

# WePOWER

## Internship Program Module

**EMPLOYER'S GUIDE TO A WELL-STRUCTURED,  
INCLUSIVE, AND YOUTH-FRIENDLY  
INTERNSHIP PROGRAM**

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# What Is the WePOWER Internship Module and Who Is It for?

The South Asia Women in Power Sector Professional Network (WePOWER) supports higher participation of women in the energy sector and utilities and promotes normative changes for women and girls in STEM. An Internship Working Group of WePOWER partners has created this Internship Module as a tool for South Asian energy sector utilities and other stakeholders to establish and/or scale-up their internship programs

## List of All the Attributes of the WePOWER Internship Program

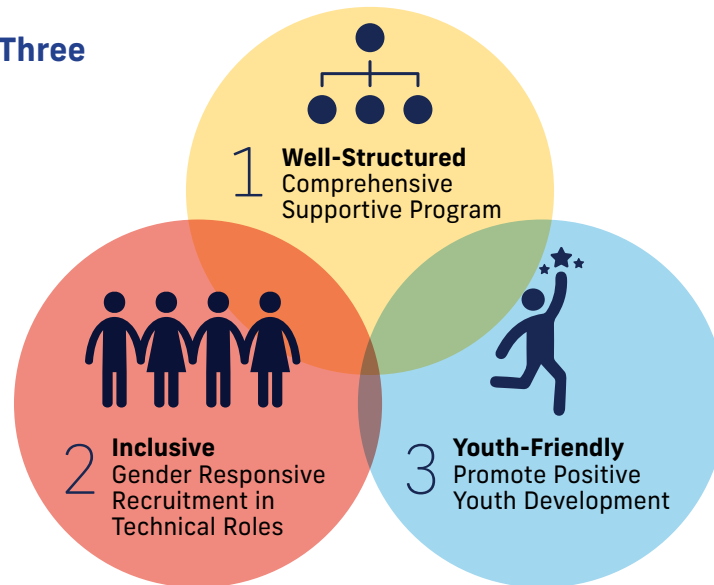
Stages	Steps	No	Attributes	
I. Preparation	1) Pre-Preparation	1	Confirm the Best Internship Type for Your Organization and Develop Your Organization's Internship Policy <input type="checkbox"/>	
		2	Appoint an Internship Coordinator <input type="checkbox"/>	
		3	Identify a Supervisor and Mentor for the Intern <input type="checkbox"/>	
		4	Hire Interns in a Cohort and Create a Women's Cohort <input type="checkbox"/>	
		5	Decide Whether the Internship Program Has Paid or Unpaid for Interns <input type="checkbox"/>	
		6	Define Meaningful Work Assignments for Interns Which Align with Organizational Needs <input type="checkbox"/>	
		2) Recruitment	7	Write a Clear Job Description (ToR) with a Comprehensive Structured Program <input type="checkbox"/>
		8	Communicate Proactively with Partners for Inclusive Recruitment Outreach <input type="checkbox"/>	

Stages	Steps	No	Attributes	
		9	Make the Intern Selection Process as Transparent as Possible	<input type="checkbox"/>
	<b>3) Pre-Arrival</b>	10	Sign the Internship Agreement Between the Intern and the Organization	<input type="checkbox"/>
		11	Provide Safe Transportation and Inclusive Facilities	<input type="checkbox"/>
		12	Activate Anti-Sexual Harassment Measures and Intern's Multiple Response Options	<input type="checkbox"/>
		13	Ensure that Supervisor/Mentor Is Well Prepared to Host Interns	<input type="checkbox"/>
<b>II. Implementation</b>	<b>4) Orientation</b>	14	Conduct a Well-Prepared Orientation	<input type="checkbox"/>
		15	Develop the Intern's Workplan and Set Deliverables and Milestones with the Intern (as per ToR)	<input type="checkbox"/>
	<b>5) Execution the Program</b>	16	Listen to the Interns and Arrange for Regular Supervisor/Mentor's Feedback	<input type="checkbox"/>
		17	Support Interns' Professional Networking Opportunities	<input type="checkbox"/>
		18	Allow Interns Access to Relevant Training for Entry-Level Staff	<input type="checkbox"/>
		19	Make Sure Interns Participate in Organization-Sponsored Community Service Projects	<input type="checkbox"/>
		20	Review Intern's Performance and Deliverables (Evaluation)	<input type="checkbox"/>
<b>7) Closing</b>	21	Hold a Farewell Reception (Recognition and Celebration)	<input type="checkbox"/>	
<b>III. Post-program</b>	<b>8) Maintenance</b>	22	Stay Connected with Interns Post-Completion	<input type="checkbox"/>
	<b>9) Analysis</b>	23	Monitor and Analyze Key Indicators for Next Cohort	<input type="checkbox"/>

## The Internship Module is based on three elements:

- a. A comprehensive literature review of global best practices and research.
- b. Guidance from the WePOWER Internship Working Group.
- c. Summary of Findings and Results of 2022 WePOWER Questionnaire on Internship for South Asia Region Engineering Students.

### WePOWER Internship Three Principles



### Eight Basic Steps of WePOWER Internship

