

Internship Planning Guide

Describing the Intern's Job

Your organization may have a policy on internship positions. For example, you may offer only non-paid internships, possibly for high school or for only graduate-level students, and only during the summer. Your particular requirements and needs will influence the intern position, type of projects, and job description.

You may want to begin by establishing some basic goals and objectives for an intern position, and then outline a few major projects, some minor ones, and some typical daily functions. In these ways an intern's job description will be similar in many ways to your other organizational job descriptions, breaking tasks and assignments into percentage of time spent on each component. The components might be as follows:

Intern Description

[Name of company or organization]

Title: Manufacturing Intern

Reports to: XXXXXXXX

Location: [Town and address]

Job Purpose: Intern will be working closely with the Machining group covering a broad range of skills

List Key Responsibilities and Duties:

Pay: [Payment amount, specifying by the hour, week, month, or total stipend; non-paid or travel stipend only.] (Communicate your situation.)

Orientation

You've hired an intern! Now the goal should be an orientation process that will make your intern feel comfortable, be a part of your team, and have a solid understanding of what you expect in terms of projects and responsibilities. The following orientation structure comes from the Career Services office at the University of Memphis, TN. pg. 2

First, develop a thorough orientation and training plan to be implemented when the intern begins work so they will learn quickly and be productive members of your team. Invest supervisory time to establish an important bond with interns and set a crucial tone for the internship experience.

Prepare for the intern's arrival:

- Set up an organized area for the intern.
- Set up voicemail, computer, phone, email, internet access, and/or other resources necessary for the intern to accomplish the tasks in the position description.
- Outline work expectations for the duration of the internship.
- Prepare forms to be signed, including a confidentiality agreement if necessary.
- Plan a tour of the facilities and introductions to other employees.

- Give your intern company materials to read, such as newsletters, annual reports, an organization chart, or memos from the CEO.
- Explain the mission of the organization:
- How did the organization start? Why?
- What is unique about your product or service?
- Who benefits from your product or service?
- What are the organization's current objectives?
- How may the intern contribute to those objectives?

Explain the organization's structure:

- Who reports to whom?
 - Who, specifically, is the intern's supervisor?
 - What is the intern's department responsible for?
 - How are decisions made?
 - Which personnel can answer different kinds of questions?
- Outline organizational rules, policies, decorum, and expectations:*
- Is there special industry jargon?
 - What are the specific work standards and procedures?
 - What access to the supervisor (days, times, and duration) does the intern have?
 - How should the intern process incoming requests?
 - How do the mail and telephone systems work?
 - What are the approved forms of correspondence?
 - By what safety regulations must the intern abide?
 - Is there a procedure for signing off on completed work?
 - What periodic forms or reports need to be completed?
 - What local, state, and/or federal guidelines or laws apply to the intern's work?
 - Are there security or confidentiality issues the intern should be aware of? Liability insurance issues to be addressed with the company insurance provider?
 - What is acceptable dress and appearance?
 - How should the intern maintain the premises and the work area?

Define the intern's responsibilities:

- What is the intern's role?
- What projects will be assigned to him or her?
- What resources are available to the intern?
- What training is necessary?
- How does the organization want the intern to deal with clients and vendors?

- What tasks can be completed without supervisory approval?
- Do other employees understand the intern's role?

- *Monitor the intern's adjustment and understanding of what is expected:*
- Make yourself visibly available to the intern.
- Assign someone who can periodically "check in" with the intern.
- Provide feedback and constructive criticism.
- Encourage the intern to ask questions.

Work Period

In some respects, developing the intern's job description or work plan may be the most important component of a successful internship experience for your office. You will want to provide the intern with a good work experience. For the intern, it is better to have no work experience at all than to have a bad internship.

Steps to a quality work plan:

- 1) Think in terms of a simple but effective goal for the internship. What do you want to accomplish with this position?
- 2) Make sure you assign experienced personnel aside from yourself to direct and assist the intern. Do you have upper management on board?
- 3) Develop projects and break them down into functional areas to determine with whom the intern will be working. Identify the daily routine tasks to be performed. Avoid "grunt work" as the daily routine, although most internships have some small degree of these tasks.
- 4) Determine the intern's budget, especially if he/she will be doing some traveling as part of the experience (gas, vehicle, travel expenses, etc.).
- 5) Appreciate the ways that cycle of activities vary between the private business sector and academic life, and plan accordingly.
- 6) Consider a time and assignment flow chart to space projects and time on a continuum.
- 7) Assign an evaluator or point person to whom the intern will report. Select evaluation criteria on the front end to be fair to the intern and the process.

