

Hunter Hillel

Self Authored Internships at Hunter Hillel and QC Hillel

The Need: Hunter Hillel and QC Hillel students (and all CUNY students) have suffered immense losses as a result of the COVID-19 pandemic. Our students have now spent almost an entire semester taking college classes at home, in cramped shared spaces, often without access to some of the basic items needed for such an education (consistent internet access, high speed computers, etc.) The impact on our students' academic life is far reaching, and in this context as a Jewish leadership organization we have strived to maintain support and structure for our students. Through Jewish learning, book clubs, speakers, social media engagement and more, we have continued to serve our students and learn more about their needs moving forward. This virtual, self authored internship is the next step in this vital work: providing our students with staff mentorship, professional support, and skills so that their pandemic summer will be a productive one that can help set the stage for what is sure to be a challenging job market when they graduate.

The Internship: What is a virtual internship? How can one be an intern without an organization to support her, or a specific job description to guide him? This summer, we are launching a pilot program of a self authored internship wherein students will choose their own professional development adventure. Launching on June 22nd, we will host a 10 week internship for our students. Through this internship, they will gain access to [Rubin Education](#) online modules and 2 hours of mentorship with Karen Klein (CommonPoint Queens), Merav Fine Braun (Hunter Hillel), Jenna Citron Schwab (QC Hillel) every week, in addition to a one hour workshop (which will be recorded) on the topic they are diving into each week. Through the online modules, students will explore their professional interests, learn essential writing and networking skills, and build their resumes. Through the mentorship hours, they will work with Karen and Merav to reflect on how they will use these skills moving forward in the job market (with Karen), and as leaders at Hunter Hillel (with Merav) and QC Hillel (with Jenna). These mentorship hours will serve as a base for next year's leadership engagement, be it virtual, in-person, or hybrid. Finally, the workshops will give an opportunity for our students to share with one another what their experience has been, for staff to synthesize student's experiences, and to pivot as a group when needed. This learning community will serve as an essential touch point for students throughout the summer.

It is our hope that this model can continue throughout the school year, improving students' engagement in professional skill development.

The Mentors: At Hunter Hillel and QC Hillel, we have a dedicated career services support, Karen Klein, who works with four of the five CUNY Hillels. In addition to encouraging scholarship applications (such as JFEW), she also works one on one with students in resume development, internship application, job searching, cover letters, and much more. Our team also works actively with our students, connecting them to internship opportunities internally, and job opportunities externally. Together, Karen and the



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Hunter Hillel and QC Hillel teams will serve as the professional support for our students in their virtual internships this summer.

FACILITATORS NOTES:

- **[100+ printable Emerge activities and lesson plans](#)**-- these are for us to use if we want!
- I have set up each week with specific URLs of each lesson and assignment for the students. I will essentially copy and paste from this document into an email with their weekly assignments. To add a specific assignment, you can copy the URL directly (for example: copy URL for the books to send to students in advance each week for reading)
- [Link to video library for examples](#)
- Click on badges to find out how to complete a certificate (students can do this on their own time if interested)
- In Navigation toolbar, at bottom under Administration, click on Dashboard to see who has completed what
- [Rubin Dashboard to see all assignments](#): this allows us to see who is enrolled and what they are doing
- Before doing anything else, start with Reference tab READ INSTRUCTIONS in every assignment.



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The TimeTable:

Hi Friends,

I am so excited that you're joining us this summer for our pilot of a virtual self authored internship. We are partnering with Karen Klein, our amazing Career Services professional from CommonPoint Queens, as well as staff and students from Queens College Hillel. We'll be kicking off with all our meetings with them on **June 22nd**.

So what are we doing this week, Merav?

I'll tell you:

READING WEEK!

Before we get started, you have to enroll for access. Instructions for enrolling are below. Spend next week reviewing the many materials that Rubin Education has to offer!

Some of our favorites are:

1. [Recommended Readings](#): Each of these books is fully available to read online through this virtual internship. If you're interested in a particular topic, such as [email etiquette](#), [the power of stories](#), or [networking best practices](#), you can read more about them here.
2. Decide if you're interested in focusing on [badges](#). Once enrolled, you have the opportunity (in addition to the items we're reviewing over the next ten weeks) to earn badges in different skills which you can add to your resume.
3. Done with reading? That's understandable. How about watching some [instructional professional videos](#) about business best practice or listening to some [1 minute podcasts](#)?

We'll be meeting via Zoom between 5:30pm-7:30pm on Tuesday evenings. Please let us know if this is a scheduling conflict.

