

# Employer Models and Resources for Manufacturing Internships

March 18, 2024



**I-WIN**

Illinois Work-Based Learning  
Innovation Network

# Who's here today?

**Please use the chat to introduce yourself & add any questions, insights, resources you have about manufacturing internships**

- Please mute computer mics and/or phones during the presentations
- Please use the chat to provide any comments or questions throughout



# I-WIN

Illinois Work-Based Learning  
Innovation Network

Explore the [I-WIN Resource Hub](#)  
and [subscribe to the newsletter](#)



Highlight and explore  
innovative models for  
work-based learning



Engage in conversations  
on creating sustainable,  
high-quality models  
that provide broader  
and more equitable  
access, focusing on  
building social capital  
for Black and Latinx  
students



Build connections  
among communities to  
share best practices,  
learnings and resources



Identify needs for state  
policy changes or  
support systems

# Work-Based Learning Continuum



## *Host Engagement Continuum*

Managing  
Organization  
Role

Host / Employer  
Role

Definitions: *Illinois Career Pathways Dictionary*

# Today's Conversation

- The McHenry County Manufacturing Pathways Consortium
  - Myka Kennedy, Director of Curriculum, District 158
  - Catherine Jones, Associate VP of Workforce Development, McHenry County College
- Morton Industries
  - Steve Stewart, Director of People and Culture
- New resource: [Employer one-pagers](#) for hosting high school interns in manufacturing



**MANUFACTURING PATHWAYS**  
CONSORTIUM

Myka Kennedy and Catherine Jones

[mykennedy@district158.org](mailto:mykennedy@district158.org)

[cjones60@mchenry.edu](mailto:cjones60@mchenry.edu)

A worker wearing an orange hard hat and a high-visibility orange safety vest over a blue shirt is seen from behind, inspecting a large industrial machine with multiple rollers. The scene is set in a factory or manufacturing plant. The right side of the image is overlaid with a blue gradient and a white circular graphic with diagonal lines in the top right corner.

# MANUFACTURING PATHWAYS CONSORTIUM

A collaboration focused on  
manufacturing workforce  
development in and around McHenry  
County

# A COLLABORATIVE CONSISTING OF



**89 Manufacturing  
Firms**



**15 Educational  
Institutions**



**42 Community Partner  
Organizations**



**MANUFACTURING PATHWAYS  
CONSORTIUM**





## MISSION STATEMENT

**To create an employment pipeline focused on future careers within manufacturing through:**

- Increasing awareness of career paths
- Developing basic technical and non-technical skills
- Creating a systematic approach to collaborative hiring
- Identifying alternative/non-traditional talent

# CONSORTIUM THEMES



**Shared Trust**



**Shared  
Stewardship**



**Shared Benefits**

# TEAMS



## Career Exploration and Preparation

Provides a conduit from manufacturers to educators to inform and support career exploration and the development of employability skills in the schools. Plant tours, job shadows, internship and apprenticeship



## Collaborative Hiring

Creates a systematic approach to collaborative hiring by providing easily accessible tools and resources. Common hiring application, hiring projections, centralized screening, and onboarding.



## Alternative Talent Pipeline

Identifies and provides manufacturing career entry opportunities for non-traditional talent Individuals with barriers to employment, ex-offenders, people with disabilities, English language learners.



## Marketing & Communications

Promotes the efforts of the MPC to the community through a variety of marketing channels and techniques Member Mixers, social media management, best practice sharing and outreach



## Governance & Steering

Offers strategic leadership to MPC Team alignment, member recruitment, onboarding and retention

# Internship Program Details

- Paid internships - \$16 per hour
- Work up to 29 hours per week
- 10 week program
  - Virtual Orientation May 29
  - Program runs June 3 – August 8
  - Internship Celebration August 8
- Rotational
  - Work for 2 different companies – 5 weeks with each employer
  - Experience a broad range of occupations within the manufacturing industry
- Safety minded
  - [Job duties](#) aligned with intern's age
  - Initial PPE equipment provided



# Intern Eligibility

- Attend a McHenry County high school
- 16 years old by June 3
- Currently residing in McHenry County
- No previous work experience necessary



# 2023 Interns' Comments – What did you enjoy about the internship experience?



“I enjoyed exploring all the departments and meeting new people.”

