Internship Program Toolkit

Aviation & Aerospace

This toolkit is a tailored companion to the InternshipsVA Employer Toolkit. Developed in partnership with the Virginia Aviation Business Association (VABA), it is designed to help Virginia aviation and aerospace employers understand why internships are a strategic talent pipeline tool, identify roles and functions that are well-suited for interns, and build a right-sized program that supports entry-level hiring, future growth, and business continuity.

How to use this toolkit

- Use this document as a practical planning guide to launch your first internship program or strengthen an existing early talent strategy
- Start with the sections most relevant to your business needs, such as project scoping, recruiting timelines, compensation, supervision, or conversion planning
- Use the worksheets at the end to translate ideas into internship roles, manager expectations, and measurable program outcomes

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Why Internships Matter

Virginia offers a strong environment for aerospace employers. The Commonwealth is home to a thriving industrial and innovation ecosystem for aerospace companies, including commercial and general aviation, advanced air mobility and unmanned systems. Over 60 aerospace and UAS projects have been announced in Virginia over the last decade, representing more than 4,600 jobs and more than $865 million in investment.

Virginia's advantages for this sector include its airports, NASA Wallops Flight Facility, the Mid-Atlantic Regional Spaceport, NASA Langley Research Center, the National Institute of Aerospace, and Virginia's concentration of engineering, IT, defense, and advanced manufacturing capabilities.

For employers, that ecosystem creates opportunity, but it also increases competition for talent. Engineering, avionics, quality, maintenance, supply chain, cybersecurity, and production roles often require technical aptitude, sector-specific onboarding, and, in some cases, familiarity with regulated or secure environments. Internships help employers start that development process earlier and more intentionally.

Why internships are especially strategic in this sector

- They reduce hiring risk by allowing employers to evaluate technical ability, problem-solving, professionalism, and team fit in a real work environment
- They shorten ramp-up time because interns can learn company tools, platforms, documentation practices, and workflows before a full-time offer is made
- They create a structured pathway into difficult-to-fill roles in engineering, manufacturing, quality, MRO, logistics, and mission support
- They help employers build long-term workforce continuity in a sector where precision, safety, compliance, and institutional knowledge matter

The business case: apply the general internship value chain to an industry with high onboarding costs

The InternshipsVA Employer Toolkit frames internships as a talent strategy that can improve recruitment, readiness, retention, workload capacity, manager development, innovation, and employer brand value. Those benefits are especially relevant in aviation and aerospace, where the cost of a bad hire can be high, onboarding can be lengthy, and project work often benefits from analytical support, detailed documentation, and process discipline.

Value lever	What it can look like in aviation and aerospace
Recruitment	Use internships to preview future hires in engineering, production, maintenance, supply chain, or mission support roles before extending a full-time offer

Readiness	Expose interns early to quality standards, regulated processes, design reviews, testing cycles, production planning, or maintenance documentation so they arrive more job-ready later
Retention	Converted interns often understand the culture, systems, and workflow before they start full-time, which can improve engagement and decrease early attrition
Innovation	Interns can bring fresh technical ideas, digital skills, and curiosity that help teams revisit long-standing processes or identify opportunities for improvement
Workload and capacity	Interns can take on scoped projects in data analysis, documentation, test preparation, process mapping, BOM clean-up, inventory support, quality reporting, or supplier research

Where Interns Can Add Value: High-Potential Entry-Level Roles

Below are sample occupations and role families where internships can support future entry-level hiring. Employers do not need to launch internships for all of these; the best starting point is usually one or two roles that align to real projects and known talent gaps.

Role	Typical Intern Work	Student/Program Feeder
Aerospace or Mechanical Engineering Intern	Support design calculations, CAD updates, prototype documentation, test analysis, or manufacturing problem-solving	Aerospace engineering, mechanical engineering, engineering technology, physics
Electrical / Avionics Intern	Assist with wiring diagrams, test procedures, troubleshooting support, component documentation, or systems integration tasks	Electrical engineering, mechatronics, avionics, electronics
Systems Engineering Intern	Track requirements, support verification matrices, update technical documents, or assist with integration/test planning	Systems engineering, aerospace, industrial engineering, applied math
Manufacturing / Industrial Engineering Intern	Map production flow, analyze bottlenecks, support standard work, assist with lean projects, or collect line data	Industrial engineering, manufacturing engineering, operations management
Quality Assurance / Quality Control Intern	Review inspection records, trend nonconformances, support root cause analysis, or help maintain quality documentation	Quality systems, engineering, statistics, manufacturing technology

