

# Community Example: Northern Kane County

## Internship/Apprenticeship Model

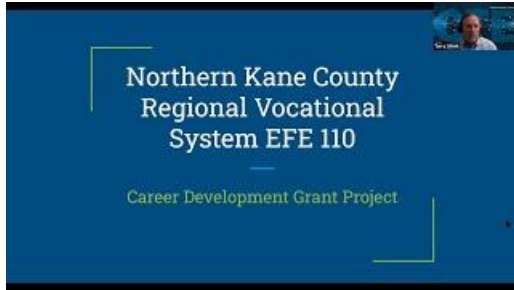
Program overview video, sample program description, timeline, job descriptions, student application, student placement flowchart, and business partner development flow chart for manufacturing internships through the Northern Kane County Regional Vocational System EFE 110's internship/apprenticeship program.



### **I-WIN**

Illinois Work-Based Learning  
Innovation Network

# Videos



ISBE WBL Pilot - Northern Kane County Regional Vocational System EFE 110

# Attachments

1. Program model
2. Program timeline
3. Business partner development flow chart
4. Student application and Google form
5. Student placement flow chart
6. Sample employer job description



## Career Development Experience: Northern Kane Co. Apprenticeship/Internship Program

PROJECT OVERVIEW	
<b>Career Development Experience Title</b>	Regional Apprenticeship/Internship Program
<b>School</b>	Northern Kane County Regional Vocational System
<b>Industry Partner(s)</b>	Automotive Dealerships and Repair Shops, Manufacturing & Welding Shops
<b>Endorsement Area</b>	Automotive Technology, Manufacturing, Welding, Veterinary Science
<b>Description of CDE</b>	<p>Students apply for the internships as part of the course and are provided sets of tools to utilize within the workplace. Students work on quality control, sales, engineering, shipping and job shadow to address concerns about using equipment they do not meet the age safety requirements for.</p> <p>Shifting from a co-op model where students were released for any job to having an internship that is directly aligned to their CTE pathway and career interests. Teachers ensure that students are placed in related internships.</p> <p>Developed a Business Partner Development flowchart to utilize the WBL Specialist with the EFE to be the conduit to build employer relationships and handoff to school level contacts as they are ready to engage. A major component of this has been determine the Mentor at the employer site who would be the best fit for working with students.</p>
<b><a href="#">Essential Employability/ Technical Competencies</a></b>	Students participate in Essential Employability Skills training before they start their internship. Competencies are also embedded within the curriculum of the Workplace Experience course.
<b>Credit and/or Compensation Provided to Participants</b>	Students all receive credit through participation in the Workplace Experience course the internship is associated with. Some businesses pay students through short-term employment contracts.
<b>Delivery Model &amp; Location/ Platform</b>	In-person at the business during the summer. Some businesses are able to host for an entire summer, others are able to commit to 1-2 days a week, or for a few weeks, rather than for the entire summer.

This resource was created by [Education Systems Center at Northern Illinois University](#).

The Illinois Work-Based Learning Innovation Network (I-WIN) is designed to help employers, educators, and students leverage innovative models for scaling high-quality work-based learning opportunities in school districts and community colleges across the State. This network explores ways to create equitable opportunities for students through both in-person and virtual learning. For more information on I-WIN and additional work-based learning resources, visit [edsystemsniu.org/i-win/](https://edsystemsniu.org/i-win/).