“I really enjoyed how hands on it was. At first, I could not do much, but eventually, they put me in the system as a trainee, which allowed me to help out with almost all of the testing.”

“Everyone was friendly and it wasn't stressful.”

“Being with people more and growing my personality more.”

“I didn't feel hesitant to ask questions or talk to my supervisor or mentor about something.”

# Summer 2022 and 2023 Participation (Numbers to Date)

- **Summer 2023** (22 host companies)
    - Total Students in the Program - 89
    - 17,173 hours
  - **Summer 2022** (19 host companies)
    - Total Students in the Program – 89
    - 16,844 hours
- 17 hires to date



# Rotational Internship at AFC

“We are looking forward to participating in the Rotational Internship program again this Summer and working with our next generation of workers!”

- Chris Klatka, Human Resources Manager

[cklatka@afcmaterials.com](mailto:cklatka@afcmaterials.com)





# Special thanks...



- Grant funding – Advance McHenry County (year 3 of 3 year project)
- Manufacturing Pathways Consortium (MPC)
- Members of the MPC Rotational Internship Committee
- Participating employers



**MANUFACTURING PATHWAYS**  
CONSORTIUM



# Contact Us

MANUFACTURING PATHWAYS  
CONSORTIUM

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McHenry County College

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847.659.6151



[www.mfgpathways.com](http://www.mfgpathways.com)



[/mfgpathwaysconsortium](https://www.facebook.com/mfgpathwaysconsortium)



[mfgpathways@gmail.com](mailto:mfgpathways@gmail.com)



**MORTON  
INDUSTRIES**



# Building a Rising Tide of Talent

Partnering with local High Schools



**MORTON  
INDUSTRIES**

■ Morton Industries

Fort Worth, Texas  
75 employees



Farmers Branch, Texas  
35 employees

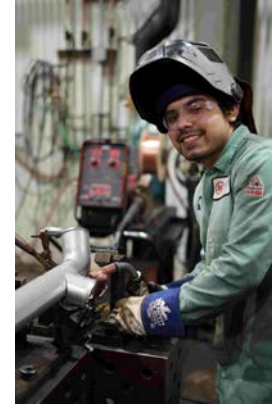




**MORTON  
INDUSTRIES**

■ Morton Industries

Dunlap, Tennessee  
30 employees





# MORTON INDUSTRIES

## ■ Morton Industries

### Morton, Illinois

- North Plant  
400 employees
- South Plant  
250 employees





# MORTON INDUSTRIES

## Best Recruiters

1. Employee Referral Program
2. Wrapped Morton Industries Truck
3. Weld Training Center
4. Internal Promotions





**MORTON  
INDUSTRIES**

## Partnerships – Local High Schools



- WBL – Work Based Learning
  - Interview selection
  - 1<sup>st</sup> half of year is a rotation
  - 2<sup>nd</sup> half of year, choose career/role





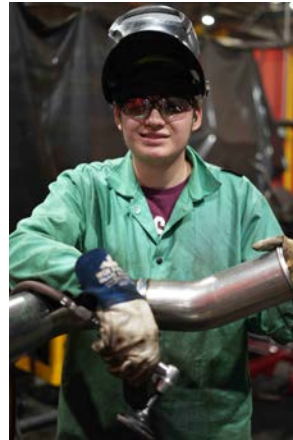


**MORTON  
INDUSTRIES**

## Partnerships – Local High Schools



- SkillsUSA Apprenticeship Program
  - Interview process
  - Learn and understand the important parts of being an employee
  - Learn some technical skills



  
**SkillsUSA**  
ILLINOIS





**MORTON  
INDUSTRIES**

## Partnerships – Local High Schools



- Invite classes to tour our plants
- Career Fairs
- Visit classes to share with student about manufacturing careers
- Job Shadow and Mentoring





## Community Engagement & Activities

- ❖ SMG – Strategic Manufacturing Group
  - CareerSpark
  - DMCE – Discover Manufacturing Career Expo
  - Manufacturing Open House event – for students & parents





**MORTON  
INDUSTRIES**



Thank you

Questions?

