



Tekniksprånget

Mentor





Before the internship

This is a guide for you as a mentor within Tekniksprånget. It is intended to facilitate and contribute to a rewarding internship experience for you and your intern.

Checklist the start of the internship

Being new to a job is both exciting and unfamiliar. To ensure that the introduction of your Tekniksprånget intern goes as smoothly as possible, it is good to review the following points:

- Access card/authorization and email
- Desk and computer
- Protective equipment and locker
- Notify the intern where and when you will meet on the first day
- Inform internally about the intern and Tekniksprånget
- Notify the receptionist
- Plan tasks that the intern can perform
- List contact details for key people for the intern
- Ensure that the intern has someone to have lunch with during the first few days.

First few days

During the first few days, it is good to inform the intern about what applies regarding:

- Working hours
- Reporting sickness and any leave
- Safety and confidentiality:
It is important to inform them about the confidentiality rules, as we encourage interns to share their internship experience on social media #tekniksprånget
- Private use of phone and computer
- Lunch and coffee breaks
- Policy on meeting attendance and the possibility of working remotely.

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Internship month 1

Overview and Onboarding

Objective

The intern should gain a broad understanding of your organisation and get started with their tasks.

Introduction to the Workplace

Help the intern understand the business and get to know the organization. A good introductory task during the first week is to have the intern create a presentation that explains why your organization exists, what you do, what types of engineers work for you, and what tasks they have.

Suggest that the intern create a LinkedIn profile and begin establishing a professional network.

Provide suggestions for people the intern can contact and materials/links that may be helpful. Ask the intern to book a time for the two of you to go over the presentation together.

Introduction to the work tasks

Go over the intern's work tasks and inform them of what to do if they need help

Expectations document

Schedule a meeting during the first week to discuss and document your expectations for the internship and for each other, see next page.

Förväntansdokument

1. Vilket utbildningsprogram kommer du att delta i under ditt praktiklopp?

2. Vilka förväntningar har du på ditt praktiklopp?

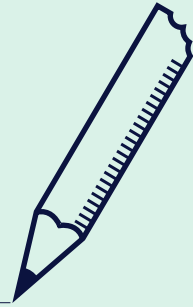
3. Vilka kunskaper och färdigheter har du som du tror kommer att vara användbara för ditt praktiklopp?

4. Vad kan vi göra för att hjälpa dig under ditt praktiklopp?



Expectations document

Your expectations will shape the experience over the coming months. Therefore, take time during the first week to discuss your expectations for the internship and for each other.



1. What are the intern's expectations and wishes for the internship?

2. What expectations do you, as a supervisor, have for the intern?

3. What can the intern expect from you as a supervisor?

4. Schedule regular check-in meetings..

Internship month 2

Work is underway

Objective:

The intern should gain insight into what it means to work as an engineer, as well as an understanding of what an engineer does at your workplace.

Tasks

The intern's tasks are in focus. Through meetings and personal experiences, the intern should gain an understanding of what an engineer can work with.

Mid-term evaluation

Schedule a mid-term evaluation. Based on the expectations document, discuss how the intern perceives the tasks and workload and what has worked well and less well.

Extra projects

Encourage the intern's curiosity and innovative thinking to investigate, evaluate, and propose new solutions to a challenge. Based on the intern's knowledge and interests, there may be more tasks that your organization wants to have performed.

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Internship Month 3

Work continues, the network grows

Objective:

The intern should gain insight into what it means to work as an engineer and have the opportunity to network.

Tasks

The intern's tasks are still in focus during the third month.

School Visits

Interns play an important role in increasing interest in engineering among young people. It is therefore desirable for the intern to visit at least two high schools to talk about their internship and Tekniksprånget.

On the Tekniksprånget website, the intern can download and order materials for school visits. Take advantage of the opportunity to be visible among future employees through your intern. Talk about how your business can be represented in a good way

Networking

Encourage the intern to make new contacts and get to know more colleagues. If possible, let the intern visit open house events at universities..



I never thought my upper secondary school knowledge would take me here —that I would get to work as an engineer and learn things I wouldn't have experienced otherwise..

Rafaël, tekniksprångare

Internship Month 4

Delivery and conclusion

Objective:

The goal is for the intern to complete their tasks, evaluate their work and internship, as well as suggest improvements.

Finalising Tasks

The intern should complete their tasks and present the results. Please provide the intern with references and endorse their skills on LinkedIn.

Evaluate the internship

Ask the intern to answer the questions below in a document or presentation. If possible, let the intern speak to the management about their internship:

- How have you experienced your internship?
- What tasks have you worked on, and what have you learned?
- What has been most rewarding?
- Do you have any recommendations for future mentors/interns?
- Do you have any suggestions for tasks for future interns?

Handover

Ask the intern to create a document to facilitate the handover of their tasks. The document may include a description of the tasks, what has been completed, and what remains to be done.

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The engineering profession is much more fun and flexible than I had imagined. There are so many possibilities, no matter what education you have.

Hilda, tekniksprångare

Thank you!

Thank you for engaging as a mentor in Teknicsprånget! You are making an important contribution to a young person's future!

If you have any questions or concerns regarding Teknicsprånget or your role as a mentor, please contact us at Teknicsprånget. You can reach us at: teknicspranget@iva.se or visit teknicspranget.se

On www.teknicspranget.se/handledare, you can find more information about the support we offer to you as a mentor. Here you will also find inspiration and suggestions for tasks that are suitable for a Teknicsprånget intern.

teknicspranget.se


Teknicsprånget


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