Student instructions for Emerge with Rubin

1. Go here to create a new account: learning.rubineducation.com
2. Follow instructions in the email you receive to confirm your account.
3. Return to the email and follow the additional instructions to enroll in the correct program (One-Semester Access).
4. At checkout, use the coupon code **hillel** for free access.
5. On the Dashboard, click "My Programs" and then enter the program called Emerge with Rubin (College 2020-2021).

Questions? Email support@rubineducation.com and our team will respond promptly.



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Week One: Industry Intel-- researching and understanding organizations and the work they do every day with an eye towards how students might cultivate opportunities in the space.

What? Students will work with mentors to identify a field or industry you hope to pursue, research 5-10 companies/organizations in that space and then provide a summary of each company and the products/services they offer in their one on one or in group workshop.

How? Each intern creates a 2 page research summary of the companies and/or individuals they each selected.

In Workshop: Students will discuss:

- Why did you choose these particular companies? Also, include two recent projects from each company and why you find each project notable.

Week Two: How do I write that email?

Email Etiquette-- especially today, email composition is key to communication success in the field and in school. Students will: create a professional email address, learn the difference between texting and emailing and understanding how to address people appropriately.

What? Students will complete activity modules teaching them templates for email etiquette.

- Take the [PreTest](#)
- Complete the [Email Etiquette -- Level 1 Module](#)
- Use this [Discussion Guide](#) for tricky emails to test your knowledge
- Take the [halfway quiz](#)
- Complete the assignments below:
 - [Composing a Subject Line & How to address people](#)
 - [Composing an Email Body & Crafting an email signature](#)
 - Submit your [Final Email assignment](#): use one of the individuals you researched in Week One as a test. Once your mentor has reviewed it-- **send the email to the actual person!**

In Workshop: students will share their emails and read them aloud. A partner will provide feedback



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Week Three: Using your phone as a telephone-- With folks ZOOMed out now more than ever, phone calls are more important than ever. Every intern and professional must know how to speak articulately and clearly by phone. And if the intern helps an employer remotely (as is increasingly the case), phone correspondence is even more critical.

What? Interns will learn How to return a missed call, take down a customer message and leave a voicemail.

- Take the [PreTest](#)
- Complete the [Phone & Video Etiquette Module](#)
- In your mentorship hour this week, complete [this assignment](#) by role playing with your mentor (or with a fellow intern during workshop)
- In your workshop this week, complete [this assignment](#) by leaving a “voicemail” and getting feedback from your cohort on the call or Zoom.
- Take the [Post-Test](#)

In Workshop: Karen, Merav, and board member mentors to workshop and practice calls in real time.

SCENARIOS:

1. There's a voicemail: hang up
2. There's a voicemail: leave an awkward message
3. There's a voicemail: leave too long and rambly a message ([breezy from Friends](#))
4. There's a voicemail: leave message without contact
5. There's a voicemail: leave good message
6. THE CALL BACK
 - a. How to answer
 - b. How to open
 - c. How to make your ask
7. Voicemail Maintenance:
 - a. Your voicemail message: what should it include? (Name, contact)
 - b. DELETE THINGS

Week Four: Employers are not the enemy aka Getting grown ups to talk about themselves

What? Students will Request a conversation with an industry professional and hold a virtual Q&A. Special focus #1: Ask the person how he/she took a job in the particular industry and inquire about the life lessons he/she learned along the way they can share with you.



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How?

- Complete the [How to hold a networking conversation](#) assignment
- Complete the [How to learn from a mentor](#) assignment
- Mentors will connect each student to a relevant professional and set up a Q&A over the phone or video conference and then write a one-page summary of the conversation that includes background information on the person's career and life/career lessons the person shared. This will be shared in one-on-one mentoring and group workshops. We will discuss how the conversation felt, what could be improved upon, and how to keep the relationship in motion. We will also discuss key takeaways for how to create best practices around conversations like these.

Week 5: A Resume to Remember

What? A memorable resume is always important and it's especially important now! The unique details of your life, your demonstrable skills and early career to produce a resume that stands apart.

- Complete the [Pre-Test](#)
- Complete the [Unforgettable Resume readings and assignments](#)
- Share resume with a student buddy to review
- Share resume with Karen to review

Week 6: Who Tells Your Story: How to write an unforgettable cover letter

What? Storytelling is central to human nature. It's the way we learn about the past, and we use this information to assess our personal future. It's the same when it comes to jobs. When you learn to share examples of work ethic and perseverance, employers take notice.