# SkillsUSA Flyers

**THE CHAMPIONSHIPS 2024**  
ILLINOIS' ELITE CAREER COMPETITIONS

**Join Us on the Road to Readiness!**

*SkillsUSA is America's proud champion of the skilled trades, and our mission is to empower students to become skilled professionals, career study leaders and responsible community members. The SkillsUSA Framework is essential to our mission because it serves as the blueprint for career readiness and a benchmark for measuring student success — our ultimate goal as an organization.*

SkillsUSA Illinois focuses on developing the career-ready individuals through students' work-based learning, by connecting our educational institutions with our network of business and industry partners. From industry-developed standards, employability skill development, pre-apprenticeship experiences, DCH Registered Apprenticeships to flagship career competitions, SkillsUSA Illinois has the resources to prepare the next generation of the workforce.

The Championships: Illinois' Elite Career Competitions is the pinnacle event for the members of SkillsUSA Illinois and the greatest show on of Career and Technical Education in the state. More than 5,000 individuals — including students, teachers, and business partners — participate in the multi-day workforce development event. The event plays host to over 140 career competitions, student and professional member development experiences focused on career readiness, as well as displays of career preparation mastery. The event partners come one on Saturday as the conference ends with an "Olympic Style" Awards Session. It is truly a sight to behold as students stand tall and proud of their accomplishment and prepare to represent Illinois on the national stage this June.

APRIL 25–27, 2024

**SkillsUSA Illinois REGISTERED APPRENTICESHIP PROGRAM**

Since the founding of SkillsUSA in 1965, our focus has been to prepare the career-ready individual.

The SkillsUSA Illinois Registered Apprenticeship Program combines its true significant strength to create the best outcomes.

**Registered Apprenticeship PROGRAM OUTCOMES**

- Career Ready Individuals**  
Upon successful completion of an apprenticeship, students can expect to be successful long-term careers with a competitive salary and life on an individualized path.
- National Credential**  
When an apprentice graduates from a career training program, they are awarded portable United States Department of Labor credentials accepted by industries and employers across the U.S.
- On The Job Training**  
Apprentices receive practical, on-the-job training by using the leading workplace tools, machines, equipment, and knowledge to teach on employers' tools to do their job effectively.
- Community Development**  
A student SkillsUSA Apprenticeship is a source of pride for any community. As the demand for skilled workers in the area, apprenticeship offers communities the needed, support and develop their own.
- Quality CTE Programs**  
Partnerships with employers, industry groups, research and workforce agencies, community organizations and others are fundamental to the success of the program.
- Related Technical Instruction**  
Apprentices receive hands-on training resulting in improved skills, competencies and the potential to earn college credit/tuition waiver.

As an integral part of career and technical education, apprenticeships are designed to allow our state community the opportunity to receive their own unique talent pipeline by developing partnerships between schools and employers with the help of SkillsUSA Illinois. Every month we has the opportunity achieve career success.

SkillsUSA Illinois, more than 80% of employees who come to us from SkillsUSA are still employed after five years, and others not at their original role, but in new roles that have grown from their apprenticeship. We are proud to be a part of their success.

—Doreen Hamilton, Senior Vice President

For more information call us at 833.726.5542 or email us at [apprenticeship@skillsusaillinois.org](mailto:apprenticeship@skillsusaillinois.org)  
[www.skillsusaillinois.org](http://www.skillsusaillinois.org)

