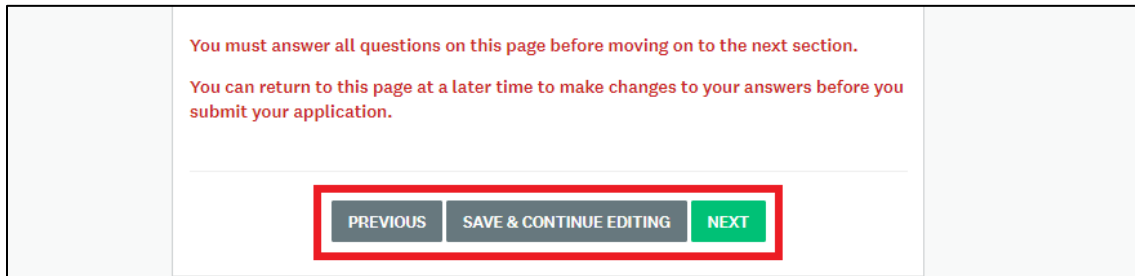
[APPLY](#)

Deadline
Dec 31 2019 11:59 PM (GMT)

2. Next, under *Your Tasks* click *PrepareRI High School Internship Program Application*.

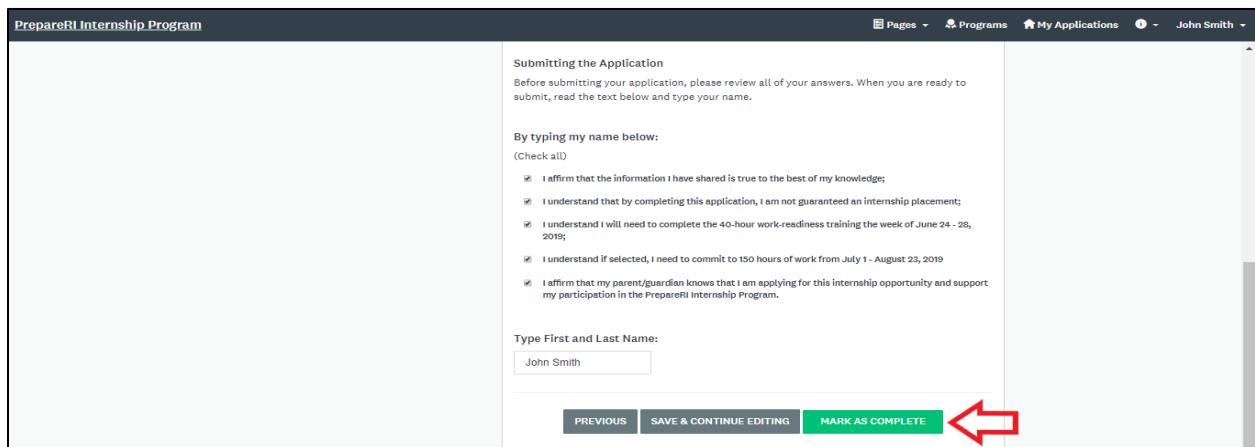


3. Once you have accessed the application form you can begin the application
 - a. You must complete each page before moving on to the next section, however, you will be able to return to each page later to make changes before submitting.
 - i. Use the *Next* and *Previous* buttons at the bottom of each page to navigate between pages
 - b. Your responses will auto-save as you work and you may exit the application and return at any time to complete
 - i. To return to your applicant portal you will need to log in using the email address and password you used to register

