



**Community Attention  
Youth Internship Program**  
  
CAYIP  
  
Summer 2020



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# COMMUNITY ATTENTION YOUTH INTERNSHIP PROGRAM (CAYIP) SUMMER 2020 SESSION OVERVIEW

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## *Empowered Youth: Engaged Community*

### I. Program Goals:

- To teach workplace readiness skills.
- To assist youth in career exploration.
- To help youth identify their strengths and build resiliency.
- To connect youth to positive adults and to resources in the community.

### II. Program Components:

#### Recruitment & Applications

In late April 2020, the health and safety risk of providing an in-person internship program model was considered too high for summer 2020 session of CAYIP. In response, Community Attention staff worked rapidly to redesign the program and announced that a 100% virtual model of the program, The CAYIP Virtual Learning Academy, would be offered for the summer session.

Beginning May 5, 2020, Community Attention actively and intentionally recruited teens to apply to the summer program. CAYIP utilized social media accounts on Twitter, Facebook and Instagram. CAYIP also utilized the new CivicPlus platform with the City of Charlottesville to create an updated website, an online application and submission process, and to advertise the program. Additionally, information about the program was shared with community partners such as the

Boys and Girls Club, Computers4Kids, Abundant Life, CANDYD, and Charlottesville City Schools via email, phone, and other remote means such as community Zoom Meetings.

Due to COVID-19 closures, CAYIP was unable to hold in-person informational booths for the summer 2020 session. The CAYIP promotional video with footage and interviews from youth participants, parents, and site hosts was shared on the new website along with a CAYIP participant and host site slide show. CAYIP staff continued to send updates to several community partners and citizens with updates throughout May and June.

Eligible candidates completed an admission packet, an interest survey, and an essay about why they wanted an internship via an online application packet located on the City of Charlottesville website. When requested, a paper copy of the application packet was mailed to the home of the interested applicant.

Approximately 110 youth applied to the virtual internship program by the June 12, 2020 deadline. CAYIP staff scheduled virtual interviews with all eligible applicants via Zoom. Applicants were emailed instructions on how to access Zoom links, virtual interview tips and expectations, and staff contact information once interview times were confirmed with internship staff. The majority of the youth were on time, dressed appropriately, and performed well in the interview. Youth received points based on their interview performance, essay, and availability in the summer. Some applicants were not provided opportunities based on funding limitations (county residents) or because they did not meet the minimum age requirement.

## Intern Selection & Matching

Due to limited staffing capacity due to COVID-19 and potential programmatic issues with a new virtual program model, CAYIP operated at a reduced capacity from the previous summer. CAYIP was able to provide opportunities to 51 youth in the summer program. Priority was given to first time

program participants. Ninety-four percent of interns completed the program successfully!

## Site Supervisors & Partners

Twenty-nine community representatives and partners agreed to participate this summer. Each week, a minimum of two partners would present to the youth in a virtual Zoom meeting on topics such as public speaking, money management, conflict resolution, phone call and conference call etiquette, interviewing skills and social engagement, and career exploration.

Youth were also expected to complete a final project from a menu of three options. One option was to interview a current practitioner in a career field of interest. Program participants completed individual and small group interviews with twelve community partners who reflected career paths such as environmental science, information technology, digital marketing, music production, medicine (both a physician and a nurse), law, community organizing, theatre, armed services, small business, culinary arts, local government, and real estate. These interviews were recorded and uploaded to the Google Classroom platform for all youth participants to view.

### III. CAYIP Virtual Learning Academy:

#### Orientation and Curriculum

All interns participated in a virtual Zoom orientation meeting the first day of the program on July 13, 2020. Orientation activities for the interns focused on team building, learning program policies and expectations, and getting familiar with the Google Classroom platform. At this time, youth were introduced to their CAYIP counselor.

Starting on Wednesday, July 15, 2020, youth participated in their first of five weekly large group meetings. These meetings were held every Wednesday on Zoom. These meetings incorporated the subject content the youth were learning in the Google Classroom modules on Monday and Tuesday. Special topic guest speakers and were where interns were introduced to special topic guest speakers and presentations. Examples of these guest speakers include: UVA Community Credit Union who facilitated a role-play game to teach budgeting skills; The Department of Human Service's Youth Opportunity Coordinator who facilitated a session on Diversity and Cultural Awareness; and a group from UVA Youth Action Lab lead by Dr. Kimalee Cottrell Dickerson who facilitated a training on interviewing skills and social engagement.

Youth completed additional learning modules in the Google Classroom on Thursday and then met in individual and small groups with their CAYIP Counselors on Fridays. In these meetings, youth had the opportunity to learn more about content, ask questions, discuss expectations, aspirations, and goals for the session.

