



**COVA INTERNSHIP
CONNECTION**

Developing an Internship Program Workbook



**COVA INTERNSHIP
CONNECTION**

Internship Program Charter

Mission



Agency Strategies Supported

THE INTERNSHIP PROGRAM WILL SUPPORT THE FOLLOWING KEY AGENCY STRATEGIES:



Stakeholders

KEY STAKEHOLDERS OF MY AGENCY'S INTERNSHIP PROGRAM INCLUDE:



Approach

THE INTERNSHIP WILL OPERATE WITH THE FOLLOWING PRINCIPLES:



Key Deliverables



Success Measures





Internship Role Profile

Internship Position Overview



**ADD INFORMATION ABOUT THE DEPARTMENT,
DEPARTMENT MISSION, LOCATION, ETC.**

Internship Position Objectives



**ADD KEY POSITION OBJECTIVES FOR THE INTERNSHIP
EXPERIENCE**

Required and Preferred Education, Skills, Abilities, and Experience



**ADD PREFERRED PROGRAM AREAS OF STUDY, LEVEL OF
EDUCATION, ETC.**



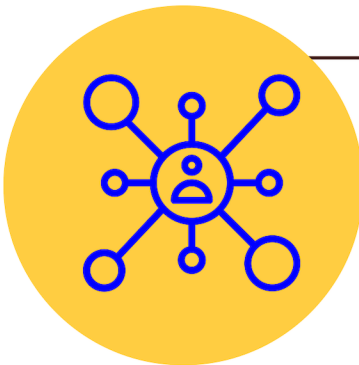
**COVA INTERNSHIP
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Marketing & Recruitment Plan

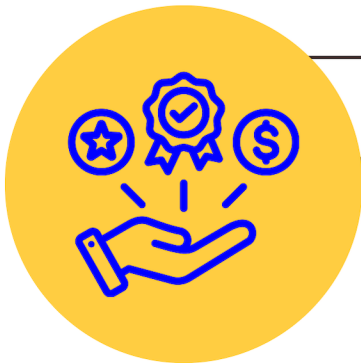
REMEMBER YOUR WHY...



LIST YOUR TOP
RECRUITMENT GOALS



HOW WILL YOU CONNECT?



WHAT UNIQUE BENEFITS
DO YOU OFFER?



**HOW WILL YOUR
ORGANIZATION STANDOUT?**

TOOLKITS AND TRAINING

DHRM Internship Toolkit: <https://www.dhrm.virginia.gov/docs/default-source/talent-acquisition-resources/internship-toolkit.pdf?sfvrsn=0>

The Virginia Talent+Opportunity- Developing an Internship Program: <https://virginiatop.org/course-catalog/>

Suggested Modules

Module 1: Definitions and Types

Module 3: Program Development

Module 5: Onboarding

MARKETING

Virginia Jobs Internship Page: <https://www.jobs.virginia.gov/internship-opportunities>

Handshake: <https://joinhandshake.com/>

University Career Services:

[Christopher Newport University](#)

<https://cnu.edu/careerplanning/>

Phone: 757-594-8887

Email: ccp@cnu.edu

[George Mason University](#)

<https://careers.gmu.edu/>

Phone: 703-993-2370

Email: careers@gmu.edu

[James Madison University](#)

<https://www.jmu.edu/career/index.shtml>

Phone: 540-568-6555

[Old Dominion University](#)

<https://www.odu.edu/career-services>

Phone: 757-683-4388

Email: [cgs@odu.edu](mailto:cds@odu.edu)

[Radford University](#)

<https://www.radford.edu/content/career-services/home/employers.html>

Phone: 540-831-5373

Email: csc@radford.edu

[University of Richmond](#)

<https://careerservices.richmond.edu/>

Phone: 804-662-3032

Email: hirespiders@richmond.edu

[Virginia Commonwealth University](#)

<https://careers.vcu.edu/>

Phone: 804-828-1645

Email: careers@vcu.edu

[Virginia Tech](#)

<https://career.vt.edu/for-employers/employer-relations-staff.html>

Phone: (540) 231-6241

[William & Mary](#)

<https://www.wm.edu/offices/career/>

Phone: 757-221-3231

Email: career@wm.edu

University Career Services (HBCU)

[Hampton University](#)

<https://home.hamptonu.edu/career/>

Phone: 757-727-5331

Email: careercenter@hamptonu.edu

[Virginia State University](#)

<https://www.vsu.edu/student-life/career-services.php>

Phone: 804-524-5211

Email: careerservices@vsu.edu

[Virginia Union University](#)

<https://www.vuu.edu/academics-at-union/student-success/workforce-development-and-training>

Phone: 804-257-5780

Email: workforcedevelopment@vuu.edu