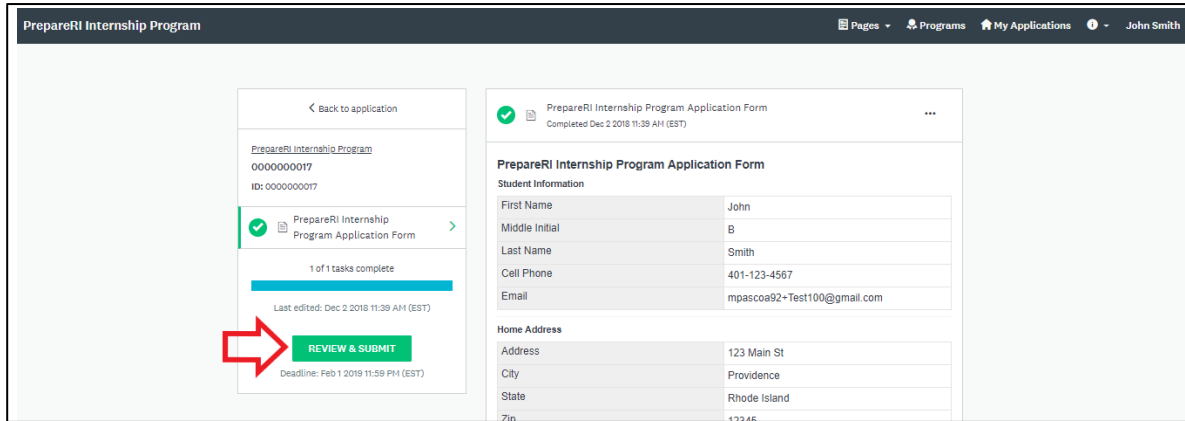


Step 5: Submit Your Application

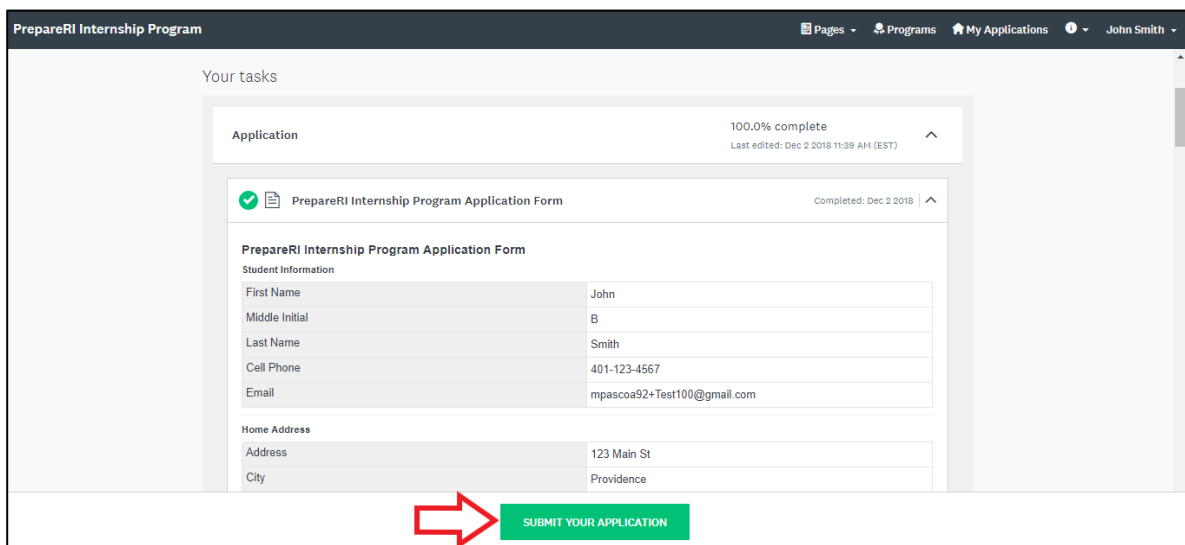
1. When you have completed your application, review your work closely before you submit
2. When you are satisfied with your application and ready to submit, click *MARK AS COMPLETE*



