

About Opportunity College

[Opportunity College](#) designs and operates innovative “Learn and Earn” education-to-employment pathway programs. We work to accelerate students—who are typically 16-26 year-old, first-generation college students from low-income households—into good jobs where they can continue their education toward a college degree. We are especially focused on designing pathways with stackable credentials that students can complete part-time, online, and in alignment with their full-time job. Opportunity College offers an affordable way for students to train for in-demand jobs (e.g., entry level roles in the tech sector), gain immersive work-based learning experiences, and earn credentials and degrees to thrive in an upwardly mobile career.

Employer-Embedded Internship & Intern Seminar Course

Opportunity College works with nonprofit educational partners to support young adults to access high-impact, paid internship experiences at local employer partners. In this work-based learning program, interns are assigned to teams at the employer partner, while complete Opportunity College’s Intern Seminar academic coursework in parallel.

Goals of the Program: *Students will....*

- Gain meaningful work experience
- Master professional skills at an accelerated rate
- Build professional and social capital
- Explore career interests
- Secure an offer (at internship host site or another company) that fosters progressive work experience

For many students, this may be their first experience in an office workplace. Thus, effective onboarding, targeted skills development and guided reflection can help students to get the most out of their on-the-job experience and ensure that intern managers’ time is highly leveraged. The Intern Seminar course is designed to support students to develop the personal and professional competencies needed to succeed in the workplace. These skills include time management, communication, critical thinking, dependability, ability to give/receive feedback, and other core 21st century skills. Instructors support students to advance their competencies on a [professional skills rubric](#), an artifact that is shared between interns, their managers, and OC instructors.

Our Approach: How students develop professional competencies

- **Theory** - Learn key skills in the classroom environment
- **Application** - Practice new skills on-the-job or in classroom setting
- **Feedback** - Receive feedback aligned to course content and Skills Rubric

- **Reflection** - Process and reflect in a cohort learning community during weekly Intern Seminar course and through formal end-of-semester portfolio presentations

Opportunity College and Employers partner closely together to support and develop students, as follows.

	Opportunity College	Employment Partner
Theory	<p>Instructor leads regularly scheduled (i.e., weekly) virtual Intern Seminar class to teach students key professional skills and strategies for applying skills</p> <p>(Students also have asynchronous assignments where students will learn about workplace skills and expectations through articles, videos, and other resources)</p>	<p>Managers attend onboarding and trainings to understand program goals, content taught in Intern Seminar and how they can create a meaningful work-based learning experience for their intern</p>
Application	<p>Instructor assesses proficiency on skills rubric based on in-class assignments</p>	<p>Managers create working environment and assigns projects that enable students to apply skills from Intern Seminar to the workplace</p> <p>Manager assesses proficiency on skills rubric</p>
Feedback	<p>Instructors provide students skills-rubric aligned feedback on assignments, portfolios, and performance in class</p>	<p>Managers provide students skills-rubric aligned feedback on quality of work and performance in workplace</p>
Reflection	<p>Students reflect on their strengths, areas for growth, key learnings, and takeaways in class and through assignments, weekly reflections and final portfolio presentations</p>	<p>Managers regularly engage in reflection with students and attend final portfolio presentations</p>

The following page provides is an overview of the Intern Seminar curriculum. Modules can be sequenced in a variety of ways to accommodate internship/program timeline and calendar.

Modules & Outcomes

Becoming a Professional

Craft professional brand and identify strategies to build your brand, for example through building relationships and dependability.

Workplace Skills

Learn and apply workplace skills such as receiving feedback, writing effective emails, and managing a calendar.

Personal Development

Develop oneself by setting goals, building resilience, and increasing awareness about strengths and growth areas.

Communication

Identify self and others' preferred communication style and improve communication skills in a variety of contexts.

Interpersonal Skills

Learn/apply strategies for effectively working with others in multiple settings.

Critical Thinking

Refine approach to problem solving using a critical thinking framework.

Lessons

- Crafting your Professional Brand
- Building Relationships
- Active Listening
- Dependability
- Proactive Communication

- Time Management
- Productivity
- Setting up your Calendar
- Writing Effective Emails
- Note-Taking
- Receiving Feedback

- Generating SMART Goals and Action Plans
- Resilience and Perseverance
- Continuous Learning
- Self-Awareness/ Reflection

- DISC Communication Styles
- How to Advocate
- Difficult Conversations
- Written Communication
- Presentation Skills

- Contributing to a Team
- Impact on Team Climate / Self-Awareness
- Leadership
- Conflict Resolution
- Group Application Activity

- Identifying a Problem
- Analyzing a Problem
- Generating Solutions
- Evaluating Solutions
- Perspective-Taking