## Registered apprenticeship

## Event overview booklet

**SkillsUSA Illinois REGISTERED APPRENTICESHIP PROGRAM**

**Getting to "Yes"**  
Top 10 questions business ask about high school student registered apprentice programs

- Can a student under the age of 18 work in a factory or a "floor" in these occupations?**  
Yes, 17-year-old students can work in this setting. According to Child Labor Protection for Manufacturing Occupations under the Fair Labor Standards Act, Child Labor Rules (1), a high school student apprentice under the age of 18 and at least 16 at age can work in a factory setting (and conduct: welding, machining, and other manufacturing processes). They are not exempt from the apprentice as we are allowed to do this factory and day use 18 years of age. If you are interested in this work, please contact your training supervisor. Companies may have to adjust their material discussion and ensure you can complete the change in their business operations.
- What if things don't work out?**  
Yes, if the student is not meeting the requirements agreed upon in the standards, they can be dropped from the program. There are multiple considerations and factors that go into being successful at the work-based learning experience. If a student does not meet the minimum program requirements for the technical and behavioral competencies identified, the student can be let go from the program.
- Is it true that the business does not have an obligation to have the apprentice for full-time employment after completion of the program?**  
Yes, the business does not have an obligation to commit to full-time employment.  
The apprentice is a temporary placement program and the business partner has an obligation to provide the student the opportunity to meet all specified program standards through a minimum of 1,000 hours of work-based learning experience. The business does not have an obligation to hire the student after completion of the apprentice program.
- Will a business agree to cover the student insurance coverage while remain the owner?**  
Yes, insurance coverage costs remain the same.  
If you are a business, you should consult your insurance provider for guidance prior to participating in an apprenticeship program. Some businesses have found that there is no change in the insurance coverage and no one necessary to host apprentices in their operations.
- Do businesses get to select which students are assigned to their company?**  
Yes, businesses can participate in the selection process.  
The student will partner with businesses in the apprentice's junior year. During this time, the student will conduct factory visits and field observations where companies they are interested in participating business will be contacted in order of their application to assess the student's opportunity to succeed in the workplace business. In the time the student determines success (typically 1 week) they will be notified and the business should know each other very well.
- Will the students be ready to add value?**  
Yes, most students will be ready to during their first summer.  
After students will have completed their educational classes (that create credits in the high school and meet secondary colleges by the end of their senior year). This allows us to begin the program, so each business should expect the student participation from the work-based learning experience.
- How the students have showing up on time?**  
Yes, most students will be ready to work from day one on time.  
Yes, the first year of the program has shown strong attendance and professional skills. They indicate that the program is an excellent opportunity for them and that they will visit at various factory locations. If you are a business, you should expect the student participation from the work-based learning experience. If you are a business, you should expect the student participation from the work-based learning experience.
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SkillsUSA Illinois, Inc. 133 N. Parkway Drive Peoria, IL 61614

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## Top 10 Questions

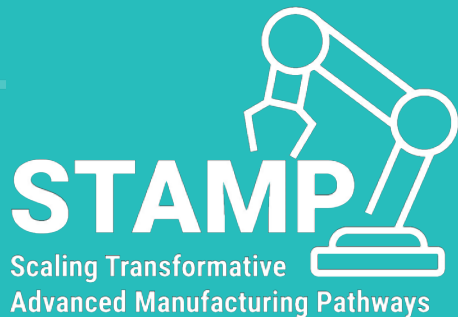


# New Employer Resources for Hosting High School Internships in Manufacturing

Sarah Hartwick, Illinois Manufacturers' Association

*Vice President of Education & Workforce Policy*

*Executive Director of the IMA Education Foundation*



Funded by DCEO  
through the IMA  
Foundation

1,600+ students in  
8 regions

For manufacturing pathways:

- Recruit **underrepresented** students
- Increase meaningful **work-based learning** and **dual credit**
- Scale the # of students who earn a **College & Career Pathway Endorsement** and industry credentials
- Support **matriculation** into postsecondary manufacturing programs and the workforce
- Track longitudinal outcomes

[Learn more about STAMP](#)

# Employer one-pagers

## Onboarding and Supporting High School Interns

Building a Strong Foundation for Success

### Set up expectations for communication and regular check-ins

Regular check-ins between an intern and their direct mentor/supervisor provide an opportunity for continuous feedback as well as an opportunity for relationship building by providing a space for interns who may still be hesitant to ask questions. These meetings can be brief (15 minutes or less) as long as they have an intentional structure and are productive.

These conversations should not focus solely on the tasks an intern is completing but extend to reflection and consideration of how their experience is shaping their career aspirations.