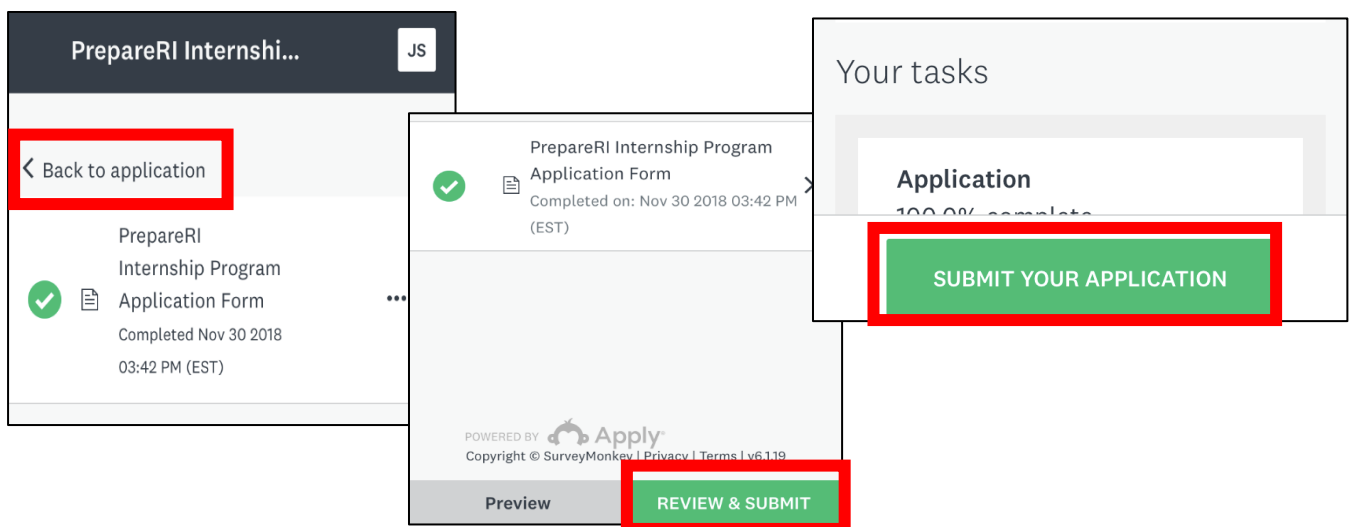
3. Next, click *REVIEW & SUBMIT*



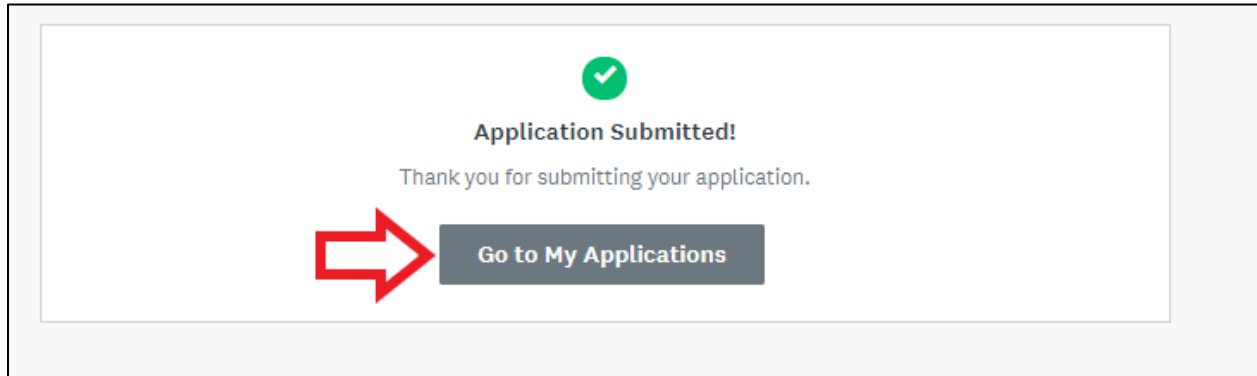
4. Lastly, click *SUBMIT YOUR APPLICATION*



