

Excelerate

Intern Handbook

Your Gateway to 21st-Century Skills & Experience



HEADQUARTERS

DUBAI | USA

CONTACT US

talent.discovery@4excelerate.org

Welcome to

Excelserate's Virtual Internship

We are thrilled to have you join our team! This welcome package serves as your pre-internship guide, providing you with important information and instructions to ensure a smooth and successful internship experience. Please take the time to read through the following details carefully, as they contain everything you need to get started and make the most of your time with us.



Welcome Letter

Dear Exceller,

On behalf of Excelerate, I extend a warm welcome to you! We are thrilled to have you join our team and embark on this exciting journey together.

I am confident that your skills, and unique perspectives will contribute greatly to success. At Excelerate, we are committed to fostering a supportive and inclusive work environment where everyone can thrive and reach their full potential.

I encourage you to embrace new challenges, seize opportunities for growth, and collaborate with your team to drive innovation and excellence.

Once again, welcome to Excelerate. We are honored to have you on board.

Best regards,

Sundar Kumarasamy
CEO
Excelerate

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Platform Overview

a. Platforms used during the Internship

You will be using two platforms:

Engage (from Excelsrate)

The screenshot shows the Engage platform's dashboard. At the top, there is a navigation bar with links for Home, Dashboard, My Experiences, and Site administration. Below this, a large banner says "Welcome back, Excelsrate! 🙌". Underneath the banner, there is a section titled "Experience overview" with search and filter options (All, Search, Sort by experience name, List). Two experiences are listed: "Business Consulting Early Internship Internships" (blue card) and "Business Consulting Early Internship Internships" (pink card).

Google Chat

The screenshot shows the Google Chat interface. On the left, there is a sidebar with links for Mail, Chat, Meet, and Apps. The main area displays a list of conversations. A tooltip on the right side of the screen provides instructions for switching between single and split-pane modes.

Conversation	Last Message	Time
IIT PM 1	Rupesh Patel: @Oreoluwa Ogunmola: What's the status of ...	3 min
PM - Internships	Shivam Vishwakarma: Hello ...	52 min
Vempower Ventures	Komal Kalantre: Happy Birthday @Meghana Pasumarthi 😊 ...	52 min
1607 Pepgora DM Team 3	Moneka: Hi Maryam, I asked lead to schedule it this time. H...	13:52
2107 IIT Application Development Internship	Muhammad Mubeen: Hello fellow teammates the session h...	13:30
1607 Pepgora DM Team 4	Tosan Ajibade: Ahhi Sorry about that, hope you feel better ...	13:02
IIT PM 2	Peter Muraguri: Apologies, guys, I promised to join the mee...	12:45
IIT PM 3	Féabar: Hello Team member, I volunteer to work on questi...	12:43
2107 IIT Digital marketing general group	shazia: So, it's just us two doing the week 2 assignment?	12:24
IIT PM 4		08:10

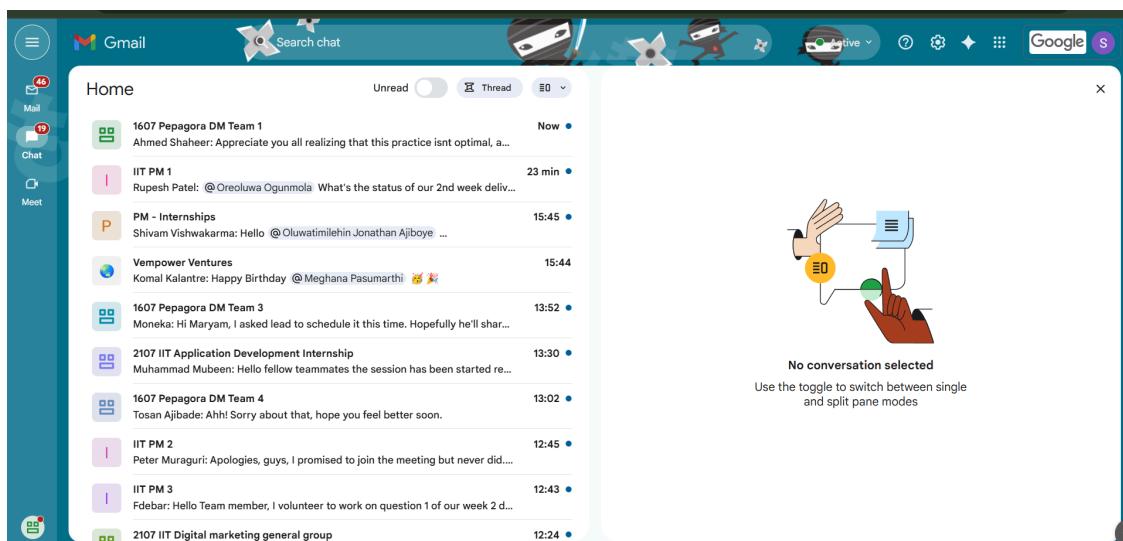
b. Steps to log in to Google Chat

Follow these steps to log in to Google Chat:

- Go to [Link](#)
- Enter your username and password (use the email ID you used to register for your internship).
- After successfully logging in, open your registered email inbox.
- Locate the joining link sent to your registered email address and click on it to join the chat.
- You are all set now!

