

“Manufacture Colorado” Summer Internship Program

“The only source of knowledge
is experience.” -Albert Einstein

INTRODUCTION:

Building a strong future workforce is essential to the health of manufacturing in Colorado and the United States. In addition to the traditional classroom experience, education can be greatly enhanced by getting real world experience within an operating manufacturing business. CAMA has researched the best practices of its membership and is proposing the following guidelines to support the creation of a summer internship program to be utilized by manufacturers throughout Colorado.

GRADE LEVELS SERVED:

↳ High School Juniors and Seniors and Post-Secondary Students

WHEN IS THE INTERNSHIP PROGRAM?



WHY THE INTERNSHIP PROGRAM?

To demonstrate manufacturing as a pathway of opportunity with high paying, high skilled jobs from the factory floor to the executive suite, the intern will rotate through several job responsibilities (ie. purchasing, inventory control, data entry, quality inspection, assembly, machine operator, management, etc.).

1. This will give the intern the opportunity to see a manufacturing business from different perspectives, ultimately giving them a better idea of the type of career choice that best fits their skills.
2. Each intern should be provided the opportunity to interview key leadership within your organization, with the objective of learning about the critical skills necessary for success in the position. Students should present a written report to their business mentor by the end of their internship.

LENGTH OF THE INTERNSHIP PROGRAM:

This is your decision; however, CAMA strongly recommends an internship program that lasts at least four weeks. It is suggested that the internship program begins within one week of the school year ending and is completed in early August (if it is longer than four weeks). You may need to allow for some vacation time (unpaid) for the intern.

COMPANY REQUIREMENTS TO PARTICIPATE:

Step 1. Agree to participate in the internship program.

Step 2. Develop Internship Program Plan.

CAMA has developed Mentor Guidelines to assist in this effort.

Step 3. Determine how many Summer Interns you will host.



Remember, each intern will have a mentor assigned as their host. How many mentors will you have available?



Experience has shown that selection of the best mentor is the single biggest challenge in the process.



The internship should be a paid internship (minimum wage is acceptable).

Step 4. Determine your specific selection criteria.

- ☺ CAMA's Mentor Guidelines will help you develop this.

Step 5. Using your specific selection criteria, develop an internship opportunity posting

- ☺ CAMA has developed an outline for your use.

Step 6. Recruit candidates.

- ☺ This is where CAMA will help. CAMA has developed an Internship Application form that can be modified to meet your company needs. CAMA can also help identify students to participate in the Internship Program.

Step 7. Interview the candidates.

- 👉 Get your HR Team involved! Student interns should go through a formal interview at your company to make sure they understand what type of work they will be exposed to and what your expectations are of them (i.e.. punctual, respectful, follow safety rules, etc.).

Step 8. Select your Interns.

- 👉 Each student intern needs to be paired with a company employee that will serve as a mentor during the internship. The mentor's responsibilities are outlined in the Mentor guidelines developed by CAMA.

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State and Federal Intern Guidelines:

Your business will be responsible for following all state and local labor rules including providing workers' compensation coverage.

While CAMA strongly encourages these to be paid internships, according to the U.S. Department of Labor, the following six legal criteria must be applied when deciding if an internship is required to be unpaid:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

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