

Internships & Co-ops





Toolkit At-a-Glance

Toolkit: Internships & Co-ops

Toolkit Purpose	To enable members to launch a new internship program or improve upon one already in place.
What needs does the toolkit help members meet?	Supports the “grow your own” approach
What are the benefits of the program to the member company?	<ul style="list-style-type: none"> -Builds students interest in the energy industry -Creates an employment pipeline -Builds a positive image of the company in the community -Helps employees sharpen their skills
What is the lead time needed for planning the program before the start date?	One semester in advance or starting program
How much does a mentoring program cost?	Over \$10,000
CEWD Membership Dollars in Action	Toolkit provides an internship and co-ops overview, an organizational audit, a management buy-in PPT, a project manager’s to do list, a budget template, a work plan template, marketing ideas, a sample employment letter to students, a sample program agreement, and a supervisor evaluation form for students.

Internships/Co-ops Budget Template

Line Item	Estimated Cost	Actual
Salaries for students (List each student's name/hourly rate/number of hours per week x number of weeks below)		
Benefits for students (List each item below)		
Parking		
Food/beverage for intern get togethers		
Merchandise giveaways		
Special equipment for students (e.g. safety equipment; list each item separately and # of students who will need each item or list by student and equipment needed for each one)		
Pre-employment requirements (testing, drug screening, background checks, respirator fit tests, and baseline audios)		

Internships vs. Co-ops

Internships: Though the official definition of internships will vary by state, internships are short-term structured programs where students can gain knowledge and experience at an organization. They typically are designed for college or university students, though they can also be for high school students, specifically those in career and technical education programs. Internships must have an educational component and are not a way for companies to find people who will do the menial tasks that others do not want to do. Internships coincide with academic calendars, taking place either for a semester (part-time) or during the summer (full-time). Internships can be paid or non-paid, though the majority of interns receive some type of monetary compensation. Students can also earn credit from the internship experience.

Cooperative Education (Co-ops): Co-ops are similar to internships in that students gain knowledge and experience at an organization, but take place during the academic year, and are full-time. These programs are integrated into the academic curriculum. Students earn credits for participating, but must also supplement their on-the-job experience with writing essays or participating in seminars at their academic institution. Many co-ops are part of a five-year degree program where students work for a company for up to a year.

Benefits of Internships & Co-ops to Energy Companies

There are many benefits of internships and co-ops to energy companies. It is important to determine which of these benefits are most important to the company. Benefits for energy companies include:

- Identify future hires
- Creates a pipeline for additional candidates
- Recruit with low risk (can “try” the students out)
- Gain short-term talent
- Provide new ideas to the company
- Increases retention rate (studies show those were interns at a company then work for them stay longer)
- Helps to build relationships with local colleges and high schools
- Increases diversity (e.g. INROADS internship program)

Benefits of Internships & Co-ops to Students

Understanding the students’ perspective on internships and co-ops will help the company to create a positive experience for them. Benefits for students include:

- Gain real work experience
- Learn new skills
- Build their resume
- Try out a potential employer

- Complete interesting and challenging tasks
- Earn money while in school
- Fulfill degree requirements
- Earn college credit

Compensation & Benefits for Interns

Though not all interns are paid, most are. The average wage in the for college interns is approximately \$16 an hour. The fact that students may earn college credits for their internships should be thought of as a separate issue than compensation. Paying interns shows the students and the school partners that you take the program seriously and value having the interns on board.

Benefits for interns are important, but differ from benefits for employees. Providing benefits to the interns can differentiate a company from the rest. The types of benefits that are appropriate and desirable for interns include free or subsidized parking, social events for interns to meet each other or free company merchandise such as shirts, hats, etc. The merchandise is also great PR for the company!

How do we get started?

CEWD has created this toolkit to make it easy for energy companies to start internship or co-op programs or to improve upon one already in place. All of the documents and templates included in the toolkit are listed below.

