

Version:0.1



REHAN SCHOOL

INTERN *Guide*



By Rehan Allahwala



INTRODUCTION

Welcome Intern!

Congratulations and welcome to your first internship at Rehan School!

This guide will show you exactly what to do, how to grow, and how to make the most of your time here – even if you’ve never worked before.

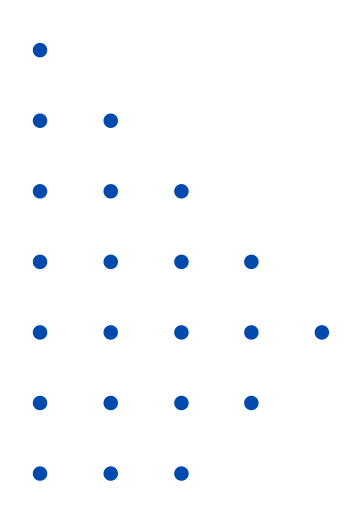
Overall Goal:

To help you build discipline, professionalism, and leadership – the foundation of a successful life and career.

Internship Structure:

- Internship #1: The Observer Stage
- Internship #2: The Doer Stage
- Internship #3: The Thinker Stage
- Internship #4: The Builder Stage

Each internship lasts 3 months, with 3 hours/day of work (online or in-person).






INTERNSHIP #1:

The Observer Stage!

 Duration: 3 Months

 Time: 3 Hours/Day

 Location: Online or In-Person (varies by assignment)

Goal:

To help you build discipline, communication, and observation skills.

 Your Superpower: Copy First, Learn Later

“You don’t need training. Just watch, copy, and help. That’s how great interns grow.”

Your Daily Routine

When You Start Work:

“Hello, I have joined. I am now available. Time now is [insert time]. How can I help you?”

“This is what I’m doing right now: [task name].”



Every Hour:

“Time now is [insert time]. I am working on: [task name].”

OR

“Time now is [insert time]. I am observing and staying available.”

End of Shift:

“I am done for the day. Today I worked on: [short summary]. Thank you!”

🤔 What If No Task Is Given?

- Observe quietly
- Organize anything messy
- Write down what your senior is doing
- Learn a tool or app being used
- Ask:
 - “Would you like me to help with something?”

📱 Bonus Tip:

- Improve their social media posts using Canva, grammar correction, and layout fixes. Send:
 - Original post link
 - Improved version
 - Caption



What to Do (Week by Week)

- Week 1–2: Watch, follow, help
- Week 3–4: Volunteer gently
- Month 2: Start regular small tasks
- Month 3: Become helpful without being asked


- **End Goals:**
- Follow routines without reminders
- Communicate like a professional
- Be reliable and confident



INTERNSHIP #2:

The Doer Stage

 Duration: 3 Months

 Time: 3 Hours/Day

 Location: Online or In-Person (varies by assignment)

Goal:

To turn you from a helper into an independent doer.

Key Focus:

- Finishing tasks without reminders
- Keeping a personal work log
- Reporting weekly progress
- Taking responsibility

Daily Routine (Plus One Upgrade)

Same as Internship #1, but now also:

Maintain a Work Log:

- Task Name
- Time In/Out
- What you did
- Challenges faced (if any)



 Send this log weekly to your senior.

Week-by-Week Plan

- Week 1–2: Continue doing tasks, track everything
- Week 3–4: Own one task fully
- Month 2: Suggest improvements
- Month 3: Complete a mini project with guidance

End Goals:


- Work independently
- Communicate progress clearly
- Suggest better ways to do things



INTERNSHIP #3:

The Thinker Stage

 Duration: 3 Months

 Time: 3 Hours/Day

 Location: Online or In-Person (varies by assignment)

Goal:

To help you learn leadership, creativity, and team communication.

Key Focus:

- Leading new interns
- Creating systems/guides
- Giving feedback politely
- Planning team work or content

Week-by-Week Plan

Week 1–2: Help onboard a new intern

Week 3–4: Create a guide or system

Month 2: Lead a small team task

Month 3: Plan and complete a mini project

End Goals:


- Lead with confidence
- Build repeatable systems
- Review and give feedback



INTERNSHIP #4:

The Builder Stage

 Duration: 3 Months

 Time: 3 Hours/Day

 Location: Online or In-Person (varies by assignment)

Goal:

To launch, manage, or grow a real project – just like a startup.

Key Focus:

- Starting your own initiative
- Building a team
- Reporting weekly
- Solving problems independently

Week-by-Week Plan

Week 1–2: Pitch your idea or pick a project

Week 3–4: Start team execution

Month 2: Run and adjust the project

Month 3: Complete, document, present results

End Goals:

- Start and run real-world projects
- Manage people and timelines
- Communicate results like a leader



GOLDEN RULES FOR ALL

Interns

- ✓ Always be on time
- ✓ Always send daily updates

(This means not arriving 1 or 10 minutes late – be ready 10 minutes before your internship timing.)

- ✓ Always ask before doing something new
- ✓ Always respect seniors
- ✓ Inform 3 days in advance if you need leave

(Never ghost – always inform early.)

🌱 Final Note:

You are not here to be perfect.

You are here to grow, lead, and become your best self – one task at a time.

Let's build your future. Let's go! 🚀



REHAN SCHOOL INTERNSHIP *Journey*

From Observer to Leader — this guide is your step-by-step path to real-world skills, confidence, and purpose.



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