## Regional Apprenticeship/Internship Program Timeline

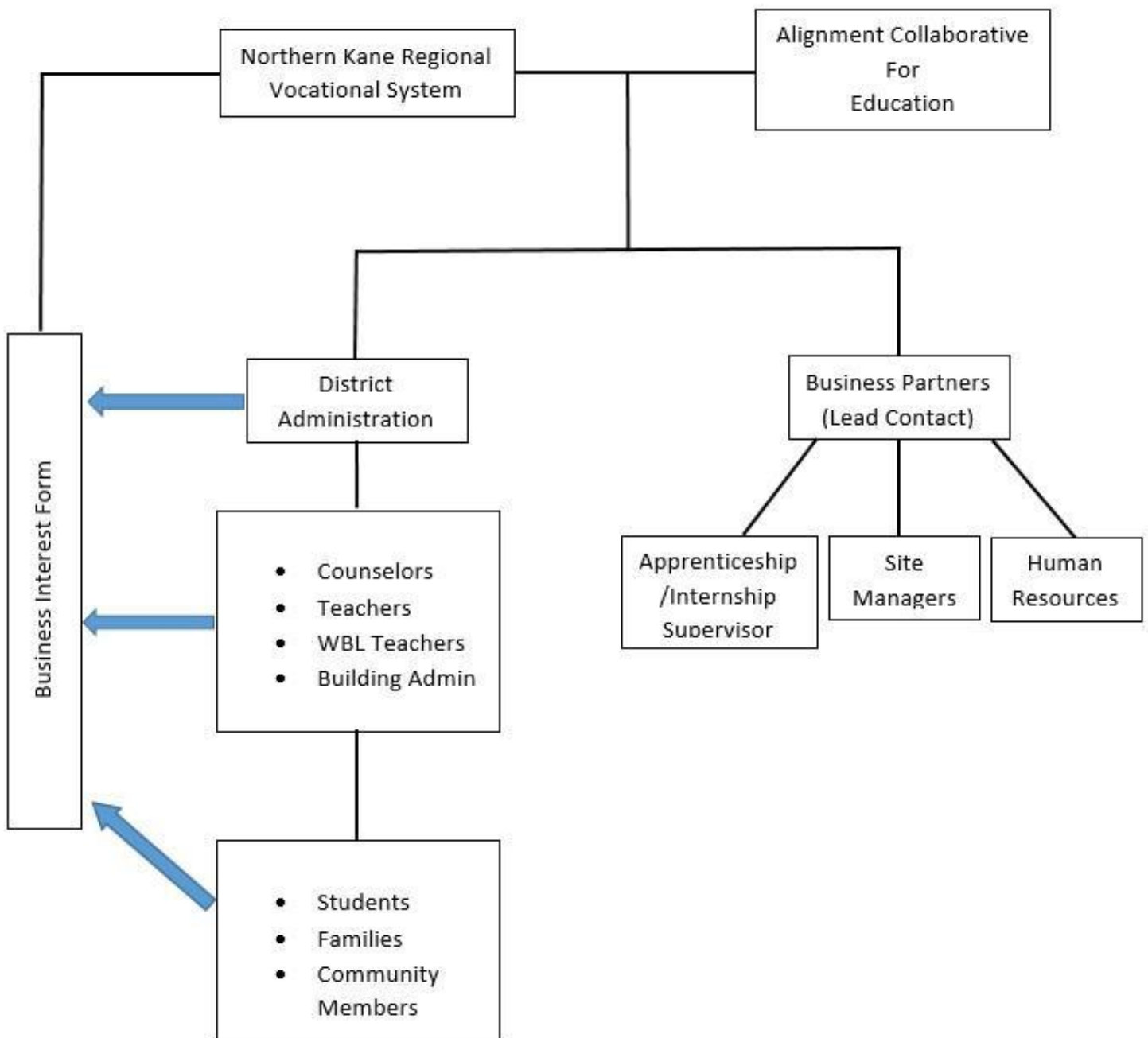
### Pilot Program 2021-2022

Oct. - Dec. 2021	Students choose classes for the following school year
Nov. - Dec. 2021	Program Applications will be shared with students/families
Dec. 17, 2021	Applications due Applications must include a copy of the Naviance Career Interest Survey Research piece about the top company they would want to apprentice/intern for (from list)
Jan. 7, 2022	Students notified of acceptance into program
Jan. - May 2022	Skills workshop (These sessions would be conducted by EFE staff and/or business partners.) conducted in CTE classrooms on the following topics: <ul style="list-style-type: none"> <li>● Interpersonal skills and Diversity - 2 sessions</li> <li>● Communications - 2 sessions               <ul style="list-style-type: none"> <li>○ Professional email addresses</li> <li>○ Social Media Usage</li> <li>○ Listening skills</li> <li>○ Developing a Linked-In Account</li> </ul> </li> <li>● Team Building - 2 sessions</li> <li>● Resume building - 3 sessions</li> <li>● Time Management - 1 session</li> <li>● Mock Interviews - 3 sessions</li> <li>● Company Research - 1 session</li> </ul>
May 2022	Interviews with internship hosting companies
June 1, 2022	Notify students of Apprenticeship/Internship

	<ul style="list-style-type: none"><li>● <b>Company Placement</b></li><li>● <b>Dates of Placement</b></li><li>● <b>Hours of Placement</b></li></ul>
<b>Summer of 2022</b>	<b>First Group of Apprenticeship/Internship students start</b>



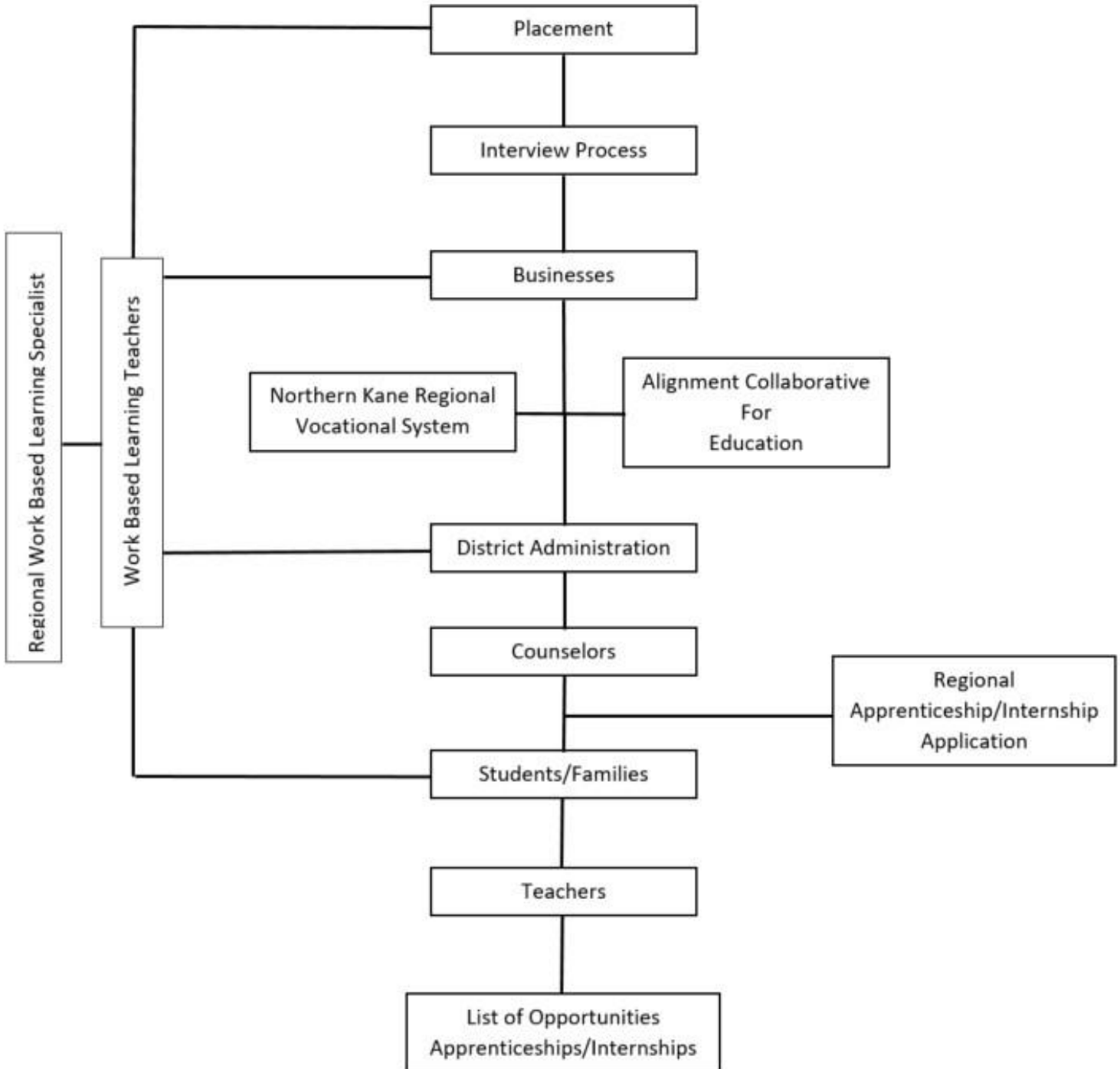
# Regional Apprenticeship/Internship Program Business Partner Development Flow Chart