Supply Chain / Procurement Intern	Track suppliers, update inventory data, support material planning, risk analysis, or expedite documentation	Supply chain, logistics, business analytics, operations
Maintenance Planning or MRO Intern	Support maintenance scheduling, records management, parts tracking, work package preparation, or compliance documentation	Aviation maintenance, aviation management, logistics, business operations
A&P / Aviation Maintenance Technician Intern	Assist with approved maintenance tasks, inspections, troubleshooting observation, tool control, and maintenance records within training and supervision limits	FAA Part 147 aviation maintenance programs, AMT programs, technical colleges
Safety / Compliance Intern	Assist with audit preparation, SMS documentation, incident trend analysis, training records, or regulatory file organization	Safety management, aviation management, business, engineering
Program / Project Support Intern	Support schedules, action-item tracking, customer deliverables, budget support, or subcontract coordination	Business, project management, engineering management, finance

Employer Tip

Do not define the internship only by title. Define it by a business problem, a set of deliverables, and the skills required to complete the work well.

In this sector, scoped work matters. A successful internship should contribute to production, compliance, design, analysis, service, or operational efficiency, not just observation.

Examples of Intern-Ready Projects

- Analyze engineering, production, shop floor, maintenance, or rework issues and present process improvement recommendations
- Update engineering drawings, bills of material, work instructions, inspection guides, or technician job aids under supervision
- Support test planning, equipment setup, inspection preparation, data capture, and result summaries for technical teams
- Organize compliance files, quality documentation, maintenance records, tool-control logs, and calibration records
- Support inventory counts, parts kitting, parts labeling, supplier lead-time research, and sourcing-risk documentation
- Build dashboards for defect trends, on-time delivery, inventory movement, tool usage, or maintenance backlog

- Prepare standard work, visual job aids, inspection guides, training materials, or onboarding resources for technical and production teams
- Support supervised projects in aviation maintenance, production, machining, fabrication, electronics, mechatronics, UAS, or advanced manufacturing
- Participate onsite in supervised shop, hangar, lab, production-cell, or maintenance-floor work involving tools, materials, equipment, quality, safety, or workflow improvement

Internship Models Tailored to Aerospace Employers

Aerospace employers vary widely, from defense contractors and advanced manufacturers to airport operators, maintenance providers, aviation service firms, UAS companies, and space organizations. The right type of internship, or model, should reflect the employer's work environment, project needs, supervision capacity, and future hiring goals.

Model	When it works best
Engineering project internship	Best for design, systems, test, mission systems, UAS, or product development teams; interns own a scoped technical project with a final presentation and documented output
Manufacturing / production internship	Best for companies that need help with throughput, documentation, quality, industrial engineering, or shop-floor process improvement
Maintenance / MRO internship	Best for companies with inspection, maintenance planning, records, or component support needs; pair strongly with safety and documentation systems
Supply chain / operations internship	Best for material planning, procurement analytics, scheduling, supplier communication, logistics, and order tracking
Program support internship	Best for defense, government, airport, and mission-support environments where scheduling, deliverables, budget support, and coordination are important
Hybrid rotational internship	Best for employers that want interns to experience multiple functions, such as engineering, quality, supply chain, and operations, before matching them to an eventual role

Choosing the right structure

- Use a traditional summer internship when work is project-based, teams can onboard in a cohort, and the employer wants the broadest student reach
- Use a semester internship or co-op when project continuity is more important than summer-only exposure, especially for manufacturing, maintenance, operations, and long-lead engineering work
- Use a rotational model when you are still testing which business units are best equipped to host interns or when you want to evaluate students for multiple potential full-time pathways

- Use a micro- or pre-internship project when you want to identify strong students before offering a longer summer role. This can be useful for analytics, documentation, CAD, or research tasks

Sector-specific design considerations

Plan early if security forms, facility access, badging, or pre-employment screening could affect an intern start date.

If the role is hands-on, coordinate with operations, EHS, quality, and IT before recruiting begins so equipment, floor access, and training requirements are clear.

Where possible, combine technical work with exposure to the broader mission (e.g., design review meetings, test observation, quality audits, customer requirements, or aircraft/space systems context).

How to Build or Grow a Program That Fits Your Business

Strong programs begin by addressing clear business problems, preparing managers, integrating across functions, allocating resources, leveraging external partners, and measuring outcomes.

