



WELCOME

# INTERN

## WELCOME PACKET



# WELCOME



*Hi There!*

**I AM MRS. RAY-HEAD AND WELCOME TO PINK STEM INC'S  
W.I.N.G.S. (WOMEN INSPIRING NEXT GENERATION STEMIST)  
INTERNSHIP**

**Feb. 05, 2023**

It is with great pleasure that I welcome you to your W.I.N.G.S. internship program. We are very excited to have you on board with us! We were thrilled to learn about and further your personal, academic and professional endeavors, particularly in the areas of Engineering and IT in the government and community communications management.

We know you will enjoy the W.I.N.G.S. Internship experience. Our internship packet outlines further conditions and expectations at your time here at PinkSTEM. I ensure you if you take full advantage of this experience it can propel you into any direction you desire.

Shall you have any emergencies or feel ill, please let me know on my personal line (678) 833-6950 via text.

*Tamika Ray-Head*

**MRS. RAY-HEAD, FOUNDER  
PINK STEM INC.**

*Let's do this!*

# SETTING EXPECTATIONS

## ENHANCING AND STRENGTHENING THE K-12 STEM PIPELINE

This internship will teach you how to position clients so that they are perceived as the obvious choice using our solutions.

### ✓ EXPECT TO BE PROACTIVE

Learning to be creative must include practicing your critical thinking. Think ahead of your work to prevent roadblocks. You don't look at the ground when you walk. You look ahead for pot holes, curbs...anything that can trip you on your journey.

### ✓ KNOW ABOUT THE COMPANY YOU ARE WITH

Take time to read through the website to get to know about our companies, what we've done, and where we're going. [www.pinkstem.org](http://www.pinkstem.org) and [www.pinkengineeringedu.com](http://www.pinkengineeringedu.com).

### ✓ ON TIME IS LATE, EARLY IS ON TIME

If you show up late to your internship, it makes it seem like you don't value your time with the company and don't value their work. Lyudmila Bloch, a business etiquette coach at World Class Business Etiquette told Business Insider that when you are consistently late, "you are basically giving a silent message that you don't care." You went through the whole process of applying and getting the internship—you owe it to yourself to take it seriously and make the most out of it.

### ✓ SHARE THE CREDIT

While showing your intern manager what you can do during your internship is important, never forget to share credit when it's due. If you don't acknowledge a fellow intern's work, it could potentially hurt your reputation. Bloch explains to Business Insider, "you won't come across as a team player." And while a company may want a strong individual, they also want someone who can work with others, too.

### ✓ PROFESSIONAL POV

On all team and client calls, make sure you are on screen. Make sure you are aware of the background noise, settings and your attire.

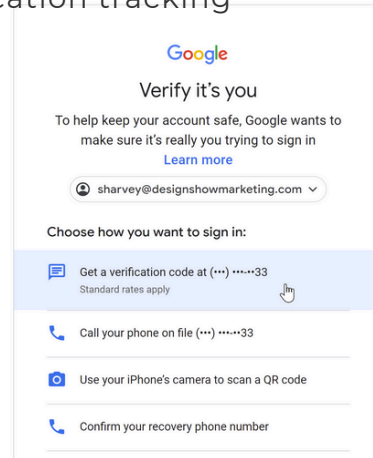
# KICKOFF CHECKLIST

## NEW TEAM EMAIL ADDRESS

you will receive an email with your log in credentials. You are to send only Pink STEM related information through this address. Upload access to your phone and portable for communication tracking

## FIRST SIGN IN

Google may ask to verify your identity. Select Get a verification code at (\*\*\*)\*\*\*-\*\*50 and send a notification to @TamikaHead in Slack to ensure that you get the code to proceed with set up.  
Temporary  
Password:j5HCd8hgC<J\*4dE\*



## SLACK INTRODUCTION

Our team messaging app. Your pro email will be sent an invitation to the team channel **designshow-team**

Video 1:12: [What is Slack?](#)

Video 20:22 [How to use Slack](#)

Once you gain access please introduce yourself to the team.

example

*"Hi, my name is Bridget and I'm the new Computer Science intern. I'm a junior at Georgia State University majoring in Computer Science. It's great to meet everyone!"*

## VIDEO: [CLICKUP 101](#)

Our easy to use and navigate project management system. This is where you will find learning assignments.

[Click Here to see your ClickUp onboarding roadmap](#)

## GOOGLE CALENDAR INTEGRATION

Your healthy lifestyle and school is both important to you and us. We host a number of online client meetings and in-person events. Stay up-to-date and in sync with your Design Show Intern Google Calendar events, as well as your personal and school schedules.

# KICKOFF CHECKLIST



## UPDATE YOUR LINKEDIN PROFILE

Having an up-to-date and active LinkedIn profile is crucial to sharing important educational and career milestones and advancing your marketing career. By including skills you have acquired, industry experience, and keeping references updated with recent projects, your profile can be a great platform for demonstrating your drive in building your professional network. With the upcoming internship that you will be announcing soon, being prepared to reshare on LinkedIn will prove how invested you are in carving out a successful career path in STEM.



## SEND YOUR HEADSHOT

We will be using this for our announcement and website. Send to [thead@pinksteminc.com](mailto:thead@pinksteminc.com)  
cc: [ivana@pinksteminc.com](mailto:ivana@pinksteminc.com)



## SCHEDULE YOUR WEEKLY 1:1 WITH MRS RAY-HEAD

In this 1 hour meeting, we will review your tasks and discuss how it contributes to the overall success of the project and moves the company forward. This meeting will be the same day and time every week unless otherwise rescheduled ahead of time by the lead intern or supervisor.

# SUCCESS RESOURCES

## 01 VIDEO: HOW TO OUTPERFORM ON YOUR INTERNSHIP

This portion can contain the main ideas, in the form of bullet points or a short, descriptive paragraph.

## 02 VIDEO: SIMON SINEK START WITH WHY?

All of the clients or partners that Design Show works with make a positive impact on communities.

# HOW TO REACH ME

Office Hours: M - Th 9:00am - 6:00pm EST Anytime after is fine also!

|           |                                                   |
|-----------|---------------------------------------------------|
| ✉ Email   | thead@pinksteminc.com                             |
| 📞 Phone   | (678) 833-6950<br>Emergency (678) 833-6950 (text) |
| 🌐 Website | www.pinkstem.org                                  |