Download the [check-in meetings](#) template

### Integrate interns into the team and culture of the company

To ensure a positive internship experience, employers should proactively welcome interns, recognizing that it might be their first exposure to a professional environment and that they may feel anxious.

This can be done through staff meetings, introduction emails, or other intentional gestures, demonstrating the value and respect the company has for interns.

Additionally, interns should be included in relevant employee meetings and events, familiarized with company policies and physical layouts, and aware of the "unwritten rules" to help them integrate into the company culture more effectively.

Download the Participant "About Me" Profile: [PDE // Word](#)

### Providing targeted supports and resources

Internships should balance industry-related tasks and professional development opportunities, including one-on-one guidance. Employers should provide interns with a toolkit of targeted resources to support interns in areas where they may need additional help as they progress through their internship.



#### COMMUNITY EXAMPLES

**Inspiration** has 15 bi-monthly check-ins documented in their management information system and schedules a welcoming lunch at the beginning of the program.

**MHC Medical, Inc.** provides pizza and hosts weekly meetings to support networking. They also created a designated area for one-on-one training with interns.

**NASC** sets up a meet and greet opportunity with the Human Resources team, so that high school interns can learn more about how to apply and opportunities available.

**McHenry County Manufacturing Pathways Consortium** created an [activity guide for high school interns](#).

**GF&K** provides a free curriculum to help interns develop essential employability skills ([view samples on their website](#)).

The one-pagers aim to identify key challenges and provide clear guidance to ensure a consistent and effective approach.

Resources include:

- [Welcoming Young Talent: How to Prepare for High School Interns](#)
- [Navigating Legalities and Logistics: Hosting Manufacturing Interns Under Age 18](#)
- [Onboarding and Supporting Manufacturing Interns: Building a Strong Foundation for Success](#)
- [Cultivating Success: Mentorship in the High School Internship](#)
- [Connecting the Dots: Supporting Interns on Their Journey to College and Career Success](#)

A resource from Education Systems Center at Northern Illinois University (EdSystems) and IMA Education Foundation through the Building Transformation Advanced Manufacturing Pathways initiative, funded by the Illinois Department of Commerce and Economic Opportunity.





# Makers on the Move Bus Design Contest!

- The Illinois Manufacturers Association and the Illinois Manufacturing Excellence Center are hosting a design contest for the bus wrap.
- Open to all Illinois high school students.
- Winners will have their design featured on the bus for the entire statewide tour + the bus will stop at their high school!
- [Click here](#) for the interest form
- Questions? Contact Sarah Hartwick at [shartwick@ima-net.org](mailto:shartwick@ima-net.org)

# Upcoming Opportunities

**Nurturing Future  
Talent: School and  
Nonprofit  
Collaboration to  
Provide Work-Based  
Learning  
Opportunities for High  
School Students**

March 19, 10–11 a.m.

[Register](#)

**The AI-Ready  
Workforce**

April 29, 1–2:15 p.m.

[Register](#)

**Exploring AI Tools for  
Work-Based Learning**

April 16, 11:30 a.m.–  
12:30 p.m.

[Register](#)

# Navigating Youth Labor Law in YAs

JFF and PAYA hosted a webinar in January focused on youth apprenticeships and shared these resources:

- [Job for the Future \(JFF\) Center for Apprenticeship & Work-based Learning](#)
- [Regional Opportunity Initiatives Inc. \(ROI\) UpSkill program](#)
- [State Youth Labor Law and Workers' Compensation Statute Table](#)
- [DOL Fact Sheet #43: Child Labor Provisions of the Fair Labor Standards Act \(FLSA\) for Nonagricultural Occupations](#)
- [DOL Youth Rules Resources](#)
- [OSHA Employer Responsibilities for Keeping Young Workers Safe](#)
- [Work & Training Plan Template](#) [note: always reference your state law]





**EdSystems**

EDUCATION SYSTEMS CENTER *at*  
NORTHERN ILLINOIS UNIVERSITY

**Thank you!**

Heather Penczak, [hpenczak@niu.edu](mailto:hpenczak@niu.edu)