Step 1: Start with a business need, not a job title

- Which entry-level roles are hardest to fill or take the longest to ramp up?
- Where are experienced employees carrying work that could be delegated, documented, analyzed, or standardized by an intern?
- Which pipeline challenges would benefit from earlier exposure: engineering, maintenance, quality, production, supply chain, or program support?
- What work can be completed in 8 to 12 weeks and leave behind a tangible deliverable?

Step 2: Scope meaningful projects

A high-quality internship in this sector should include work that matters. Intern projects should be connected to a production, operational, quality, engineering, maintenance, or customer need, not just low-priority administrative overflow. Students can handle structured, real work when expectations, context, and supervision are clear. The **InternshipsVA Employer Toolkit** provides helpful guidance on designing meaningful projects for interns.

Design lens	What to look for
Good project design	Specific deliverable, clear owner, realistic timeline, access to needed systems/tools, and measurable definition of success
Weak project design	Undefined role, tasks that change daily without context, or work that depends on approvals/data the intern will never receive

A best practice is to have each host department complete a one-page intern work plan before posting the internship

Step 3: Prepare managers and mentors

Supervisors are often the difference between a transactional internship and a conversion-ready talent pipeline. The **InternshipsVA Employer Toolkit** emphasizes preparing and supporting managers, and that is especially important in technical environments where experts may be excellent practitioners but first-time intern supervisors.

Helpful tips for intern supervision include:

- Assign one direct supervisor accountable for work, feedback, and weekly check-ins
- Assign one mentor who is not the direct supervisor and can answer questions about careers, culture, and how the organization works
- Train supervisors on intern expectations, project scoping, feedback, and what early-career students may or may not know on day one
- Give managers simple tools: onboarding checklist, midpoint review, final evaluation, and final presentation template

Step 4: Build cross-functional support

In an aerospace internship, recruiting and hosting typically depend on more than the Human Resources (HR) office. A smooth experience may require coordination among HR, engineering, operations, quality, line leaders, Environment, Health, and Safety (EHS), facilities, and Information Technology (IT). For secure or regulated environments, legal, compliance, or security may also need to be involved.

Stakeholder	Primary responsibility
HR / Talent	Recruiting process, posting, offer, pay setup, process consistency
Hiring manager	Project scope, work assignments, feedback, and performance assessment
Mentor	Career guidance, context, networking, culture navigation
IT / Facilities / Security	Access, equipment, badging, systems, workspace, safety and security clearances
EHS / Quality / Compliance	Training completion, floor or lab access, safety and documentation requirements
Program coordinator	Schedule, events, communications, intern experience consistency, data collection

Recruiting Strategy and Talent Sources in Virginia

Recruiting for aerospace internships should begin early. The **InternshipsVA Employer Toolkit** recommends planning and promoting internships well before the intended start date, and many engineering-oriented employers recruit in the fall for summer roles. Most large aerospace employers start their main internship hiring season in the fall and typically begin their internship programs in May or June.

Recommended recruiting timeline

- **August - October:** confirm host departments, projects, budgets, and manager capacity
- **September - November:** post summer roles, attend campus events, and begin interviews for engineering, technical, manufacturing, and business support roles
- **December - February:** finalize offers; complete any screenings, facility access planning, or onboarding logistics
- **March - May:** send welcome information, finalize work plans, and confirm equipment, training, and mentor assignments

Talent source categories to include in your strategy

- Four-year universities for engineering, systems, analytics, quality, manufacturing, cybersecurity, finance, and business roles
- Community colleges and technical programs for maintenance, technician, production, quality, logistics, and operations-support talent
- Military transition pipelines for employers that value mechanical aptitude, mission focus, safety discipline, and, in some cases, existing clearance backgrounds
- Regional workforce and education partners that can help identify strong candidates, promote roles, and coordinate engagement activities

Illustrative Virginia education partners to explore

The list below is intentionally illustrative rather than exhaustive. Employers should select partner institutions based on their region, needed skills, and the types of roles they plan to offer.

Intern role	Example programs at universities
Aerospace engineering	Virginia Tech offers an **aerospace engineering** program with coursework in aircraft performance, structures, aerodynamics, space vehicle dynamics, propulsion, and design.
Mechanical and aerospace engineering	Old Dominion University offers undergraduate programs in **mechanical and aerospace engineering**. ODU also offers graduate study in **aerospace engineering** and works with NASA Langley Research Center, the Air Force Research Laboratory, the Naval Research Laboratory, and local industries.
Aviation maintenance and technicians	Liberty University's **School of Aeronautics** offers FAA Part 147 aviation maintenance training and helps students complete A&P preparation in as little as one year.