Organizational Audit
 Task List
 Management Buy-in PPT
 Budget Template
 Marketing Ideas
 Work Plan Template
 Program Agreement Sample
 Sample Employment Letter to Students
 Internship/Co-op Evaluation Form

Articles and Resources:

Internship Wish List: The 12 Things Students Value the Most

<https://www.forbes.com/sites/jacquelynsmith/2014/01/08/internship-wish-list-the-12-things-students-value-most/#31761b427b2f>

Students Describe Benefits of Internships

<https://www.monster.com/career-advice/article/students-benefits-internships>

7 ways employers benefit from summer internship programs, even if interns don't become full-time employees

<https://www.collegerecruiter.com/blog/2016/09/08/6-ways-employers-benefit-from-hiring-interns-even-if-they-dont-become-full-time-employees/>

Employer, Students Benefit from High School Internships

<https://www.shrm.org/ResourcesAndTools/hr-topics/organizational-and-employee-development/Pages/High-School-Internships.aspx>

Inclusive Internship Programs: A How to Guide for Employers

<https://www.dol.gov/odep/pdf/InclusiveInternshipPrograms.pdf>



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Internships and Co-ops:
A Win-Win Proposition

Internship Program

- Short-term, structured program
- College/university students (or high school) gain knowledge and experience
- Either part-time during the school year or full-time during the summer
- Paid: average industry wage—\$16/hour
- Students may also earn academic credit

Cooperative Education

- Similar to internships
- Students gain knowledge and experience
- Take place during the academic year
- Full-time
- Students earn credit and must also participate in seminars and/or write essays

Benefits to Our Company

- Identify future hires
- Creates a pipeline for future candidates
- Recruit with low risk (can “try” students out)
- Gain short-term talent
- Provides new ideas to the company

Benefits to Our Company

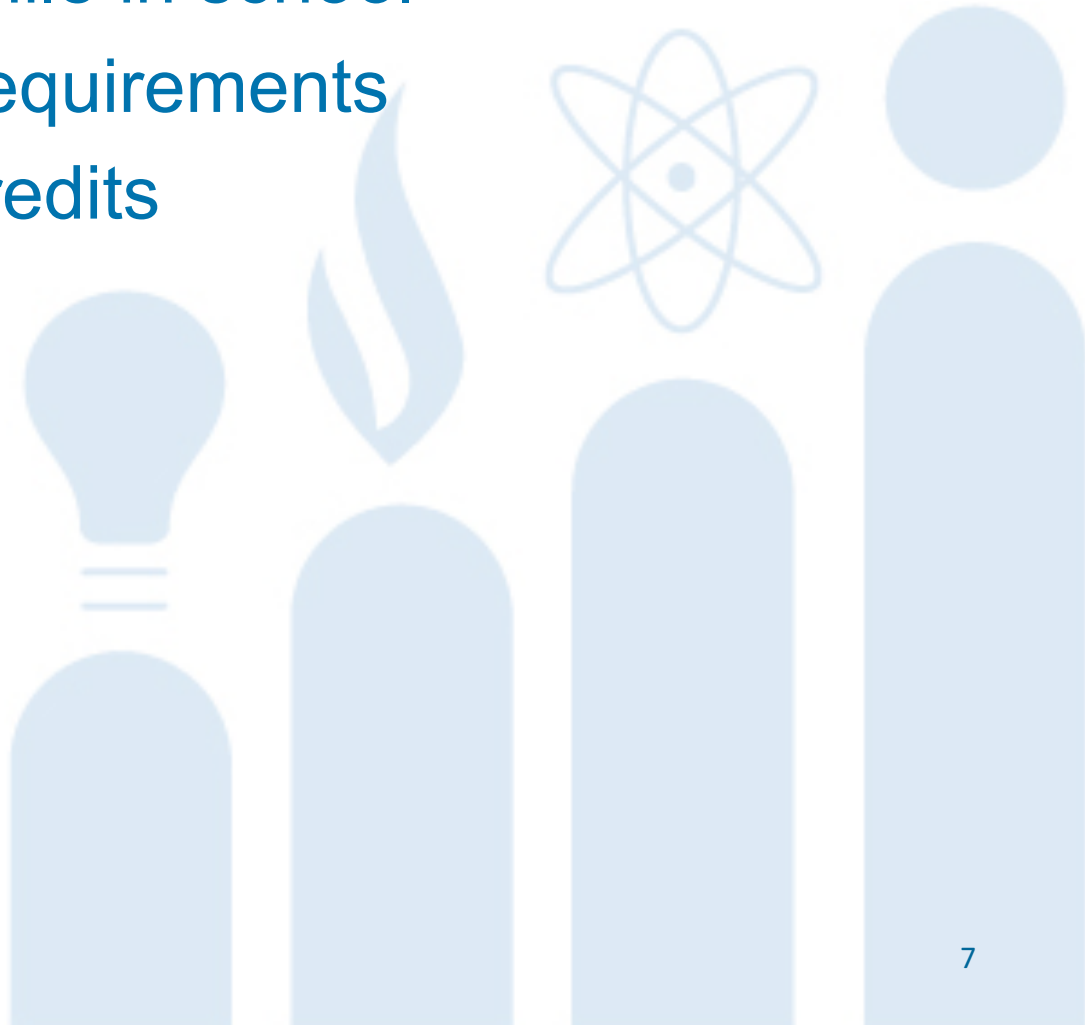
- Increases retention rate (studies show that employees who were interns at the company stay longer)
- Helps to build relationships with local colleges, universities, and high schools (if applicable)
- Increases diversity