# Regional Apprenticeship/Internship Program Student Placement Flow Chart





## Regional Apprenticeship/Internship Program

- Automotive Technology
- Business/Accounting/Entrepreneurship
- Engineering
- Healthcare
- Precision Manufacturing
- Veterinary Assistant
- Welding
- Other: \_\_\_\_\_

Would you prefer to attend After School or Summer Program

- During the school day (must be enrolled in a Work Based Learning class)
- After School
- Summer

What is your reason for applying for a Career Development Experience:

---

---

---

---

---

---

---

---

---

---

I understand that if accepted to a regional career pathway program, the student must comply with the student code of conduct and/or any school policies of the Regional Career Pathway school they attend. I also understand that, based on program capacity, a selection process may occur for program admission. I hereby agree to these conditions:

Student \_\_\_\_\_ Date \_\_\_\_\_

---

---

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_



<b>Position Title:</b>	Part Design, Test and Inspection
<b>Dates and Times Required:</b>	Dates and times are flexible as agreed upon by the Elgin Sweeper staff and the student. STEM internship assignments will begin across the community in June with all work completed by July 1, 2022. <b>Elgin Sweeper is requesting interns for one week at a time with start dates of June 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> with all internships completed by July 1<sup>st</sup>. The company will offer up to two internships with no more than one student assigned per week.</b>
<b>Time Commitment:</b>	Total of 40 Hours
<b>Location:</b>	1300 West Bartlett Road, Elgin, IL 60120
<b>Description:</b>	<p>Internship experience description includes:</p> <p>Introduction to the design process: Intern will develop a new part or make a revision to an existing part using the company's computer-aided design (CAD) software. Intern will develop an Engineering Change Notice to document the new/ revised part and understand the process of communication and documentation from the engineering department to the production floor.</p> <p>Instrumentation, data collection and test: Intern will work with lab engineers and technicians to utilize instrumentation, data collection and analysis in a test environment.</p> <p>Introduction to a Coordinate Measuring Machine (CMM) and Parts Inspection: Intern will work with the Quality department to observe CMM processes and parts inspection to include data review for necessary specification requirements.</p>
<b>Requirements:</b>	<p>Eligible applicants will:</p> <ul style="list-style-type: none"> <li>● Be a registered U-46 student for 2022-23 enrolled in Bartlett High School's STEM Academy with preference given to incoming seniors.</li> <li>● Have introductory CAD experience.</li> <li>● Desire to learn more about the role of engineering in a manufacturing environment related to the automotive industry.</li> <li>● Exhibit strong inquiry skills, attention to detail, and a quality mindset.</li> </ul>
<b>Application Process:</b>	<p>Cover letter and resume are required highlighting the student's interest in this assignment and the academic courses that qualify the student for this position, as well as any job experience and volunteer work history. Cover letter and resume should be submitted to the Bartlett High School STEM Academy staff for review and consideration. Position will require an interview with the company and may be offered to one or more STEM Academy students.</p>