	The **Aviation Institute of Maintenance** is a hands-on trade school fully accredited by the Accrediting Commission of Career Schools and Colleges and certified by the Federal Aviation Administration. Programs at the Norfolk campus include Aviation Maintenance Technician and Professional Aviation Maintenance. The Manassas campus programs include Aviation Maintenance Technician and Electrical Technician.
Aviation maintenance	The **Virginia Community College System** (VCCS) offers several specialized aviation maintenance, unmanned aircraft systems (drones), and pilot ground school programs. These programs are designed to provide the foundational education and hands-on training needed for various Federal Aviation Administration (FAA) certifications. VCCS maintains a list of courses here: Specific training options vary by location across the state: ▪ **Aviation Maintenance Technology (AMT):** – Blue Ridge Community College (BRCC): Offers an Associate of Applied Science (AAS) degree and certification paths. BRCC boasts a 98.48% exam pass rate, featuring a unique hybrid format where about half of the classes can be completed online before transitioning to hands-on laboratory work at the Shenandoah Valley Regional Airport in Weyers Cave, VA. – Danville Community College (DCC): Offers an AAS and certificate options (Airframe and Powerplant Technology). Classes operate out of the Institute for Advanced Learning and Research (IALR) campus, with facilities located at the Danville Regional Airport. ▪ **Drone / sUAS Operations:** – Virginia Peninsula Community College (VPCC): Offers an 18-credit Career Studies Certificate (CSC) as a Small Unmanned Aircraft Systems (sUAS) Flight Technician. The program teaches students how to legally operate, build, and maintain drones, preparing them for the FAA Part 107 Exam. Similar certificates are offered at Danville Community College, Laurel Ridge, and Mountain Gateway Community College. ▪ **Pilot Ground School:** – Southwest Virginia Community College, Tidewater Community College, and Virginia Western Community College: Provide standard aviation courses, such as Private Pilot Ground School and Commercial Pilot flight training preparations. – Liberty University, Averett University, and Hampton University: Have full pilot programs.
Other aviation roles	The Virginia Department of Aviation maintains a **directory of schools and institutions** in the Commonwealth that offer training for pilots, aviation maintenance technicians, aviation managers, drone operators, air traffic controllers, and other aviation careers.

Compensation, Supervision, and Conversion Guidance

Compensation

Aerospace internships should be paid. The **InternshipsVA Employer Toolkit** stresses that paid experiences are the quality standard, broaden access, and improve employers' ability to attract talent. In technical labor markets where students have multiple options, paid internships are also a competitiveness issue.

- Set pay based on role complexity, local labor market conditions, and your regional cost environment
- Budget not only for wages, but also for equipment, access, PPE, training time, supervision, and any cohort programming
- If your company qualifies, apply for the **InternshipsVA matching grant** to offset 50% of the intern's wages

Onboarding and supervision

Because these roles may require access to tools, systems, labs, hangars, shop floors, controlled information, or safety training, aerospace internships benefit from more deliberate onboarding than some office-based internships. The **InternshipsVA Employer Toolkit**'s onboarding checklist offers a strong model.

Phase	Recommended practice
Before day 1	Complete equipment setup, badging, workspace, software access, and required safety or facility-training plans.
First week	Review the project plan, quality and safety expectations, communication norms, and how the intern's work connects to the team's mission.
Weekly rhythm	Hold a structured supervisor check-in and at least one broader learning or networking touchpoint.
Midpoint	Assess technical progress, professionalism, learning needs, and conversion potential.
Final 1–2 weeks	Have the intern present outcomes, document lessons learned, and discuss next-step opportunities.

Converting interns into full-time hires

The **InternshipsVA Employer Toolkit** recommends using manager and mentor evaluations to identify strong candidates, extending offers before internships end when possible, and maintaining engagement if roles are not immediately available. These practices are especially valuable for aerospace employers because offer timing, graduation timing, project timing, and formal hiring steps may not always align neatly.

