

# X3 High School Internship

## Frequently Asked Questions



### **How much of a time commitment am I making?**

If you are in an on-site internship, you should expect to spend 12 hours a week at the internship site over a 13-week period. Some additional time will be spent meeting with an X3 Coach. If you are in a group internship, you should expect to spend 3-6 hours a week meeting as a group.

### **What resources will be available to me?**

X3 is a high-touch experience that includes support with mentoring, monitoring, and evaluation. As an Intern, you will attend a training and orientation and receive materials to use throughout the session. In addition to your access to Future Focused X3 staff and the School Coordinator, who interacts with interns on a daily basis, you are assigned an X3 Coach who will support you throughout your internship experience.

### **Am I considered a paid employee?**

No, an X3 Intern is not an employee. Our program is designed to provide an educational experience with opportunities to develop skills and knowledge in a professional work environment. If internship milestones are met, you will receive a stipend for participating in the internship experience.

### **How do I track my hours worked?**

Interns use an application called ImBlaze. This application has been developed to allow Interns to quickly and easily log check-in and check-out hours. After checking out for the day, the mentor is sent an email to approve the hours. This application also allows interns to set goals for the day and mention what they accomplished, which the mentor and coaches will see.

### **What do I do if the smartphone application for ImBlaze does not work?**

If the smartphone application is not working appropriately, you can go to [futurefocused.force.com/imblaze](https://futurefocused.force.com/imblaze) to log your check-in and check-out times. The login process is the same as the smartphone application.

### **What do I do if I am running late or need to miss due to an emergency?**

In either case early communication is key to ensuring that all parties are aware of the situation. You should email your Coach and Mentor as soon as you know that there is an issue. If your coach or mentor has shared their phone number, be sure to text them as well. A text will likely be received quicker than an email.

### **What if my work area requires a specific dress?**

It is important to understand the expected dress code at the start of the internship. You will have an opportunity to discuss this with your mentor during orientation. X3 Coaches should be aware of any special requirements or concerns. The Future Focused team will assist you in meeting these requirements, if needed.

### **What if the placement does not seem to be working?**

Early communication is essential. If you sense the internship is not going well, contact the X3 Coach immediately. X3 staff will work with you to address any concerns or performance issues with the goal of facilitating a positive experience for all parties.

### **What do I do if I have a concern or a problem exists?**

Immediate communication is the key to a rewarding experience. If you have a question or encounter a problem, contact the X3 Coach and X3 staff. An email including all parties at once has proven to be effective.

**When should I expect to get paid my stipend?**

As long as milestones and weekly hours are met, you can expect for checks and direct deposits to go out on the 30th or 31st of each month. We recommend that you set up a direct deposit, if possible. Direct deposits usually go into the account the same day. Checks sent through the mail will take more time to be received. If you have any questions about setting up a direct deposit or updating your current information, please contact your coach.