YouthForce
NOLA

INTERN PROJECT BANK

About this document

Below are some intern project outlines that can be used in a variety of office settings. Feel free to use and/or modify these projects as you see fit. If you have any suggested intern projects that you think we should add, please email us and we will add them to our bank!

Table of Contents

Hidden Talents Project

Description: You will compile a list of the hidden talents or skills of various people in the office. For instance, people may have had a prior career in a different field or may have a unique hobby or interest.

Important Steps:
- Prepare a list of questions you will ask to get the information you want.
- Prepare a list of people to interview.
- If necessary, schedule short meetings to interview people.
- Interview people. Record their answers.
- Compile information into a useful form, like an Excel spreadsheet.
- Share the information you have learned with people in the office.

Profiler Project

Description: You will compile profiles of people in the office. These are the kind of professional profiles that might appear on a company website. As you are completing the profiles, you will have the opportunity to ask people questions about their educational and career paths.

Important Steps:
- Prepare a list of questions you will ask to get the information you want. Suggested topics are job title, educational background, work history, and awards and honors.
- Prepare a list of people to interview.
- If necessary, schedule short meetings to interview people.
- Interview people. Record their answers.
- Write the profiles and compile information into a useful form, like a Word document.
- If desired, find an attractive location to photograph people to include pictures with the profiles.
- Proofread the profiles./Have your supervisor edit the profiles and make any necessary changes.
- Share the profiles you have created with people in the office.

Digital Documents Project

Directions: You will scan and organize important paper documents.

Important Steps:
- Gather important paper documents to scan.
- Learn how to use the scanner.
- Scan important paper documents.
- Name and organize the documents so they are easy to find and use.

Intern Manual Project

Directions: You will create an intern manual to help future interns perform your job.

Important Steps:
- Make a list of topics to cover in the manual. For instance:
  - Introduction to your organization and what it does
  - An intern's daily routine at your organization
  - Who works at the organization or department, their job title, and their contact information
  - How to use the copier/scanner/fax
  - Dress code
  - Where to eat lunch in the area
- Research each section of the manual, if necessary.
- Write and format each section of the manual.
- Proofread the manual./Have your supervisor edit the manual and make any necessary changes.

Research Assistant Project

Directions: You will search the web for reliable articles on a particular topic. OR
You will compile frequently referenced materials in one easily accessible place

Important Steps:
- With your mentor, define a topic that you will research.
- Search the web for reliable articles on that topic./Gather the frequently referenced materials.
- Compile the research or materials in a way that will be useful to workers at your office.
- Proofread the abstracts./Have your supervisor edit the abstracts and make any necessary changes.

Technology Trainer Project

Directions: You will master a computer program and teach what you know about it to other people in the office.

Important Steps:
- Choose a computer program to master. For instance:
  - PowerPoint
  - Prezi
  - Zoom
  - Poll Everywhere
  - WordPress
  - Google Drive
  - Publisher
  - SlideRocket
- Take an online tutorial or research how to use that program. Experiment with the program until you have mastered it.
- Create a presentation that will teach other people how to use the program.
- Give your presentation and teach other people in the office how to use the program.

Cover Letter Project

Directions: You will draft a cover letter that would be used to apply for a permanent position in your office, based on the skills and knowledge you have found to be useful at your internship. OR You will draft a general cover letter that could be used to apply for jobs or programs that interest you in the future.

Important Steps:
- Make an outline of what you will say in each paragraph.
  - The first paragraph should contain an introduction of yourself and the job you are applying for. It should also include a "roadmap" of the two or three skills or characteristics that you think you have that would be most valuable to the employer.
  - The second paragraph should contain an explanation of how you have demonstrated the first skill or characteristic in your past experiences.
  - The third paragraph should contain an explanation of how you have demonstrated the second skill or characteristic in your past experiences.

- - The fourth paragraph, if you have one, should contain an explanation of how you have demonstrated the third skill or characteristic in your past experiences.
    - The fifth paragraph should contain a summary sentence and a sentence thanking the reader of the letter for their time and consideration
  - Write the letter.
  - Ensure that the letter is properly formatted.
  - Proofread the letter or have your supervisor edit the letter and make any necessary changes.
  - Save the letter for future use.

Photo Essay Project

Directions: You will complete a photo essay on a topic of your choice pertaining to your office, the work it does, and/or what interns there need to know.

Important Steps:
- Define a topic for your photo essay.
- Take photographs.
- Organize the photographs into a photo essay.
- Write captions for the photo essay.
- Proofread the captions./ Have your supervisor edit the captions and make any necessary changes.
- Share your photo essay.

Social Media Project

Directions: You will write (and possibly post, depending on your office's policy) social media updates about your office, the work it does, interesting related topics, and/or your internship.

Important Steps:
- Consider what is newsworthy or interesting about your office, the work it does, the subjects on which it works, and/or your internship experience. Do research if necessary.
- Compose an update or series of updates for a social media platform, like a Facebook post, or a tweet of 140 characters or fewer.
- Proofread your updates. / Have your supervisor edit your updates and make any necessary changes.
- If appropriate, post your update(s).

Note: This project could be done in conjunction with other projects that generate content, such as the photo essay project.

