

Task Breakdown

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12:29 PM

The following is how we expected the college intern's time to be spent throughout the summer. We were extremely fortunate that the student we selected was a self-starter and hit the ground running with very little need for assistance. Unfortunately, we kept the intern so busy with software development work that we didn't get the chance to have him shadow the sales process, the business administration functions or even the systems administration teams' work. I liked the idea of giving him the bigger picture of how the entire organization ran but the summer just flew past so fast that we ran out of time.

3 Months Total (plus one week time off)

First Month

33% Shadowing

Team Meetings

- Customer meetings, design sessions
- Sales calls
- Project management, planning
- Systems administration
- Development on selected projects

33% Billable Work

Depending on interns goals, time should lean more heavily towards software dev or systems admin, 75/25 split so they are exposed to both.

Learning experiences

Possible customers he could work with?

Grunt work, no job is all fun

Big deployment of equipment?

33% Preparing HS STEM Program

Design Program

Develop Materials

Ideas:

- AI / Big Data
- Arduino
- Robotics
- Game Development
- Mobile App
- Slow motion Give Camp
- Electron App

1% One Month Review

- What are they doing well
- What do they need to do better
- What could we do better

Other Ideas

Take intern to Pittsburgh TechFest - 6/2 Probably not

Take intern to WordCamp Kent - 6/9 Possibly best choice because it's close

Take intern to PyOhio Columbus - 7/28 Possibly best choice of content

Take intern to SQL Saturday Columbus - 7/28

Second Month

50% Billable Work

49% Preparing HS STEM Program

1% Two Month Review

Third Month

25% Billable Work

74% Run HS STEM Program

Need to schedule close to last 2 weeks of summer for HS and College

1% Three Month Review

Feedback to us on what we could do better

Plan for Intern to take 1 week off (unpaid) during the summer but it can't be at the end of summer due to their running the HS STEM Program.