

The Belvidere School District, North Boone School District, and Growth Dimensions received grant funding from the Illinois State Board of Education to fund paid student internship opportunities. These internship opportunities are to take place within the manufacturing industry and are designed to help gain student interest within the field and grow our future workforce.

Career Education Associates of North Central Illinois (CEANCI) is the fiscal agent of this grant. Participating employers will hire the interns directly and invoice CEANCI for the student intern wages which would be \$12 to \$15 an hour for 60 hours. If a participating employer wants to pay more than \$15 an hour, they are able to do so but will only get reimbursed for up to \$15 an hour. Additionally, if an employer has found that a student intern is a good fit for their organization and would like to maintain employing the intern, they are encouraged to do so.

**Responsibilities of the Participating Employers:**

- Create an internship description and identify when internship will take place - provide information to the District 100's Early College Coordinator
- Provide any additional information including required application materials and skills/traits/experience sought in candidates to Early College Coordinator
- Interview and choose a student intern from resumes provided by the Early College Coordinator
- Hire the student intern
- Provide a learning environment for the student intern to better understand your organization and the career opportunities you have available
- Give feedback to the student intern regarding their strengths and areas needing improvement
- Complete an evaluation form at the end of the internship regarding the student intern and experience as an intern host
- Invoice CEANCI for reimbursement

**Responsibilities of Early College Coordinator:**

- Communicate with participating employers to secure internship descriptions and any additional application materials/processes
- Share internship opportunities with students and families, acting as a liaison between the districts and participating employers
- Secure resumes of interested students and provide them to participating employers to interview
- Work alongside participating employers for placement of students into internships
- Provide resources for employers and an evaluation form at the end of the internship to participating employers regarding the student intern's performance and overall experience of the partnership

**Questions:**

- Call Kelly Cooper, Early College Coordinator at District 100 at 815-547-3784 or email her at [kcooper3@district100.com](mailto:kcooper3@district100.com)