Event Planning Project

Directions: You will organize an event for interns and staff at your office. You may want to organize a networking event for everyone to get to know one another; a speaker panel or conference-like event for interns to share their work, or for staff to pass along information on a particular topic to interns; or an event to celebrate a holiday, a birthday, an office achievement, or the end of your internship.

Important Steps:
- Decide what kind of event you will organize and make a list of what resources will be necessary for that type of event.
- Set a date, time, and place for the event.
- Create an agenda of what will happen at your event and approximately how long you expect it to take. Share this with everyone helping to organize the event.
- Prepare any special activities or resources needed for the event.
- Invite everyone to the event.
- Gather the necessary resources and complete any set-up for the event before it takes place.
- Host the event.

Press Release Project

Directions: You will write a mock (or real) press release for your office about an important topic or office achievement, about the work you are doing, or about the office hosting CEO Program interns this summer.

Important Steps:
- Compile and review previous press releases that have been issued by your office. As you read them, pay close attention to what kind of information they cover and how they are written.
- Decide what your press release will be about.
- Make an outline of your press release.
- Draft your press release.
- Proofread your press release./ Have your mentor edit your press release and make any necessary changes.
- Share your press release. / Release it to media.

Personal Statement Project

Directions: You will write a personal statement of 250 to 500 words about your experience in the CEO Program and as an intern at your company. This should be the kind of personal statement that you could submit for college admissions or scholarships, or possibly in applications for future jobs.

Important Steps:
- Think about what you have learned from being a part of the CEO Program and interning at your office. Think about the new skills, knowledge, or personal qualities you have.
- Make an outline of what you will write in your personal statement.
- Draft your personal statement. Try to make it as specific, descriptive, and interesting as possible.
- Proofread your personal statement. / Have your supervisor edit your personal statement and make any necessary changes.
- Save your personal statement for future use.

Powerpoint or Prezi Presentation Project

Directions: You will create a PowerPoint/Slides or Prezi presentation about an important or interesting topic in the field in which you are interning.

Important Steps:
- Decide on your topic.
- Research your topic.
- Extract the most important information about the topic and organize it into the presentation.
- Proofread the presentation. / Have your mentor edit the presentation and make any necessary changes.
- Share the presentation with others in your office.

Children's Outreach Project

Directions: You will design an activity for young children (elementary school-aged) that engages them with the skills or knowledge necessary to work at your office.

Important Steps:
- Think creatively about what skills and knowledge young children already have that you can work with.
- Design an activity that would teach the children something you know. Some ideas: games, role plays or other types of acting, experiments and other hands-on projects.

- 🔲 Share the activity you have created with others in the office. Maybe it can be used at a take-your-children to work day at some point!

Ad Design Project

Directions: You will design an advertisement promoting your internship position, your office, or a product or service your office offers. Think broadly! It can be like a public service announcement encouraging kids to be interested in science, for instance.

Important Steps:
- 🔲 Decide what your advertisement will promote.
- 🔲 Design your advertisement. Be sure to include well-written and exciting copy (words or phrases) as well as eye-catching graphic design!
- 🔲 Share and distribute your advertisement.

Brochure Project

Directions: You will create a brochure explaining work being done in your office or your field, or work that you are doing as an intern.

Important Steps:
- 🔲 Use a brochure template in Microsoft Word.
- 🔲 Decide what stories, pictures, captions, and other information you will include in your brochure.
- 🔲 Design your brochure.
- 🔲 Proofread your brochure. / Have your mentor edit your brochure and make any necessary changes.
- 🔲 Share your brochure.

Newsletter Project

Directions: You will create a newsletter about the people who work in your office or on your team, the work that your office does, news in your field, and/or the work you and other interns are doing. This would be a great project for interns to work on in pairs or teams!

Important Steps:
- 🔲 Decide what content will be included in the newsletter. Consider all of the things above.
- 🔲 Gather content. You might want to interview people, find articles on the internet, take pictures, and more!

- ☐ Design and create your newsletter.
- ☐ Proofread your newsletter. / Have your mentor edit your newsletter and make any necessary changes.
- ☐ Share your newsletter with everyone in your office or on your team.

Note: You could also make a video newsletter if you have an iPhone or another phone that can record video and interact with a video editing program.

News Show Project

Directions: You will record (or present live!) a news show about your office, the work it does, the work you do as an intern, news or information of interest in your field, human interest or entertainment stories, etc. You could do this project with another intern as co-anchors!

Important Steps:
- Decide what stories your news show will cover.
- Research your stories. You may want to interview people, do internet research, or other things.
- ☐Write the script that you will read.
- Practice presenting in a professional manner, either by yourself or with your co-anchor.
- ☐ Record and edit your news show, or invite people to view it live.

Game Project

Directions: You will create a game that can be played by the people in your office and the other interns. Don't make it too easy, but don't make it too hard either! The topic should be something related to the work your office does.

Important Steps:
- ☐Decide what game you would like to create. You could create something like Jeopardy, with questions that get increasingly harder in several categories. Or you could create something like Trivial Pursuit, with lots of questions and a game board. Or you could create a Charades game where people have to act things out. Or you could create a Pictionary game where people draw things. Or you could create something like Wheel of Fortune, where people guess phrases.
- ☐Create the necessary game questions and game pieces. Be sure to write up the rules!
- ☐ Play your game with other interns and people in the office.