

COMD 4900 - Internship



Carolina Henriquez

How I Found the Internship



- Went on websites such as Chegg Internships, Craigslist, LinkedIn and Ziprecruiter
- Met with my supervisor Vince who interviewed me

About Sunright Solar

- Want to help homes go green by installing solar panels on the roof
- Originated in California
- Just moved to New York around August, there's a small team right now of about 4 people
- Working in a shared office at 25 Broadway

My Responsibilities

- I worked Tuesday Thursday and Friday so I would always come in early and check emails and update whatever needs to be updated
- I would then work on redesigning pages and try to get as much possible for each day
- I help redesign most of the paperwork because my supervisor doesn't like the way things are looking
- I update customers on what stage their solar project is on, so that includes calling emailing and sending a text once a week
- Update programs such as Pipedrive for new customers and such

Some Examples of the Files Before

Company Creed

W.A.V.E.
Work Ethic
Attitude
Vision
Excellence

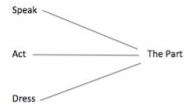
Sunright Nucleus

1. All actions will convey overwhelming care and concern for our Sunright guests, Sunright family and Sunright team.
2. We will smile and greet each other with a positive attitude.
3. We will uphold the W.A.V.E inside and outside our walls.
4. We will hold each other accountable with integrity.
5. We will do our best even when no one is looking.

This is a New Employers Manual

PROFESSIONALISM

S.A.D.



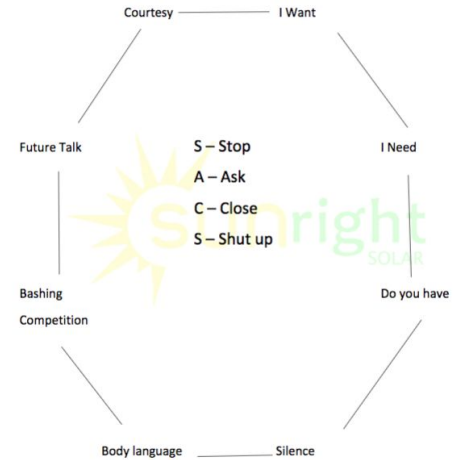
IMPORTANCE OF BREAKING DOWN DAYS

What you are doing is finding out what works for the leaders who are setting the pace. This helps you be more effective. What you want to do is execute what you have learned. When finding out what goals the leaders are setting for themselves it helps in setting your own standards and goals to achieve.

5 STEPS TO A PEER PRESENTATION

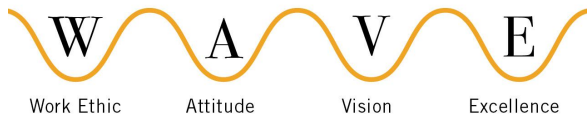
- Intro - Hey, how's it going?
- Short Story - Icebreaking point – What worked for you or what you want to improve on
- Presentation - Explaining how the concepts worked
- Close - I'll have it written up for you tonight
- Rehash - So I'll pitch that to you again tomorrow morning

CLOSING SIGNALS



Some Examples of the Updates I Have Made

Company Creed



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Guidelines

Dress Code

- No visible piercings
 - No visible tattoos
 - No jeans
 - No t-shirts
 - No sneakers
 - Professional dressed at all times:
- 👤 Complete suit with tie
- 👤 Nothing too revealing, Nothing see through

Policy Against Workplace Harassment

Sunright Solar is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers. Non-compliance will result in termination.

Separation

Either Sunright Solar or the employee may initiate separation. Sunright Solar encourages employees to provide at least 2 weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her Executive Partner. The Executive Director has authority to employ or separate all other employees.

Hours of Work

The normal work week for Sunright Solar Monday – Friday (may include the weekend if appointments are scheduled). For Solar Consultants, hours are from 12pm – 8pm.

Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than 24 hours before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

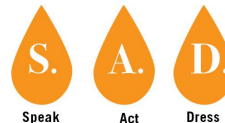
For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of absence.

Excessive absences, tardiness, or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Sunright Solar may counsel employees prior to termination for excessive absences, tardiness, or leaving early.

Professionalism

Importance Of Breaking Down Days

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The Part

Daily Goal Sheets (SMAC)

- S – Specific –no ranges, choose one number
- M – Measureable –put a number to your goal, or make it a yes/no result
- A – Achievable –a reasonable goal
- C – Challenging –a goal that is achievable, but it requires effort and hard work



See Principle

SEE principle is the most important tool to use in the field.



Some Examples of the Updates I Have Made

This is a Sales Pamphlet



What I Learned

- How to use my design skills to organize a lot of information
- How to design things under a strict time limit
- How to use my customer service skills to the test
- Being responsible to work on my own without being told what to do

My Experience

- Finding an internship was stressful at first but thankfully I found one that was the right fit for me.
- The work attire is business appropriate, not a strict dress code but appropriate
- I enjoyed working in an office and meeting new people. Everyone was really friendly!
- I also enjoy being able to do what I've been doing in college which is actually design and getting pretty free reign on what choices I want to make.