

A photograph of two men sitting at a desk in what appears to be a computer lab or office. The man in the foreground is wearing glasses and a denim jacket, smiling broadly. The man behind him is also smiling. The entire image is overlaid with a semi-transparent red color. The text 'HELLO MENTOR!' is written in a white, hand-drawn, brush-stroke font across the center of the image.

HELLO
MENTOR!

Tekniksprånget

PROGRAM STRUCTURE



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 for internship start

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.

Internship Month 1

Overview and start-up

Objective:

The intern should gain a comprehensive understanding of your business and get started with their work 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.

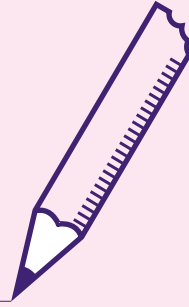


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Expectations document

Your expectations will affect the experience of the coming months. Therefore, discuss your expectations for the internship and for each other during the first week. _____



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

2. What are your expectations for the intern as a mentor?

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

4. Schedule regular follow-up 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 project

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 have had the opportunity to work with cutting-edge technology during my time as a Tekniksprånget intern.

Yusuf Mohamed,
Tekniksprånget intern

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.

Complete 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 did you experience your internship?
- What have you done and what have you learned?
- What has been the 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 tasks. The document may include a description of the task, what has been done, and what remains to be done.

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I am interested in engineering and through Tekniksprånget, I got to try out what my future could look like.

Emma Ek,
Tekniksprånget intern



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

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

On www.teknikspranget.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 Tekniksprånget intern.

teknikspranget.se

Tekniksprånget



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