

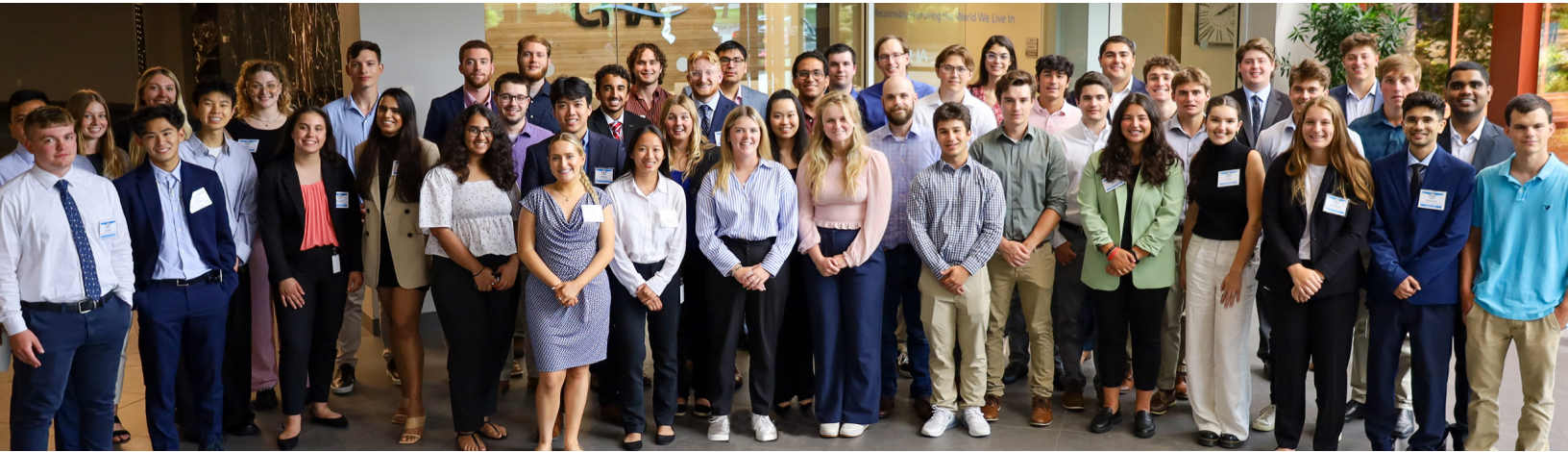


CHA Internship Experience Guide

BEGIN YOUR
JOURNEY NOW.



YOUR INTERNSHIP



EXPERIENCE

CHA interns work together to solve real-world challenges, sometimes spurring innovations that change the way we do work. An internship at CHA is an opportunity to learn while doing. Collaborating on exciting projects, not only with talented peers, but also with experts in your field.

CONNECT

At CHA you will have plenty of opportunities to connect with people who will help you on your career journey. You will connect with your peers through group projects, planned social events and working along side one another in the office or field. You will connect with professionals across the business, collaborating on a number of company projects and important work that will have a big impact. The connections you make during your CHA Internship can play a critical role as you complete your studies and transition into your professional career.

PREPARE

As a CHA Intern you will gain vital experience in a professional setting; learning to work as part of a team, developing the planning skills to effectively balance work demands with your personal life, and figuring out how to navigate different personalities to ensure team success. A CHA Internship will make sure you are ready to make the transition from student to professional.

DISCOVER

Learn about yourself; identify your career passions and go after them. As a CHA Intern you will experience working in your field - there is nothing like real world experience! An internship with CHA will help you clarify and bring into focus your future career goals, it will give you the opportunity to try new things, explore and discover what you want for your future.



INTERN ORIENTATION

CHA's first day orientation is designed to provide an introduction to CHA with an overview of how the business is structured. We will go over relevant policies and procedures to ensure our new interns understand how to navigate working for CHA and are prepared to begin working with their assigned team. We also cover #theCHAway – our company culture; we want our new interns to understand what it means to be a part of a team who is committed to finding a better way.

THE PROGRAM

INTERNSHIP GROUP RESEARCH PROJECT

In addition to being part of a team and having daily work assignments, CHA interns will participate in a collaborative group research project. The group project is designed to encourage cross discipline, department, and location collaboration, allowing our interns to explore subjects beyond their course of study and develop relationships with their peers in other offices. Interns will work collaboratively in a group of their peers on a problem statement, complete research, design a poster, and present their findings to all CHA Staff during a research symposium event at the end of the session.

SEMINARS AND LUNCH & LEARNS

CHA has developed a variety of seminars for interns to attend throughout the summer program. These seminars will touch on some of the core features of becoming and thriving as a professional at CHA or wherever your career takes you. Topics range from unconscious bias and preparing for the workplace to understanding the consulting mindset and learning about award-winning CHA projects from beginning to end. Our seminars have been designed to encourage engagement and foster discussion while keeping in mind the diverse individual interests and career goals of our interns.

INTERN SOCIAL MEDIA CHALLENGE

CHA encourages developing professional as well as personal relationships with your colleagues. The Intern Viva Engage social media page is a great platform to make these connections and the weekly participation challenges could even earn you some cool CHA swag!



SITE VISITS

Throughout the summer you can expect to take part in site visits to explore exciting CHA projects currently underway as well as completed projects. Our highly trained staff are working on complex projects that impact and benefit the communities in which we work and live. Gaining hands-on experience in the field will demonstrate how meaningful the work we perform is, not only to our employees but also to our clients and business partners. Site visits may be arranged by your manager or the project team working on the project.



GOALS & PERFORMANCE EVALUATION

CHA supports the professional growth and development of its employees. Performance management is a critical component of professional development and you will develop goals at the start of your internship. Your manager will meet with you periodically through the session to discuss your progress and will also provide a performance evaluation at the conclusion of the program.

EXPECTATIONS

Attendance & Time Off: CHA's Summer Intern Program runs from mid-May to mid-August. For the duration of the program, all interns are expected to work a 5 day, 40-hour work week. Time Off is not permitted except in the following cases; an observed CHA holiday, unexpected illness/emergency or HR approval prior to your first day.

Office Travel: At times, you may be asked to travel off-site or to another CHA office location for client/visits or internship program activities. All travel expenses will be paid for or reimbursed by CHA.

CONTACT INFORMATION

If you have any questions about the CHA Internship Program, please reach out to one of the Program Contacts.

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