- Identify probable full-time openings before the internship starts so conversion decisions are easier to make quickly

- If an intern is not yet graduating, consider a return internship, co-op, or part-time role during the academic year
- If your organization has long hiring cycles, keep candidates warm with check-ins, learning invitations, plant or facility visits, and updates on future opportunities
- Use conversion as a primary Key Performance Indicator (KPI): it is one of the clearest ways to demonstrate internship value to business leaders

Suggested performance metrics

- Number of intern positions posted and filled
- Offer acceptance rate
- Completion rate
- Manager satisfaction
- Intern satisfaction or Net Promoter Score
- Intern-to-return-intern rate
- Intern-to-full-time conversion rate
- Six- and twelve-month retention of converted hires
- Project outcomes (time saved, backlog reduced, quality improvements, documentation completed, process improvements implemented)

Virginia Employer Examples

The following Virginia aerospace employer examples are intended to help companies see how internships can support different business models, from aviation services and airport operations to defense, manufacturing, and space-related work.

Employer Spotlight: Dynamic Aviation (Bridgewater, Virginia)

Dynamic Aviation is a mission-focused aviation company that provides specialized aviation solutions in areas such as defense, civil operations, research support, and emergency response. The company offers internships in areas including facilities, logistics, and engineering, and designs the internship experience to broaden understanding of an aviation operating environment through realistic exposure to work and decision-making.

Learn more here.

Employer Spotlight: Northrop Grumman (Various Sites, Virginia)

Northrop Grumman has a significant footprint in Virginia, including its corporate headquarters in Falls Church and major activity tied to space, defense, and manufacturing. Interns contribute to real projects from day one, helping teams solve complex technical and mission-focused challenges. The company hosts more than 2,000 interns each summer and converts 71% of interns to full-time employees companywide.

Learn more here.

Employer Spotlight: Boeing (Arlington, Virginia)

Boeing announced in 2022 that its Arlington campus would serve as its global headquarters and that the company planned a research and technology hub in Northern Virginia to attract engineering and technical talent. Boeing offers internships in engineering, production, quality, supply chain, business, IT, and analytics, with hands-on projects and structured professional development.

Learn more here.

Employer Spotlight: National and Regional Airports (Various Sites, Virginia)

Many airports in Virginia offer internships in airport administration, airfield operations, maintenance, and aviation safety. The American Association of Airport Executives created an Airport Management Internship Program guide for airports interested in creating or expanding internship programs:

Learn more here.

Helpful Resources

The InternshipsVA Advantage

InternshipsVA (InVA) is a statewide initiative helping Virginia employers create high-quality, paid internships that build strong talent pipelines and help retain Virginia's top talent after graduation. The vision of the program is for all students at each of Virginia's colleges and universities to have the opportunity to participate in at least one paid or credit-bearing internship opportunity before graduation.

Program Offerings

The Virginia Economic Development Partnership (VEDP) InternshipsVA staff provide technical assistance, matching grants, and resources to help employers create and expand effective programs and hire interns.

Whether your organization is hiring its first intern or expanding an existing internship program, InternshipsVA makes internship programs simple, strategic, and affordable with:

- **Expert Guidance:** Regional managers provide direct support on program design and growth.
- **Efficient Recruitment:** Free access to an internship marketplace through Handshake streamlines recruitment, and connections to higher education institutions help employers navigate on-campus recruitment and student engagement opportunities.
- **Practical Training & Resources:** Targeted training sessions, a monthly newsletter, and resources like the Employer Toolkit equip employers with actionable strategies and insights from other employers.
- **Financial Support:** Employers with 150 or fewer Virginia employees who hire qualifying interns can receive a 50% wage reimbursement.
- **Employer Recognition:** Employers offering high-quality internship programs can earn designation as an InVAluable Employer Partner, with Top Employers for Interns recognized annually each fall.

Learn more: Visit the InternshipsVA website

Connect with Virginia's Emerging STEM Talent

The **Commonwealth STEM Industry Internship Program** (CSIIP) helps Virginia employers recruit undergraduate talent for paid internships in science, technology, engineering, mathematics, cybersecurity, and other STEM-related fields.

Managed by the **Virginia Space Grant Consortium** (VSGC), CSIIP provides employers with free, year-round access to a centralized online pool of qualified students from colleges and universities across Virginia. High school students and undergraduate students are eligible to apply.

Employers can leverage VSGC's large statewide network and recruitment strategies to recruit applicants to their internship opportunities. Employers can also do their own recruiting of applicants and refer them to the CSIIP website.

Employers maintain control of the hiring process, including selecting candidates, conducting interviews, setting compensation, and hiring interns directly. Registration does not obligate a company to hire an intern.

