



Newaygo County Regional Educational Service Agency  
**2010 SUMMER INTERNSHIP PROGRAM**

**Funding**

The Newaygo County Regional Educational Service Agency provides this opportunity through a grant from The Fremont Area Community Foundation.

**Definition**

The Summer Internship Program is sponsored by The Fremont Area Community Foundation in partnership with the Newaygo County Regional Educational Service Agency, and is available to Newaygo County high school and college students between the ages of 16 and 21. Students who have not held a placement through the Summer Internship Program in the past will be given preference.

**Objectives**

The goal of work-based learning programs is to expand learning into the work environment. The Summer Internship Program provides high school and college students with experiences in productive work settings to achieve desired educational outcomes.

**Guidelines**

1. The work-based training includes performance duties and tasks that the trainee performs at the worksite, as outlined in the Work Site Position Request submitted by the employer. The training is for the benefit of the trainee.
2. The trainee does not displace a regular employee, but does work-related training under an experienced and qualified person's supervision (mentor). The trainee is not entitled to a job at the conclusion of the program.
3. Students selected to participate in the interview process will be notified by NC RESA and will have from **May 17-May 26** to contact employers selected by NC RESA to make arrangements and perform a personal interview at the work site or agreed upon location. Employers are to contact NC RESA by **Friday, May 28<sup>th</sup>, 2010** to submit their top 3 candidates by preference for the position.
4. Students selected for an internship must also be available to participate in a pre-employment orientation at NC RESA prior to their first day of employment. This will take place on **Wednesday, June 9<sup>th</sup> or Thursday, June 10<sup>th</sup>, both at 7:00 P.M.** Those under 18, need to have a parent present with them at the orientation to sign training agreements, and payroll paperwork.
5. Student interns must be employed and compensated in conformity with Federal, State, and local laws and regulations, and in a manner not resulting in exploitation of the student for private gain.
6. Student interns can work not more than 10 hours a day; work not more than 6 days per week; work not more than 40 hours per week, including weekends; and work only between 6:00 a.m. and 11:30 p.m. daily.
7. The training is conducted under a written training agreement and training plan (listed as duties and tasks on the Work Site Position Request) between the school district and the participating employer.
8. Student interns shall have received and mastered safety and hazardous job duty instruction prior to placement, if identified on the training plan. Any hazardous work shall be incidental to the training, intermittent and for short periods of time, be under close supervision of a qualified and experienced supervisor, and documented on the training agreement.
9. Employer verification of student attendance is required through weekly time records.
10. Employment for participating interns can begin after the signed Training Agreement is in place and the intern has completed their initial orientation with NC RESA. Interns may begin their placement after **June 14, 2010** and may work a maximum of 200 hours during the 10-week training period. The intern is expected to establish a time schedule with their employer as to the hours and days they will work each week. The Summer Internship Program must conclude by **August 20.**