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Internship

I am not able to meet with my manager this week due to scheduling conflicts, so we are meeting this Tuesday, January 18, to discuss my internship even more so. Since I can not provide exact schedules and meetings times without discussing with my manager directly, I figured I would do a rough draft and a preface to our meeting. With this information, I hope to relay to her and receive final answers, to which I can update my portfolio.

In terms of a weekly schedule. In order to obtain 85 internship hours over the course of roughly 15 weeks, I plan on dedicating at least 10 hours a week as internship hours. I will obviously go over the 85 hours, but with the number of things I can accomplish through this internship with my job, I believe it is worthwhile to get as much experience as possible. My manager schedules me on "non-coverage" hours when I am doing internship-related things, such as training new partners at our store. This week alone I acquired 20 hours from training a single partner, whereas the other 20 I worked as a normal supervisor. Once I speak to my manager, Rebecca, I will let her know those non-coverage hours are crucial for me to get the experience necessary within this internship!

When it comes to a working plan, I am in contact with Starbucks' director of operations, Connie, who is to be calling me in the next week with ideas on how to obtain internship hours from baristas with previous internship experience. Of course, these ideas along with my own can carry over into next semester's ideas to keep up with the number of hours necessary. When it comes to meetings with my manager, we already discussed that Mondays/Tuesdays of every week are the day(s) we can meet up and discuss the previous/upcoming week. When I speak to her this Tuesday I will have a better idea of her plan for scheduling meetings where we can discuss ideas and strategies during my internship!

As for a rough draft schedule idea, I am going to show my manager something like this:

Week 1: 20 hours
Week 2: 5-10 hours
Week 3: 5-10 hours
Week 4: 5-10 hours
Week 5: 3-4 hours (vacation week)
Week 6: 5-10 hours
Week 7: 5-10 hours
Week 8: 5-10 hours
Week 9: Spring Break
Week 10: 5-10 hours
Week 11: 5-10 hours
Week 12: 5-10 hours

Week 13: 5-10 hours

Week 14: 5-10 hours

Week 15: 5-10 hours

Total Min Internship Hours: 85

Total Max Internship Hours: 114

I haven't specified days of the week because I am a full-time open availability employee. By staying in touch with my manager, Rebecca, District manager, Jackie, and the director of ops, Connie, I feel as though this internship semester will bring me new opportunities, discoveries, and ideas I can utilize in class and in the real world!