Benefits for Employers

- **No-cost access to STEM candidates:** Search a statewide pool of motivated undergraduate students pursuing STEM-related fields.
- **Comprehensive student applications:** Review résumés, transcripts, writing samples, references, contact information, and other qualifications in one place.
- **Targeted candidate searches:** Employers can provide VSGC with desired qualifications and credentials and VSGC can conduct the search and provide employers with applications for review. Employers can also do their own search by college or university, academic standing, major, skills, keywords, or distance from the company.
- **Flexible recruiting:** Post opportunities and hire interns for fall, spring, or summer terms.
- **Direct hiring control:** Select, interview, and employ the candidates who best meet your organization's needs.
- **Personalized assistance:** Receive year-round support from CSIIP staff throughout the candidate search, selection, and hiring process.
- **Potential internship subsidies:** Funding of up to 50% of each intern placement (up to $5,000) is available for qualifying aerospace, aviation, UAS, and cybersecurity internships.
- **Employer recognition:** Participating companies may receive recognition through program communications, the CSIIP website, social media, and press releases.

Employer Commitments

Participating employers must offer meaningful, STEM-related work and employ students directly. Employers establish the pay rate, provide required employer contributions, and assume employment responsibility during the internship. Employers must also notify VSGC of hiring decisions or changes to an internship and complete a brief evaluation at the conclusion of the experience.

Internship schedules can be set by the employer and can be part-time, full-time, onsite, remote, or hybrid. Employers are encouraged, but not required, to provide enrichment activities such as company tours, interaction with senior leaders, and exposure to broader business operations.

How to Participate

1. Register your company through the **CSIIP Employer Portal**.
2. Provide a company overview, website, two points of contact, and a signed participation agreement. Employers are encouraged, but not required, to include available internship descriptions during registration.
3. Search the CSIIP database for candidates who align with your workforce needs.
4. Contact, interview, select, and hire students directly. CSIIP staff can assist with candidate connections.
5. Notify VSGC when an intern is hired and provide the position details, supervisor information, work location, compensation, weekly hours, and employment dates.

Learn more: Visit the **CSIIP website**

Build your Aviation and Aerospace Talent Pipeline

Virginia Flight Ready is a pilot aviation and aerospace career pipeline initiative launched by the **Virginia Department of Aviation** to connect employers with motivated students enrolled in the **Virginia Community College System**. The program brings together the employer support and matching grant framework of **InternshipsVA**, the academic-credit capabilities of Virginia's community colleges, and the statewide aviation industry network of the Virginia Department of Aviation.

The initiative is intended to make it easier for employers to create meaningful, work-based learning opportunities and connect with students interested in aviation, aerospace, advanced air mobility, airport operations, unmanned aircraft systems, engineering, maintenance, avionics, and related career fields. The program will begin as a regional pilot in Hampton Roads before potential expansion to other regions of Virginia.

Learn More: Tess Robertson | (804) 236-3630 | **Tess.Robertson@doav.virginia.gov**

Worksheets and Templates

Worksheet A: Internship Planning Workshop

Question	Notes
Business problem we want an intern to help address	
Department / team	
Potential supervisor	
Potential mentor	
Preferred major(s), credential(s), or technical background	
Main deliverable(s) the intern will complete	
Internship length and timing	
Estimated pay range	
Potential conversion path after internship	

Worksheet B: Sample Intern Role Design for Aerospace

Job description element	Prompt
Job description element	[Example: Manufacturing Engineering Intern | Maintenance Planning Intern | Quality Systems Intern]
Title	Describe why the role exists and the real business need it supports
Purpose of the role	List 4–6 specific duties or projects the intern will own or support
Primary responsibilities	List technical, professional, and sector-specific learning outcomes
What the intern will learn	List required coursework, tools, certifications, or core capabilities

Required skills	List additional desired exposure such as CAD, statistics, ERP systems, shop-floor experience, or FAA familiarity
Preferred qualifications	Specify onsite, hybrid, rotating shifts if relevant, and any physical or facility-access requirements
Schedule and location	Specify pay and any additional supports such as relocation, lunch, parking, or housing support if offered

Worksheet C: Manager Readiness Checklist

- □ I can describe the intern project in one to two sentences.
- □ I know what successful completion of the project looks like.
- □ I have capacity for a weekly check-in and timely feedback.
- □ I know what systems, software, tools, or floor access the intern will need.
- □ I have identified a mentor or secondary support contact.
- □ I understand the basic timeline for recruiting, onboarding, and evaluation.
- □ I have thought through what would make me want to hire this intern full-time later.