

Community Example: Boone County

Manufacturing Internship

Boone County offered a variety of manufacturing career development experiences with community partners and shares their model, best practices, and lessons learned. Additionally they provide their internship position descriptions, employer 1-pager handout, employer flier, employer host resources parent/student information sheet.



I-WIN

Illinois Work-Based Learning
Innovation Network

Videos



ISBE Pilot Showcase - Boone County Internship Program

Attachments

1. Internship position descriptions
2. Employer 1-pager handout
3. Employer flier
4. Employer host resources
5. Parent/student information sheet

Internship 1: Hamblock Ford Lincoln

Hamblock Ford provides a vast selection of new and used vehicles, exceptional car care and customer service with a smile. Their service center is also available to help customers enjoy many great years of driving vehicles purchased from them.

They are seeking two interns. One intern will work in the automotive service center, and one intern will work in the office.

Interns will work 3-4 hours per day. We will create a flexible schedule. Work hours will be between 7:00am and 7:00pm. The Intern will get the opportunity to learn about the business and get hands-on experience to build your resume.

At the end of the 60 hours, if it is a good fit for both parties, interns may have the opportunity to continue working at Hamblock Ford.

Desired Skills/Characteristics:

Requirement: Must be 16 years of age or older with a valid driver's license.

Automotive Service Center Intern:

Preference given to students that have taken automotive technology classes through the high school

Office Intern:

Good customer service skills with a positive attitude

Pay: \$15/hour Additionally, interns and family members of the interns will be able to buy cars at employee pricing

Website: www.hamblockford.com

Location: 1800 N State Street Belvidere, IL 61008

Internship 2: R&D Thiel

R&D Thiel started in the suburbs of Chicago and has continued to expand under the name Carpenter Contractors of America, Inc. into the thriving markets of Florida and North Carolina and currently serves all the major metropolitan areas of these high growth states. R&D Thiel/Carpenter Contractors of America, Inc. has grown to achieve a reputation as the preeminent full-service carpenter contractors, material supplier and housing component manufacturer in the United States and is unique among its competition in that it provides all three product offerings.

They are seeking 5-10 interns that will learn about the organization and do job shadows but also get the opportunity to work as a truss builder, a wall panel builder, or a lumber yard operator. Interns will work 4 hour days for three weeks. In the first week interns will start at 5:00am and finish at 9:00am. The times may be adjusted for the following two weeks. Interns will get the

opportunity to learn about their business, shadow various employees, and get hands-on learning experience.

At the end of the 60 hours, if it is a good fit for both parties, interns may have the opportunity to continue working at R&D Theil.

Desired Skills/Characteristics:

Requirement: Must be 18 or older by May 13th, 2022

Must be able to read a tape measure

Must be able to lift a maximum weight of 75 pounds (more than 75 pounds requires 2 or more employees) - this is a physically demanding internship

Seeking reliable individuals with a positive attitude and willingness to learn

Good penmanship is appreciated

Pay:\$15/hour

Website: <https://carpentercontractors.com/>

Location: 2340 Newburg Rd. Belvidere, IL 61008

Internship 3: Franklin Display Group

Franklin Display Group creates custom displays and fixtures that put the customer experience first. Their displays are creative, affordable, and designed to capture maximum attention at the point of sale. Visit their website below to learn more and see pictures of sample displays.

They are seeking four interns that will choose between a focus on project management, industrial design engineering, or production metal fabrication. Interns will work 8 hour days between the hours of 7:00am and 4:30pm and get the opportunity to learn about their business, shadow various employees, and get hands-on learning experience.

At the end of the 60 hours, if it is a good fit for both parties, interns may have the opportunity to continue working at Franklin Display Group.

Desired Skills/Characteristics:

Requirement: Must be 18 or older by May 13th, 2022

Project Management & Industrial Design Engineering:

Punctual, good communication skills, good computer skills, organizational skills

Production Metal Fabrication:

Punctual, ability to follow safety protocols, ability to stand for 8 hours/day, ability to lift 25 pounds

Pay: \$14/hour

Website: <https://franklindisplay.com/>

Location: 910 E. Lincoln Ave. Belvidere, IL 61008

Internship 4: IMA Automation North America

IMA Automation North America designs and builds turn-key assembly solutions for the medical device automotive and other selected industries. Our engineered solutions support our customers' assembly and test projects at every stage in the product development life cycle. From concept to prototyping, low to high volume production, we have the comprehensive experience and know-how to help achieve production goals.

They are seeking two interns to work on the shop floor shadowing and assisting Machine Builders to assemble components and sub-assemblies according to engineering approved drawings.

Desired skills/background:

Requirement: Must be 18 or older by May 13th, 2022

Ability and desire to work with hands and use hand tools to build/assemble.

Must follow safety protocols, and be able to stand for up to 8 hours and lift up to 20 lbs.

Mechanical and/or electrical assembly experience would be a plus.

Must have good communication and computer skills and be organized, punctual and dependable.

Hours: Interns will work 4-hour days between the hours of 8:00 AM and 3:00 PM, Monday through Friday.

This 60-hour internship is an excellent opportunity to learn about IMA Automation's business, shadow various employees and get hands-on experience.

Pay: \$16.00/hour

Website: <https://imaautomation.com/>

Location: 4608 Interstate Blvd., Loves Park, IL 61111 (just north of the Rivets stadium)

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



INTERNSHIPS

ARE YOU INTERESTED IN OFFERING INTERNSHIPS TO HIGH SCHOOL SENIORS?

Growth Dimensions Economic Development has secured a grant with Belvidere and North Boone Schools to fund the development of manufacturing student internship opportunities.