A description more specific to manufacturing could be as follows:

**Selected candidates will be working closely with the Machining group covering a broad range of skills; experienced Machinists will teach you how to set up and operate CNC, lathe, and vertical machine tools to make parts per engineering specifications. Interpret dimensions and tolerances of pieces to be machined, sequence of operations and machines required by studying specifications, such as process documentation and engineering drawings.*

Plan and execute assignments using a variety of machine tools. Operate computer controlled machines. Use precision measuring instruments to check accuracy of work. Perform basic preventative maintenance on machines and perform turning, drilling, grinding, milling, sawing and stamping. Maintain production records and adhere to safety rules.

The internship is designed in such a way to allow the students to experience a "hands-on" approach to learning. The program is intended to expose the student to a modern production facility, introduce valuable knowledge in the industrial field and the forging industry.

Requirements:

- *Must be currently enrolled in High School Technical Education Courses or CNC Technician Program.*
- *Maintaining a "C" average or better*
- *Good communication, interpersonal, and computer skills.*
- *Position requires ability to read & understand process related documentation*
- *Ability to read & work from blueprints*
- *Ability to use all common measuring devices*
- *Ability to work in a safe manner observing safety practices;*
- *Previous work experience in a manufacturing environment is a plus.*
- *Willing to take additional Machining Courses*

*Adopted from Scott Forge, Spring Grove, IL

Intern Evaluation

It is advisable to share evaluation tools and criteria with the intern prior to the work experience. There are numerous evaluation tools. It is recommended that the professional maintain an evaluation form or method that reflects what is used in the workplace. One goal of the internship is to provide the student a work experience in a work environment that is not possible in an academic classroom. It will be beneficial for the student to see the contrast between a workplace evaluation and an academic evaluation based on tests, papers, and final exams.

Evaluations can be from numerous perspectives. It is advisable for you or the direct supervisor to employ two different evaluations, one that assesses the student's performance in the workplace and the other in which the student evaluates his/her own work experience and your organization as an employer.

The first is expected and probably mandatory for the student to receive academic credit. The second will give you valuable feedback on how to improve work experiences for future interns. Examples of each can be found through an internet search engine, or you can use your organization's evaluation tool to provide a non-academic evaluation experience.

Note:

This Internship Guide is adopted from Gary Skoog and the International Economic Development Council located in Washington, D.C. The intent is to enhance the value of the internship experience for all concerned. Thanks to IEDC. Thank you to Scott Forge for their assistance in the use of their materials. This guide was edited by Greta Salamando, TMA Education Foundation.

THE DANIEL AND HENRY CO.
INSURANCE AND RISK MANAGEMENT

Protecting your Intern

1. Have a designated person in the organization responsible for the overall safety of the interns.
2. Have all interns wear a fluorescent vest while on the shop floor.
3. Inform your entire staff of the interns presents and the designated person responsible for their safety.
4. “It Takes a Village” if any employee witnesses the intern performing or about to perform an unsafe behavior or appears to be in harms way, intervene and notify the designated person immediately.

The information provided in this FAQ is not intended as legal advice. The general legal principles discussed here may or may not apply to a particular company's specific circumstances. Companies are urged to consult with their labor counsel before implementing a manufacturing internship.

FREQUENTLY ASKED QUESTIONS ABOUT LEGAL ISSUES CONCERNING MANUFACTURING INTERNSHIPS

1. Are there legal restrictions on providing manufacturing internship opportunities to youths?

Answer: Yes. Internship opportunities for youths are governed by laws including the federal Fair Labor Standards Act ("FLSA") and the Illinois Child Labor Law ("ICLL"). These laws impose various restrictions based on a youth's age.

Youths Under Age 16

2. Are youths under age 16 legally permitted to work in a manufacturing internship?

Answer: No. Both the FLSA and the ICLL prohibit youths under age 16 from working in *any* manufacturing occupation. The only exceptions apply to non-manufacturing work in the office of a manufacturing company, and work by youths whose parent owns the manufacturing company.