Note 1: If you are using an Apple device (iPhone or iPad), please download the Google Chat app from the App Store before proceeding.

Note 2: If you registered using an email other than Gmail, please share your alternate Gmail ID with the coordinator to ensure access to Google Chat.



c. Steps to Start Your Experience on Engage

Follow these steps to log in to Engage:

1. Log in to the Excelerate portal via [this link](#). Please use a PC or desktop, and clear cookies and cache data.
2. You should now be able to see the dashboard.
3. Click on the “Global Internships” tab available on the left panel of your dashboard.
4. Click on the “Applied Internships” section.
5. You should be able to see the internship that you have applied for.
6. Click on the “Start My Experience” option present at the bottom of your internship.
7. That's it! You will be successfully redirected to Engage. Once you are on Engage, you can check [this video](#) to understand the navigation steps.

Link to the Engage portal: <https://experience.4excelerate.org/auth/login>

Note: If you are using Apple devices (iPhone, iPad, or Mac), please use the Google Chrome browser to open or run the Excelerate website for the best experience.

Onboarding Checklist

a. Onboarding Meeting

The onboarding meeting is your official introduction to the company. It covers the organization's structure, culture, and guidelines, introduces key figures, clarifies your internship objectives, and aligns you with the company's mission and values for a successful internship.

b. Onboarding Meeting Link

The link will be posted in the internship group in Google Chat at least 24 hours before the meeting. The meeting invite will also be shared with your registered email ID. Respond with "yes" when you receive the email to have the link added to your calendar.

c. Missed the Onboarding Meeting?

Joining the onboarding meeting is crucial as you will meet the team you will work with and understand the details related to your internship. If you miss the onboarding meeting, kindly reach out to us at talent.discovery@4excelerate.org or inform your Talent Management Associate within 24 hours of your start date.

Team Essentials

a. Collaborating with Your Team

If you attend the onboarding meeting, you will be added to the subgroup in Google Chat where you can collaboratively work with your team. The subgroups will be created by the Talent Management Team within 24 hours of the onboarding meeting.

b. Is working individually allowed?

In case you find yourself working individually, please note that it's not necessary. If you are left out individually, kindly reach out to your Talent Management Associate for guidance and support.

c. Finding Your Team

We will add you to the subgroups after the orientation where you can meet and converse with your team and start working with them.

d. Time Mapping Sheet

A Time Mapping Sheet helps our global team stay organized across time zones by documenting internal meetings, ensuring clear communication, coordination, and accountability through detailed records of discussions and insights.

Record internal meetings, fill all fields accurately, include insights, and keep the sheet format unchanged.

Link to the Time Mapping Sheet: [CLICK HERE](#)

FAQs

a. Working Hours for the Internship

You'll work flexibly for 5-6 hours weekly.

b. Weekly Meetings

Each week, there are two official meetings, the Weekly Action Meeting (WAM) and the Team Circle Meeting (TCM). The detailed timeline is as follows:

WEEK	Meetings
Week 1	On-Boarding Meeting & Team Circle Meeting 1
Week 2	Weekly Action Meeting 1 & Progress Update Call
Week 3	Weekly Action Meeting 2 & Progress Update Call
Week 4	Weekly Action Meeting 3 & Final Presentation

c. Internship Incentives

Upon successful completion of your internship, you will be eligible for a badge, completion certificate, and a micro-scholarship of up to \$1000. (*Please note that the scholarship is applicable only to Saint Louis University-sponsored internships.*)

d. Evaluation Criteria for the Micro-Scholarship

Please go through [this link](#) to understand the criteria on which you will be evaluated by your Department Associate in order to determine your scholarship.

e. Redeeming the Micro-Scholarship

You can redeem and utilize the micro-scholarship with Saint Louis University. You can refer to this [scholarship guide](#) to understand the redemption process.

f. Internship Not Visible on Engage Dashboard?

Please kindly reach out to your assigned Talent Management member, share your concern, and provide a screenshot of your dashboard, along with your internship starting date and registered email ID.

g. When do we need to submit the deliverables?

All weekly deliverables must be submitted by Monday. Please ensure you meet this deadline, as extensions will not be granted. The due dates will be updated on the Engage portal.

Key Points:

1. Collaborate with your subteam to complete the deliverable.
2. Each team member must submit the deliverable individually on their respective portals.

h. Point of Contact?

First Point of Contact (POC):

- TM Associates
- Project Associates

Second Point of Contact (POC):

- TM Support Team <talent.discovery@4excelerate.org>

You will be introduced to the associates of your respective department during the onboarding meeting and through the Engage Portal.

i. Resignation Notice

To resign from the internship, kindly email talent.discovery@4excelerate.org and kindly provide proper reason for smooth offboarding process.

We are delighted to have you as part of our team and look forward to an amazing and rewarding internship experience together. Wishing you the best of luck and success in your virtual internship!