- Watch: [Cover Letter Overview](#)
- Complete the [Cover Letter Assignments](#)

In workshop: together we will complete the [Story](#) exercise

- Following this, everyone will complete the storytelling assignments and [Post Test](#)



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Week 7: Job Interview Prep

What? Being prepared is half the battle in any situation, but being prepared for an interview can change the course of your professional life. This is the week you learn to prepare for the interview conversation on a higher level than the competition.

How?

- Take the [Pre Test](#)-- how much do you already know about interviewing?
- Watch the [videos](#) and complete the [assignments](#)
- Take the [Post Test](#)
- Your mentors will review the research you did about companies/individuals you're interested in from week , and do a mock interview with you role playing as someone you want to meet. If you're interested, we will match you to a mock interviewee in the field as well. You will conduct a mock interview with them. During your weekly workshop you will do mock interviews in Zoom breakout rooms.

Week 8: Project Management or "Just looping back on this"

What? No matter where you're working, or what you're doing, keeping your team informed and the workflow moving in the right direction is key to everyone's success. Project management keeps people informed and engenders success!

How?

- Take the [Pre Test](#)
- Watch the [Team Communication overview](#)
- Complete [How to Recap a Call](#) assignment and recap one of the meetings you had with a professional over the course of this internship
- Complete the [Thank someone who helped you](#) assignment and **actually send this to thank a professional who worked with you this summer.**
- Take the [Post Test](#)

In Workshop: We will review meeting etiquette and application of project management to group projects and student leadership

Week 9: An investment in your network is an investment in yourself (it's a small world after all)

What? It's a small world after all-- you might remember this song from elementary school or from a trip to Disney World as a kid, but it's one of the most important things you need to know as you enter the professional world. A relationship based in mutual trust and respect will support your



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career forever-- networking well, with poise and authenticity, and good relationship maintenance will open new doors for you.

How?

- Take the [Pre-Test](#)
- Start with this video about [Networking Mastery](#).
- Then watch the rest: [remembering names](#), [finding a mentor](#), and [do's and don'ts](#)
- Complete the assignments:
 - Set up a [networking meeting](#) (your mentors can help you connect to someone, or use someone from your list from week 1)
 - Ask for [Career Advice](#)
 - After the meeting, complete the [thank you note assignment](#)
 - Really enjoy meeting someone through this internship? Someone else you want to learn from? [Complete this assignment on finding a mentor](#)
 - Often you will get ghosted by the people you contact. **Follow up matters. Complete this assignment to [learn how to reconnect](#).**
- Take the [Post Test](#)

In Workshop, your mentors will review this work and work with you to choose assignments that will support your professional growth. We will conduct mock network meetings, career advice asks, and talk about our experiences in finding mentors.

Week 10: LinkedIn 101

What? Everyone is at home and networking online-- there is no better time to create a LinkedIn profile and explore harnessing LinkedIn to develop a robust professional network that works for you.

How?

- Take the [Pre test](#)
- Watch the [LinkedIn](#) Profile Overview
- Write your [Professional Headline](#)
- The [profile summary brings people in](#)-- write yours.
- [List your work experience](#) in a way that will keep people engaged
- We want to see your work: [submit your LinkedIn](#) profile.
- Make LinkedIn work for you! [Start outreach](#).
- [Network with someone who sent a message](#)
- Learn to ask for a [recommendation](#)
- Take the [Post Test](#)



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BONUS: Reflecting-- how'd we do?

In Workshop: Each intern will dress in professional attire, stand before the computer camera and record a three-minute public speaking address in which they describe:

1. Why they found the virtual internship to be a worthwhile opportunity
2. 3-4 specific professional or office skills they gained
3. 3-4 pieces of advice they learned during the virtual Q&As
4. How the virtual internship will make them better prepared for the upcoming school year, a future internship or new job

Below is a chart of stakeholders who have offered to work with students in phone, Zoom, and email etiquette practice:

Name	Profession	Email	Affiliation
Joan Glatman	Business		Hunter Hillel Board
Zena Kauffman	Science		Hunter Hillel Board
Aryeh Goldstein	Business		Hunter Hillel Observer
Stacey Spielman	Communications/Marketing		Hunter Hillel Observer
Harriet Shapiro	Law		Hunter Hillel Board
Peter Geffen	Education		Hunter Hillel Board
Terrie Epstein	Education		Hunter Hillel Board
Molly Jaret	Education		Hunter Hillel Alumna
Zach Schrieber	Law		Hunter Hillel Alumn



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**include a panel with alumni who are teachers. Non profit people administrators