3. Are work permits required for youths under age 16 doing non-manufacturing work in the office of a manufacturing company?

Answer: Yes. The ICLL requires the company to obtain from the Illinois Department of Labor ("IDOL") an Employment Certificate for any youth under age 16. The Employment Certificate must be renewed annually and kept on the company's premises.

4. Are work hours restricted for youths under age 16 doing non-manufacturing work in the office of a manufacturing company?

Answer: Yes. The ICLL prohibits youths under age 16 from working: during school hours; more than 3 hours on a school day; more than 8 hours on a non-school day; more than 24 hours during a school week; more than 48 hours during a non-school week; before 7:00 a.m. on any day; after 7:00 p.m. between Labor Day and June 1; and after 9:00 p.m. June 1 through Labor Day.

Youths Age 16-17

5. Are youths age 16-17 legally permitted to work in a manufacturing internship?

Answer: Yes, but the work cannot be “hazardous.” Work classified as “hazardous” by the FLSA and the ICLL includes:

- operating, cleaning, setting up or repairing (or assisting in such work on) power-driven machinery;
- operating, cleaning, setting up or repairing (or assisting in such work on) power-driven tools including saws, grinders, polishers, drills, mills, wheels and gear hobbors – while *permitted* under the FLSA and the ICLL, the federal and Illinois DOLs often disapprove of youths age 16-17 working with such power-driven tools;
- operating, cleaning, setting up, repairing, riding on (or assisting in such work on) power-driven apparatus including forklifts and skid-steerers; and
- using ladders or scaffolds.

6. Can youths under age 18 be permitted to work in a manufacturing internship involving “semi-hazardous” work?

Answer: No. The federal and Illinois DOLs strictly enforce the restrictions discussed above concerning age and hazardous work limitations. Assume that any doubt about whether work is “hazardous” likely will be resolved against the employer. Penalties for youth-related violations of the FLSA include fines of up to \$11,000 per violation. Violations of the ICLL include fines of up to \$5,000 per violation.

7. Are work permits required or work hours restricted for youths age 16-17 working in a manufacturing internship?

Answer: No. Such requirements and restrictions do not apply to youths age 16 and older.

8. Should an employer obtain insurance for youths under age 18 working in a manufacturing internship?

Answer: Yes. All employees, including youths under age 18 working in a manufacturing internship, should – and in most instances must – be covered by the company’s insurance. This includes workers compensation insurance, unemployment insurance and general liability insurance. Note that many insurers will not cover workers compensation claims or general liability claims asserted by persons under age 18. No employer should permit anyone to work who is not covered by the employer’s workers compensation and general liability insurance. Thus, insurance-related factors often impose practical limitations on providing manufacturing internship opportunities for youths under age 18.

Paying Youths Working In

Manufacturing Internships

9. Youths working in manufacturing internships generally receive invaluable opportunities to learn about manufacturing and business. Must they also be paid?

Answer: Yes. The wage payment provisions of the FLSA, the Illinois Minimum Wage Law and the Illinois Wage Payment and Collection Act apply to youths working in manufacturing internships. These laws require payment to youths and all other employees except in the narrow circumstances of a youth whose parent owns the manufacturing company or internships satisfying all the federal FLSA’s strict criteria for an unpaid internship.

10. What are the federal FLSA's criteria for an unpaid internship?

Answer: The federal FLSA provides that an unpaid internship must satisfy all the following six criteria:

- The intern must receive training similar to what would be provided in a formal educational setting (*e.g.*, a vocational school);
- The internship must primarily benefit the intern (*i.e.*, he or she must get more benefit than does the company);
- The intern cannot displace regular employees and his or her work must be closely supervised by existing staff;
- The company providing the internship cannot get an immediate advantage from the intern's activities, and occasionally training the intern may actually impede operations;
- The intern is not entitled to a job at the end of the internship; and
- The company and the intern understand that the internship is unpaid.

These criteria indicate that prudent companies will: (a) generally avoid unpaid internships; (b) where unpaid internships are provided, partner with an educational institution in structuring the unpaid internship; and (c) create appropriate documentation showing that the FLSA's six criteria for unpaid internships are fully satisfied.

Manufacturing Internship Opportunities

Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Brief Summary of
Company: _____

We are interested in:

High School Students

College Level

Specific Requirements Interns need: (Example, Prior Metals class, Steel Toe Shoes)