Benefits to Students

- Gain real work experience
- Learn new skills
- Build their resume
- Try out our company
- Complete interesting and challenging tasks

Benefits to Students

- Earn money while in school
- Fulfill degree requirements
- Earn college credits



Steps to Launching a Program

- Develop a program budget
- Determine best semesters for your organization to host students
- Determine which department(s) will host students
- Determine supervisors for students
- Develop work plans for students

Steps to Launching a Program

- Build a compensation and benefit plan for students (such as subsidized parking)
- Define local school partner(s) (college, university, or high school) and meet to discuss internship and/or co-op programs
- Submit Work Plans and/or complete school's internship form

Steps to Launching a Program

- Sign company/school agreement
- Market program to students
- Screen and select students
- Start program

*CEWD has templates for each step outlined

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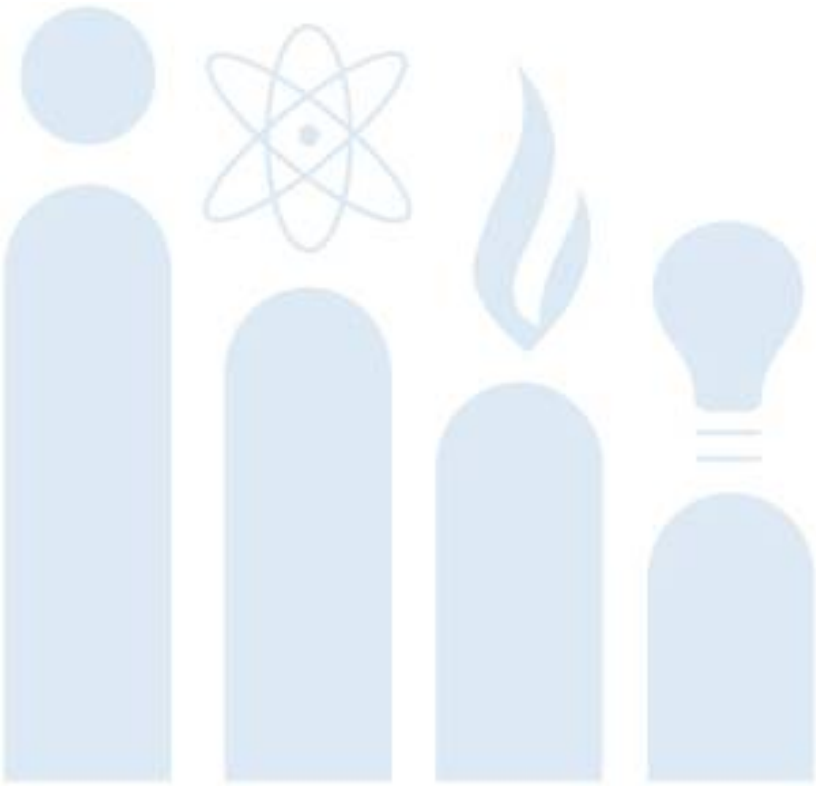
For more information, contact:

Name
Title

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Below is a list of ideas to market and internship or co-op program to students from *Total Internship Management* by Richard Bottner (Published in 2007 by Intern Bridge, Inc).

