

## ***2018 FocusMaine Intern Experience***

After a successful 2017 pilot initiative, FocusMaine is excited to begin the 2018 FocusMaine Intern Experience to continue this valuable educational and networking tool for interns that aims to keep more great talent in Maine. We invite you to join our 2018 program. There is no cost to participate.

### ***The program***

Approximately 300 interns will participate in the 2018 FocusMaine Intern Experience. We will kick-off this year's program at a welcome event in Portland, followed by a series of professional and social networking events throughout the summer that will give them the opportunity to see the breadth and vibrancy of economic activity in Maine beyond their individual employers. Participating interns also will be invited to take part in a variety of volunteer and recreational opportunities.

### ***Next step***

For more information, please contact [FocusMaineInterns@gmail.com](mailto:FocusMaineInterns@gmail.com). If you are ready to enroll your summer intern(s) in the 2018 experience, please share the following information:

- Business name, physical address, and web site
- Intern manager/coordinator name, email and phone number
- Number of paid interns expected in 2018

### ***FocusMaine Internship Standards/Employer Requirements***

- Compensate the intern at least at the required state or local minimum wage
- Provide challenging, project-based work assignment where the intern can apply knowledge gained in the classroom
- Project must have clearly defined objectives and learning goals which are transferable to entry level knowledge work
- Provide adequate support and supervision, as well as regular check-ins to track progress toward goals and address challenges; provide appropriate training on business systems, processes, and procedures
- Offer orientation to both the intern and manager/mentor so expectations are clear; orientation may range from a structured introduction to the role to a full day immersion into your organization and intern program as appropriate
- Provide opportunities for the intern to showcase and defend their work through presentations, posters, or exhibitions
- Provide the intern with professional development and social networking opportunities, either your own or through the FocusMaine Intern Experience
- Conduct exit interview or survey to gather feedback and ensure continuous program improvement
- Comply with institutional academic requirements to whatever extent is reasonable for interns seeking academic credit for their experience

***Thank you for your interest. We look forward hearing from you!***