## Intern Expectations

Interns were expected to complete coursework in the Google Classroom platform and attend two virtual meetings per week for five weeks. Interns met virtually on a weekly basis with their assigned CAYIP Counselor to process the strengths and challenges of their experience. CAYIP Counselors served as mentors, problem-solvers, evaluators, motivators, and coaches. CAYIP Counselors updated referring agents and families at two intervals during the program. Best-practice indicates that one of the foundations to positive youth developments blending action with reflection. CAYIP Counselors paired the Google Classroom and large group meeting experiences with intentional debriefing so that all participants maximize the impact socially, emotionally, and cognitively. Each intern developed SMART goals, created a personal career planning guide, wrote and practiced their elevator speeches, created a budget, developed a resume, and completed a final project during the five week program.

The final project assignment required that interns choose from a menu of three options:

1. Market Yourself! Create a website and business card that reflects your current/future skill sets, accomplishments, and career aspirations.
2. Connect! Work with a CAYIP staff and small group to interview current practitioners and experts in their field.
3. Independent Study! Which allowed youth to incorporate concepts and skills taught in CAYIP into an alternative project, but required approval from the CAYIP Coordinator.

## Earning

Interns received a weekly performance evaluation that correlated to their stipend amount. As a base, interns could earn up to \$100 per week for the five-week program (maximum of \$500). Evaluations were based on two main categories: assignment completion and meeting attendance. Deductions most frequently included not attending meetings or not turning in materials. Interns described utilizing their stipends for savings as well as purchasing items such as clothing and food.

## Banking

Community Attention collaborated with the UVA Community Credit Union in order to reduce barriers for youth to open a savings account. UVA Community Credit Union provided a budgeting and financial management presentation for participants and provided additional financial literacy resources. Additionally, youth who were interested in opening an account were able to connect and complete paperwork virtually through this partnership that reduced barriers to opening an account during COVID-19.

## Celebration

The internship program concluded with a virtual celebration event on August 14, 2020. The celebration provided an opportunity to reflect and appreciate the success of the teens and program. Presenters included Mayor Nikuyah Walker, Misty Graves- Deputy Director of Human Services, Sonia Montalvo- Young Ladies' Program Coordinator at Abundant Life and founder of The Girls are Alwrite, and Christian Means- film maker, college student, and former CAYIP participant. Youth received a commemorative t-shirt and CAYIP certificate after the ceremony.

## IV. Looking Ahead:

The health and safety of our program participants, partners, and community as a whole is top priority. To this end, CAYIP adapted our programmatic structure to provide youth an opportunity to engage in meaningful and supportive activities during the summer. Council's generous support of this program allowed us to provide this experience at no cost to city participants.

Staffing limitations due to COVID-19 and concerns about potential programmatic issues with a new format impacted the number of youth we were able to accept in the program over the summer. However, Community Attention will continue to offer the virtual session format to community youth throughout the 20210-2021 school year which will allow us to serve those youth were not accepted due to capacity issues in the initial summer session.

Several youth withdrew from the program prior to its start or did not attend their interview. This affected the overall number of youth who participated. We believe some factors contributing to withdrawing from the process was uncertainty about summer planning/needs for families during COVID, youth opting out of virtual format after completing virtual school spring 2020, and mental health concerns.

Staff will continue explore the interview process with regard to communication and notification steps. Staff did note a decrease in missed interviews from previous years with the virtual format. We believe this may be due to removing barriers such as transportation to the interview location. We will continue to evaluate if virtual interviews will be something the program can offer after community health and safety measures are lifted.

In preparation for next summer, the Department of Human Services is exploring outside funding options to allow county youth to participate.

## V. Outcome Summary (CAYIP):

- 51 interns were accepted in the CAYIP Virtual Learning Academy.
- 94% of youth successfully completed CAYIP!
- 46 City youth; 5 youth from surrounding area.
- 46 youth were funded by the City of Charlottesville.
- 6 youth were funded by the Children’s Services Act (CSA), Victims of Crime Act (VOCA), or private pay contribution.

- Age:

63% - 14 yo	18% - 15 yo	12% - 16 yo	<4% - 17 yo	<4% - 18+ yo
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- Race:

5% Asian	10% Bi-racial	27% Black	0% Hispanic	8% Other	4% PNA	41% White
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- Gender:

53% Female	43% Male	2% Other	2% Non-Binary
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- 45% of interns reported receiving free and reduced lunch.
- 95% of youth tested scored a B or higher on the workplace readiness post-test with an average score of 94.79 and median of 98. The range was 69-100.

- 97.6% of youth surveyed (41/42) enjoyed their program experience and 95.2% (40/42) would recommend CAYIP to other youth.
- 100% of youth surveyed (42/42) found the guest speakers informative and engaging.