- Use the campus Career Center (for college and university programs)
- Contact teachers or faculty members for ideas on which students may be a good fit
- Use the power of networking to get the word out (family, friends, and the community)
- Go to a college job fair
- Sponsor an information session at the college, university, or high school
- Sponsor an event for a student club

1. How serious is my organization about hosting an internship program?
 - a. Is my organization committed to working with universities and/or high schools?
 - b. Will my organization culture be supportive of an internship or co-op program?
2. What can students do for us? What are our goals?
 - a. Does my organization have meaningful work for students to complete?
 - b. Are there special skills needed?
 - c. Do we want to use the internship or co-op program to identify, test, and recruit potential new employees?
 - d. Would the student's naivete and inexperience actually be an asset for our organization, providing a fresh perspective on our products and services? Or would this actually be dangerous to self and others in certain positions?
3. What human resources do we have to support an intern or co-op student?
 - a. Can my organization provide an individual with efficient supervisory skills to work with students?
 - b. Can my organization provide an individual with sufficient time to organize the program?
 - c. In which department might interns work?
4. Does my organization have the time to support an internship or co-op program?
 - a. What is the best time of year for my organization to host students?
 - b. What should be the duration of the internships or co-ops?
5. What physical resources do we have to support students? For example:
 - a. A safe, adequate workspace
 - b. Access to computers
 - c. Internet access
 - d. Telephone and fax
 - e. Other communication resources
 - f. Adequate reference resources
 - g. Access to people who would be colleagues, resources, or internal clients
 - h. Parking

GATEWAY TECHNICAL COLLEGE
HORTICULTURE INTERNSHIP PROGRAM
Employer Information Letter

What is involved in our internship program?

Students enroll in Gateway Technical College for training in the field of horticulture and to earn a two-year Associate Degree or certificates in specialized areas of horticulture. We strongly encourage them to work part-time during the school year or full-time during the summer to supplement their classroom learning with practical, on-the-job training as well. The horticulture internship program allows students to earn credits for work experience toward their degrees.

How does this benefit an employer?

The future of individual firms and the industry as a whole is dependent on personnel who are technically trained and interested in the business. The internship program is designed to create interest in the horticulture industry as well as give students a chance to experience the industry first-hand.

Your participation in the program will allow you to help train students as well as give them a chance to make decisions about what aspects of the industry they are interested in. It may also allow you to prepare the student for a future with your firm.

What are your responsibilities to an intern?

The program asks you to expose the student to as many duties at your place of-business as possible. Make sure that they see and understand your business operation. At the end of their stay with you, you will be asked to submit a simple questionnaire (furnished by Gateway) about the student.

Wages paid during the internship are a matter of negotiation between you and the student. You are not required to pay the student. We suggest that you remember that this is the student's first contact with the industry and if you pay an extremely low wage, he or she may decide that a fair wage may never be paid. If you can use the student for an entire season, why not suggest a starting wage with some increase after a month or more of work? This incentive starts the student off with something to look forward to as well as a good feeling about wages in the industry.

If you do not need help currently, you may find a need in the future. Please keep our program in mind. Don't hesitate to call if you have any questions.

Thank you.

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HORTICULTURE INTERNSHIP AGREEMENT

Name of Student _____
Address _____ Telephone _____
Name of Company _____
Contact Person _____
Company Address _____ Telephone _____

THE EMPLOYER WILL:

Provide student with a learning experience consistent with identified competencies.

Evaluate student's performance and work attitude periodically.

Contact internship instructor should it be necessary to terminate employment.

Employ the student for a minimum of 13 hours per week.

Provide supervision of the training experience.

Counsel the student if necessary.

Answer student's questions and be accessible to the student for the final report.

Confer with internship instructor and permit internship instructor to observe student at work.

Notify internship instructor of any problems or concerns about the program or student.

Payment is conditional. Compensation is negotiable between student and employer.

THE STUDENT WILL:

Notify employer immediately of illness or being unable to report for work.

Not sever employment without first securing approval of internship instructor.

Conform to all regulations of place of employment.

Maintain passing grades in all subjects to remain eligible for internship.

Discuss complaints and concerns with internship instructor or employer.

Remain loyal to employer and keep business information confidential.

Maintain a daily log to be shared with employer and internship instructor.

Prepare a report summarizing internship and the responsibilities involved.

THE INTERNSHIP INSTRUCTOR WILL:

Assist employer with training problems pertaining to the student's job.

Take appropriate action to reach suitable solutions to any problems which arise.

