



INTERN PORTAL RESOURCES

Below is a list of the tools available to your intern on the Intern Portal with a short description of each.

Program Resources

- **Announcements** – A section regularly updated with information your intern needs to know about the program and upcoming events. (Note: This is similar to the announcements section of the Supervisor Resource Page.)
- **List of Important Program Links** – A quick reference sheet with the links that your intern will need for the program. (Note: This is the same as the list on the Supervisor Resource Page.)
- **Points System** – A list of how interns can earn points to win a gift card at the end of the summer. (Note: This is the same as the list on the Supervisor Resource Page.)
- **Email Preferences Form** – A form interns can complete to let us know how often they'd like ASI to email them about the program.
- **Program To-Do List** – A fillable list of the items we recommend your intern complete as part of the program. (Note: This is the same as the list on the Supervisor Resource Page.)

Job Aids

- **Goal Sheet** – A template interns can use to list their goals for the internship and the steps they need to take to achieve those goals.
- **Project Tracker** – A sheet interns can use to break down the projects they're working on for you into smaller tasks and keep track of their progress.
- **Week At-A-Glance** – A calendar interns can fill out to quickly see all their scheduled meetings and to-dos for any given week.
- **Daily To-Do List Template** – A sheet interns can use to create a daily to-do list with due dates.
- **List of Free Tools** – A listing of free tools that interns may be able to use to complete the tasks you've assigned them during their internship.

Training

- **App Download Instructions** – Details on how interns can download an app to watch the training videos on their chosen mobile device.
- **Training Video Checklist** – A checklist where interns can keep track of the training videos they've watched and the takeaways they should have gained from each video. (Note: Video names and takeaways are listed in the Available Training Videos document on the Supervisor Resource Page.)
- **Distributor/Supplier Core Curriculum Videos** – We highly recommend all interns watch these six training videos. (Note: Video names and takeaways are listed in the Available Training Videos document on the Supervisor Resource Page.)
- **Elective Videos** – These 31 training videos focus on topics including sales, marketing, graphic design and workplace skills. (Note: Video names and takeaways are listed in the Available Training Videos document on the Supervisor Resource Page.)