Collaboration

Work directly with school administrators to develop an internship experience that works for your organization

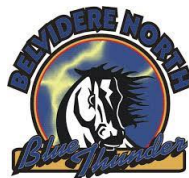


Opportunity

A great chance to give back to the community and grow your future workforce

Want to learn more?

For further information, please contact Kelly Cooper, Early College Coordinator at District 100, through email at kcooper3@district100.com or by phone at 815-921-4102.



Internship Host Resources

Internship Description - things to include

- Name of organization & location
- A brief description of your organization - include link to company website, if available
- A brief description of what the internship will entail/duties & responsibilities
- Compensation (if applicable)
- Schedule and length of internship
- Any additional application procedures

Potential Interview Questions

1. Tell me about yourself?
2. What are your long-term career goals and how do you plan to achieve them?
3. What are your greatest strengths/skills?
4. Tell me about an accomplishment you are most proud of.
5. Describe the type of situations that put you under pressure and how you handle those situations.
6. What motivates you to put forth your greatest effort?
7. Describe the qualities that a successful manager or supervisor should possess.
8. How do you feel you can contribute as an intern?
9. Are you involved in any activities that may require you to have an adjusted schedule?
10. What else do you think I/we should know about you?
11. What questions do you have for me/us?

First Day of the Internship

- Determine preferred communication style with the intern (for absences, running late, etc.)
- Provide tour/introductions
- Set expectations
 - Appropriate attire
 - Clocking in & out
 - Daily routines
 - Culture of the organization
 - Safety rules and emergency procedures
 - Any items that relate to nondisclosure/confidentiality
 - Are there any scheduled days that the intern will not report to work/days the business is closed?
- Schedule a weekly or bi-weekly check-in time
- Review any jobsite needs
 - ID badge?
 - Workspace
 - Forms to complete
- Discuss organization policies and procedures

Job shadow resources

- Learn about the day-to-day tasks - what you do, where you do it, how you do it
- Learn the career path to pursue said career
 - What education or training is required beyond high school
 - What resources are available for said education
 - The length of time of the program
 - Entry level ways to get experiences that will help students get a job/another internship/entry-level position
- What advice would give to a student wanting to pursue a career in this field

Suggested intern tasks/items to review within manufacturing

- Material and equipment inspection
- Study plant safety and suggest recommendations for improvement
- Read and interpret drawings
- Develop, prepare, and/or review engineering plans
- Develop basic detail and assembly drawings for products and equipment
- Review applications and issues permits
- Perform physical and chemical tests for quality control
- Conduct research and provide technical assistance as needed
- Create 3-D models from 2-D drawings
- Test prototypes and standard products and write reports to document the results
- Maintain clean and orderly work areas
- Develop and write manufacturing process instructions
- Manage vendors; follow-up on purchase orders
- Receive and/or inspect parts
- Collect and record measurements and other data
- Review plans and/or maps of structures for inspections, troubleshooting, and/or repair
- Participate in developing and implementing SOPs (Standard Operating Procedures) and WIs (Written Instructions)
- Maintain and prepare reports on inspections, as well as completed and pending work
- Assist with identifying and assessing technical problems; learn and apply techniques and methods using the necessary tools and equipment
- Assist with the installation of necessary equipment for maintenance and/or repairs

Check-in meeting resources

Employers

How can myself and/or another team member assist you?

What skills have you been able to practice or witness?

What was something you enjoyed most about your experience this past week?

How can we provide opportunities to assist in the development of these skills?

What are some lessons learned and challenges experienced?

How has this experience impacted your educational or career goals?

Interns

To Discuss:

- Areas of needed assistance and any updates on meeting deadlines/task completion.
- Something that has gone really well for me since our last check-in
- Areas of challenge and what was learned
- Feedback on any thoughts or insights on employer practices/systems.

To Ask:

- What feedback do you have for me on my task completion and quality of work?



Summer Internship Opportunity

The Belvidere and North Boone School Districts recently received grant funding to support our students in pursuing **paid** internships within the manufacturing, automotive, and construction industries. Our goal is to help expose students to career paths within these fields, help them build their resumes, and grow the pipeline for our future workforce.

Who?

These opportunities are only for current seniors getting ready to graduate. For some opportunities, students must be 18 years of age or older before the start of the internship. Please see the individual internship descriptions for more specific qualifications.

What?

 **Internship Descriptions**

When?

These internships are 60 hours in length and occur between the middle of May and the middle of June.

Why?

Students will gain valuable experience to build their resumes and may have the opportunity to secure employment beyond the 60 hour internship. All internships are paid. Additionally, these internships provide students the opportunity to learn about various career opportunities within our community.

Next Steps

Application Process:

Submit your resume through an email to Mrs. Cooper at kcooper3@district100.com. In the email, please note which internship or internships for which you would like to apply. Resumes must be submitted by the end of the day on Saturday, April 15th..

If you do not have a resume currently or need help creating one, Mrs. Cooper will host a resume workshop online on Thursday, April 7th at 3:30pm. Please email her at kcooper3@district100.com, and she will email you a calendar invitation. This workshop will be recorded if unable to attend. No previous work experience required. Mrs. Cooper will walk you through how to write a resume.

Resumes will then be shared with participating employers, and students selected for an interview will be contacted to schedule an interview. These interviews will occur between April 20th and April 29th. Mrs. Cooper will also provide selected students with interview preparation materials and practice questions. Students are encouraged to represent our districts professionally and arrive at the interviews in a timely manner.

Students will then be contacted after the interviews to learn if they are selected or not.

Questions:

Email Mrs. Cooper at kcooper3@district100.com