Provide necessary forms, guidelines and information to all parties involved.

Consult with student and employer to evaluate student's performance and internship experience.

Provide publicity on the internship program to the news media, trade associations and publications where appropriate.

Maintain a working relationship with Job Placement Office.

WAIVER OF ANY OF THE ABOVE IS POSSIBLE BY SUBMISSION OF A WRITTEN REQUEST TO THE INSTRUCTOR OR COORDINATOR.

Student's signature_____ Date_____

Employer's signature_____ Date_____

Instructor's signature_____ Date_____

GATEWAY TECHNICAL COLLEGE

Horticulture Department

3520 30th Avenue

Kenosha, WI 53144-1690



COMPANY LOGO HERE

Supervisor Evaluation of Students for Internship and Co-op Programs

STUDENT EVALUATION FORM

Student Name/School: _____

Supervisor/Department: _____

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Part I: Work Ethics Trait				
Attendance: Consider the frequency of absences. Arrives/leaves on time; notifies supervisor in advance of planned absences.				
Character: Displays loyalty; honesty; trustworthiness; dependability; reliability; initiative; self-discipline; integrity; and responsibility.				

<p>Teamwork: Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning. Respects rights of others; demonstrates mannerly behavior in interactions with others.</p>				
<p>Appearance: Displays appropriate dress; grooming and hygiene.</p>				
<p>Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self; ability to reason. Makes an effort to understand and observe company policies.</p>				
<p>Safety: Shows respect for safety rules, regulations and procedures; Demonstrates alertness and knowledge of safety precautions.</p>				
<p>Communication: Displays appropriate nonverbal (eye contact; body language) and oral (listening & grammar) skills; contacts supervisor to report problems; asks appropriate questions related to assignments; interacts with supervisor and other co-workers in discussions.</p>				
<p>Cooperation: Displays leadership skills; appropriately handles criticism; conflicts; and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.</p>				

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind in person or in written and oral communication.				
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<u>Explanation of Work Ethics Grades</u>	
Exceeds Expectations:	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.
Meets Expectations:	All work ethics standards are met. The quality of student's work ethics performance is that of a good employee in the normal work environment.
Needs Improvement:	Some standards were not met. Additional training in employability skills is recommended.
Unacceptable:	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Part II: Occupation Knowledge and Skill Sets				
CREATE A ROW FOR EACH JOB TASKS FOR WHICH STUDENT IS RESPONSIBLE.				

Explanation of Performance Grades

Exceeds Expectations:	Performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.
Meets Expectations:	The quality of student's performance is that of a good employee in the normal work environment.
Needs Improvement:	Some standards were not met. Additional training in employability skills is recommended.
Unacceptable:	Performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.

SUPERVISOR'S SIGNATURE _____

DATE _____

Task	Responsible Party	Date Completed
Conduct organizational audit (use <i>Organizational Audit</i> in toolkit)		
Get management buy-in (use <i>Management Buy-in PPT</i>)		
Develop a program budget (use <i>Budget Template</i>)		
Determine best semesters for your organization to host students		
Determine which department(s) will host students		
Determine supervisors for students		
Develop work plans for students (use <i>Work Plan</i> template)		
Build a compensation and benefit plan for students		
Define local school partner(s) (college, university or high school) and meet to discuss internship and/or co-op programs		
Submit Work Plans and/or complete school's internship form		
Sign company/school agreement (see <i>Sample Program Agreement</i>)		
Market program to students (use <i>Marketing Ideas</i>)		
Screen and select students (use <i>Interview Form</i> and <i>Sample Letter to Students</i>)		
Help students become acclimated with the organization (use <i>Orientation Checklist</i>)		
Start internship program		
Conduct evaluation of students' performance and provide feedback (use <i>Internship/Co-op Evaluation Form</i>)		
Provide the students an opportunity to give the organization feedback		

Formed in March 2006, the Center for Energy Workforce Development (CEWD) is a non-profit consortium of electric natural gas and nuclear utilities and their associations —Edison Electric Institute, American Gas Association, Nuclear Energy Institute, and National Rural Electric Cooperative Association. CEWD was formed to help utilities work together to develop solutions to the coming workforce shortage in the utility industry. It is the first partnership between utilities, their associations, contractors and unions to focus on the need to build a skilled workforce pipeline that will meet future industry needs.



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