## VI. Intern Evaluation Survey (CAYIP):

(42 of 51 youth completed survey)

1. Overall, did you enjoy your internship program?	Yes: 41/42= 97/6%	No: 1/42 = 2.4%	Unanswered:	Undecided:
2. What was the best part of the CAYIP Virtual Learning Academy?*	Being able to hear/meet/learn from guest speakers	Being able to learn new things.	Meeting new people and networking.	Learning about financial management.
3. What was the hardest part of this session?*	Time management—waking up early, being on time	Staying on top of/completing assignments.	Comments made by peer.	Completing interview.
4. What are two ways that being in CAYIP helped you*	Improved communication and networking skills	Know my conflict management style and improve conflict resolution skills.	Helped me learn about money management and banking/budgeting	Helped prepare me for the future and increased my understanding of the workplace.
5. Did you learn and practice workplace readiness skills this session?	Yes: 39/42= 93%	No: 3/42= 7%	Unanswered: 0	
6. What are two workplace readiness	Communication skills (verbal/non-verbal, how to	Problem solving/conflict	Professionalism in the workplace (time management,	How to prepare for/do well in an

skills you learned?*	prepare for an interview)	resolution	appropriate work attire)	interview.
7. Do you have a bank account?***	Yes: 26/42= 62%	No: 16/42= 38%	Unanswered: 0	
8 If so, did you open an account this session?	Yes: 14/42= 33%	No: 20/42 = 48%	N/A: 8/42= 19%	
9. Did you feel that the guest speakers were informative and engaging?	Yes: 42/42= 100%	No: 0		
10. Was there guest speaker or topic that you felt was particularly helpful and/or meaningful to you?	Yes: 28/42= 67%	No:14/42= 33%		
11. If so, please share the name of the speaker(s) or topic(s) discussed.	Dr. Paul Harris (UVA)- Passionately Pursuing Purpose	Cassandra Riggini (UVA Community Credit Union)- Money Management and Budgeting	LaTisha Jackson (PVCC)- Accessing community college resources	Topics: Diversity, addressing racism, addressing conflict.
12. Was your CAYIP counselor helpful during this session?	Yes: 41/42= 98%	No: 1/42= 2%		
13. What are areas where the program exceeded your expectations? *	Being able to access support/CAYIP counselors	Content: quality of information, indepth and informative materials	Guest speakers: frequency, knowledge, information shared	Level of engagement experienced as a participant

14. What are areas where CAYIP can grow?*	Zoom calls: reducing length, limiting distractions, getting used on online platforms.	Being able to offer in-person internships, hands-on experiences	It went really well/ no suggestions/It was really good.	More communication around meeting times/ meeting links sometimes confusing.
15. How did you feel about the Google Classroom platform?*	Worked well	Easy to access	New to the platform, but found it easy to navigate	Helpful way to keep track of assignments
16. Any suggestions about changes or improvements about the CAYIP Google Classroom platform?*	No	No- it worked well	Removing completed work.	
17. How do you plan to use your CAYIP stipend?*	Savings/ Save for the future/ Save for school / Save for emergency	Rent	Food/Clothing	Put towards a car/electric bike
18. Would you recommend CAYIP to other Youth?	Yes: 40/42= 95.2%	No: 2/42= 4.8%	Unanswered: 0	
19. Any additional comments or questions?	"I would just like to say thank you so much to all the CAYIP counselors and organizers because you ALL are amazing, considerate, and caring people. Also, I would like to say that your goal of making a good	"I really enjoyed getting the opportunity to be a part of this program."	"Thank you for having this program even with covid19 happening! It was fun and reflecting on it now, I realize I know so much more about money, workplace environment, and how to plan for the future. I feel more confident going into	"Thank you all sooo much for all that you have done for me this program truly was a light in my life."

	impact to interns was accomplished at least through me!"		highschool!"	
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\*most popular answers

#### Other General Comments:

- "I felt like the most interest parts were when we got to do group Zoom calls! It felt, in a sense, almost like a classroom setting, and I hadn't experienced that virtually before! It led for fun, easy, and educating conversations that I wouldn't have experienced before CAYIP!"
- "[The best part of CAYIP was] being able to speak with a OBGYN who was also A Black Woman."
- "[The speaker who was most meaningful to me was] the lawyer that we interviewed. That was very meaningful to me because I learned that I don't want to be a lawyer anymore because it doesn't seem like the right fit for me."
- "[The program exceeded by expectations because] I learned more workplace skills than I thought I would have, considering that this program doesn't involve actual workplaces this year
- "I was able learn more about a career path that I have been interested in since 5th grade. Along with ways to save money!"
- "I was really surprised on how into depth some of the topics were and how easy it was to go through and actually learn the material I think CAYIP prepared the material for the lessons pretty well."
- "When will the next session start?"