

## The Internship Survival Kit

### What is it and what's in it?

The Kit consists of a number of elements which are complementary and compulsory to help students with **Workforce Ready** awareness. The Kit is housed in Trident Learning and runs alongside your regular program of study.

Elements include:

- Self-directed Workforce Ready Skill Course
- Mini Research Essay
- Internship Commitment Letter
- Information on Orientation Workshops
- Internship WIKI-Portfolio, Instructions and more.



## Benefits of the Internship Program

- Better trained graduates with a leading edge in the workplace as well as insights into professionalism and proper social behavior.
- Better relationships with industry, government and business.
- Better prepared students who are more desirable to employers and are ready to meet today's challenging work environment.
- Competency transfer for effective and responsible students.
- Better education to students by students returning and sharing their experiences with instructors and peers.
- Partnerships with students and work-site help to establish the validity of the SJPP's programs as nationally sound and recognized among students, employers and peer institutions.



## Proposed Internship Program Guide



SJPP Liaison Office

# Understanding your part in the Internship Program

## How do I qualify for an Internship?

Easy! Achieve 80% attendance, maintain a minimum GPA of 2.0, complete the survival Kit, exhibit good behavior and deportment and that's it!

## Who are some of the SJPP's Partners?

Halton Graphic Ltd  
Nation Publishing Company Ltd  
Caribbean Broadcasting Corporation  
The Crane Resort  
Sandals (Barbados) Resort & Spa  
Chickmont Foods Ltd  
Barbados Light & Power Company Ltd  
Genetics Beauty Salon  
Waves Salon & Spa  
Prestige Nails  
Neatwear Fashion  
Te-mari Couture  
Royal Westmoreland  
The Transport Board  
The Government Printer  
Barbados Agriculture Development Management Company—BADMC  
Solar Dynamics  
Steve Building Works Ltd  
The University of the West Indies  
Preconco Ltd  
Gordon Ashby Architects  
SRM Architects  
Rimco (Barbados) Ltd  
Aqalawn Services Inc  
Williams Equipment Ltd  
Simpson Motors

McEneaney Quality Motors  
Barbados Pig Production  
Ministry of Agriculture  
The Soil Conservation Unit  
The Child Care Board



## How do I prepare for my internship?

The guide lines to help you be your best self are outlined in the Internship Survival Kit. Remember you will need an updated and grammatically correct Curriculum Vitae.

## How do I get access to the Survival Kit?

All students will be provided with a login name/ username and password to access our Virtual Campus (Trident Learning)...from this you will be able to access your main Blended Learning courses as well as the survival kit. You will also gain access to a SJPP email account while you are a student. It is important to check this email from time to time for key bits of information to help you along your journey.

## As an intern I will be doing work like an employee. Does that mean I get paid like an employee?

No! Interns are not employees. They may be provided with a stipend, but this is optional. The focus is on gaining meaningful experience to enhance your CV and open doors for you to network in the field of your career choice. Interns while performing similar tasks as paid employees are still in the learning phase of career development. The internship is a part of your study program, and not a job. It's an opportunity to test drive your career.

## Will I be visited while on my Internship?

Yes, your instructors will be visiting to check on your performance.

## Will I be graded on the Internship?

Yes! Your Worksite Trainer will be assessing you. They will grade you and send the grade to us at the SJPP.

## Internship Extras

- Internship Webpage/Tab
- Workforce Ready Brochures
- SJPP Alumni Databank
- SJPP Job Placement Databank