

Internship Storytelling

Internship Storytelling is broken down into three parts: (1) Gathering information, (2) Instagram Posts, and (3) Interview articles for KCVC. This document also includes additional resources such as banners and Canva templates.

1. [Gathering Information](#)
2. [Instagram Posts](#)
3. [Interview Articles](#)
4. [Canva templates for Internship Newsletter](#)
5. [Videos for Presentation or Social Media](#)

1. Gathering Information

- a. Depending on what semester it is (Fall/Spring), the Internship Program Manager (IPM) will have given access to Qualtrics surveys with students' internship information. Or, CAs themselves will send out Google Forms to students.
 - i. [Internship sheet](#) → list of students IPM has selected
 1. Although their names are on the list, email them the templates in the next section if they said yes to storytelling (column Y).
 - ii. Emailing students
 1. [Email students depending on the situation:](#)
 - a. For images
 - b. Consent to participate
 - c. Approval of posts (this would be the final stage of posting on Instagram or KCVC)
 2. Email through AskCareer
 - a. Unless IPM says otherwise
 - b. If you receive an email from a potential participant and the Communications Manager (CM) or IPM hasn't forwarded the email to you, simply move the email to the internship folder
 - c. The Google Forms are already attached to the email templates
 - i. [Last-Semester Internship survey](#)
 - ii. [Midterm Survey](#)

2. Internship Posts

- a. Depends on your preference if you want to use a template or create your own. Here are some examples:
 - i. [Canva IG posts](#)



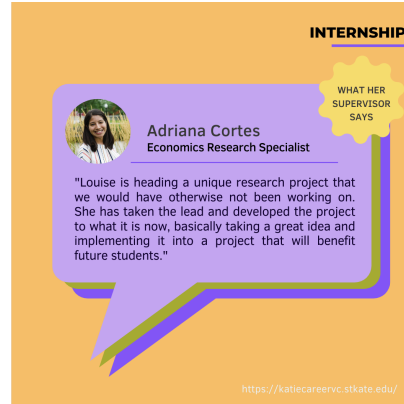
1. 1st slide →

- a. We want to make sure that the student's face isn't covered by the body of words
- b. Name, year, and major should be visible, as well as the internship label (double check with IPM)



2. Second slide →

- a. Usually includes the organization logo or pictures from the worksite
 - i. Some logos are tricky. If the organization is big and known, getting a transparent background in the logo is easy. If the company is lesser-known, getting the image from the student might be easier.
- b. The internship label, name, year, and major should again be visible



3. Third slide →

a. More information to come **(09/19/2023)**

3. Interview Articles

- a. Firstly, don't be scared of conducting interviews. If you have been in an interview before, you already know how it feels to be in the hot seat.
- b. To guide you, here is a [list of questions](#)
 - i. If you don't like some of these questions, you can create your own or Google some. This list already consists of questions found on Google (hehe).
- c. A list of websites that are helpful to look at for preparing
 - i. [Omniscient](#)
 - ii. [wikiHow](#)
 - iii. [Harvard Business Review](#)
- d. Recording information
 - i. You can take notes
 - ii. Ask for consent whether recording a virtual interview or recording a voice
 1. Use [Otter.ai](#) to transcribe the entire interview
 - a. Pros: Very accurate. For the primary and free plan, you can record up to a certain amount of time monthly (there's a big chance you won't have to do more than one interview a semester)
 - b. Cons: Price changes are hard to keep up with
- e. Article writing format
 - i. Here are samples of [interview articles](#)
 - ii. Here is an example of an interview from [KCVC](#)

4. Canva templates for Internship Newsletter



- a. Depends on your preference if you want to use a template or create your own:
 - i. [Newsletter banner example](#)
 1. St. Kate's internship stories should be somewhere noticeable on the banner
 2. Have the student's name and major visible
 3. Either attach the logo, or the student is pictured with it (like in the example above).
6. Videos for Presentation or Social Media
 - a. Find participants and have them consent to using their experiences for social media or event
 - b. Here is a list of questions that can be used for the interview:
 - i. What was most rewarding about this internship?
 - ii. What was most challenging about this internship?
 - iii. Would you recommend it to others?
 - iv. What is it about this organization that led you to work here, and how have you been able to grow?
 - v. What is the culture of the [your] department like at this company?
 - vi. How does [company] equip interns to excel?
 - vii. What does a typical workweek in this role look like?
 - viii. How has St. Kate's prepared you for this role?
 - ix. If you used resources from the Career Development Center, how did they help?
 - c. Record interview and edit video through Canva Template, or any other editing software like Capcuts
 - i. You can add music and cut/crop time out in footage, and have words enter and exit through timeframes
 - ii. Podcast editor to add captions (1 hr free of worth of editing)
 - d. Examples:
 - i. <https://www.canva.com/folder/FAFzCiDbHtY>