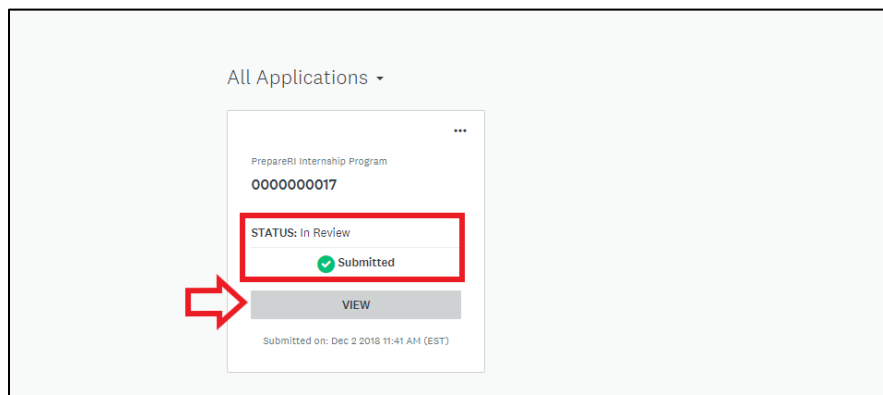
5. If you are completing your application on a mobile device, after you have clicked *Mark as Complete*, you must click *Back to Application*, then *Review & Submit*, and lastly *Submit Your Application*



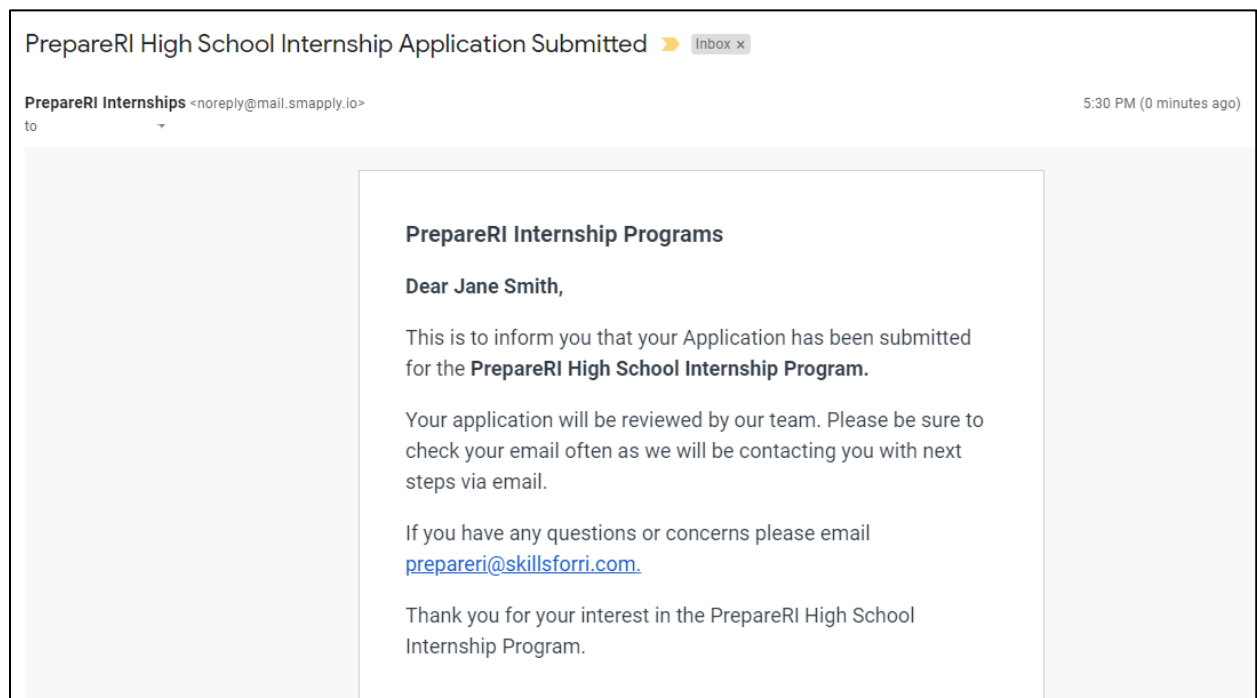
6. When your application has been successfully submitted, the following screen will appear. Click *Go to My Applications* to view your application status



7. On your applicant portal home page, you can view your application status. To confirm that you have successfully submitted your application make sure that your status says *In Review* and *Submitted* with a green check next to it.
- a. To view your completed application form and any additional tasks that have been assigned to you, click *View*



8. When you have successfully submitted your application you will receive an email confirmation



Program Contacts

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RI Department of Education
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