



NEX-GENERATION

Round Up for Youth, Inc.

Nex-Generation Student Internship Program

SUMMER 2020

2020 Internship dates: May 26-August 7, 2020

BUSINESS APPLICATION PERIOD:

NOW CLOSED

STUDENT APPLICATION PERIOD:

FEBRUARY 3-MARCH 15, 2020

INTERNS WILL BE SELECTED BY:

APRIL 19, 2020

SUMMER 2021

2021 Internship dates: June 1-August 6, 2021

BUSINESS APPLICATION PERIOD:

MARCH 1-AUGUST 1, 2020

STUDENT APPLICATION PERIOD:

OCTOBER 1-DECEMBER 31, 2020

INTERNS WILL BE SELECTED BY:

MARCH 1, 2021

Application & Hiring Process:

Eligibility

To be eligible, students must be in high school or college (age 16 or over) and must be from (or attending school in) the following 28-county area of northwest and north central Kansas: Barton, Cheyenne, Cloud, Decatur, Ellis, Ellsworth, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Ottawa, Phillips, Rawlins, Republic, Rooks, Rush, Russell, Saline, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace.

Businesses/organizations must also be within these counties. Businesses may specify additional age, education, or experience requirements based on the position.

Business Application Process / Requests for Funding

To apply for the program, businesses complete an online application at <https://www.nex-generation.org/internships>, indicating the number of positions, descriptions of each, and whether they will self-fund (pay 100% of the cost) or are asking to be considered for any available funding.

The business application deadline is August 1.

Funding is limited and determined annually. Our current grant allocation structure is as follows:

- Small Business: Grant of up to \$2,000, based on availability.
- Large Business: Grant of up to \$1,000, based on availability.
*Large businesses may include, but not be limited to, manufacturing; communication, electric, and agriculture cooperatives; government entities; hospitals; and schools.

Grants are issued to the business by check, with one-half allocated up front in May and the remainder either monthly or as a lump sum at the end of the program. Grants are paid based on actual payroll hours at a \$10-per-hour rate. Approved timesheets or payroll records showing actual hours worked must be submitted with a signed, grant request form, which we provide. All grant requests must be received by September 30 in order to be considered for reimbursement. Any unused portion shall be returned to Nex-Generation Round Up for Youth, Inc., by September 30 of the current, program year.

Funding is made possible by generous donations of Nex-Tech Round Up customers, Dane G. Hansen Foundation, Nex-Generation business partners, CoBank, and other charitable contributors.

Student Application Process

To apply for an internship, students complete an online application and upload a cover letter and résumé at <https://www.nex-generation.org/internships> by the posted deadline. The application includes a preview of all positions. The application is automatically forwarded to each business, with a copy to Nex-Generation and to the student.

Hiring Process

As students apply online, their applications are submitted electronically and automatically emailed to each, respective business. Copies are also automatically emailed to the applicant and Nex-Generation. **The business is responsible for interviewing and selecting its intern(s) and notifying remaining candidates when the position has been filled.**

Interns are employed by the individual business and are on the business's payroll. **Participating businesses agree to pay the intern the required, base wage of \$10 per hour. The business is responsible for payroll taxes and liabilities.** Participating businesses are also responsible for new-hire paperwork, pre-employment drug/alcohol testing, workplace safety training, and other employment processing.

Interns are employed "at will." Should the business feel it necessary to end the intern's employment at any time, the hiring supervisor will notify Nex-Generation's executive director of the situation and proceed with his or her company's legal policy regarding termination. (Nex-Generation recommends informing the student of the reason for the termination, in order to assist in his or her own professional development.)

We do encourage flexibility in the work schedule to allow reasonable time off for a vacation, camp, or appointments the intern may have planned.

Curriculum:

Performance/Learning Objectives

One of the goals of the internship program is to provide students with valuable, hands-on experiences in a professional setting. Nex-Generation requires that each business complete a brief outline of planned projects or tasks and expected skill development outcomes, prior to the intern's first day of employment. *Forms and examples are provided.*

Examples of skills students may develop through the program:

| | | |
|--------------------|-----------------------|--------------------|
| Agricultural | Finance/Money | Planning |
| Analytical | Management | Presentation |
| Art/Graphic Design | Goal Setting | Professionalism |
| Business | Independent Thinking | Problem Solving |
| Communication | Leadership | Sales |
| Computer | Legal/Confidentiality | Strategic Thinking |
| Customer Service | Mathematics | Supervisory |
| Creativity | Meeting Facilitation | Technical |
| Decision Making | Organizational | Time Management |
| Diagnostics | People | |

Assign a Mentor

We recommend businesses assign their intern to one mentor or supervisor. (It is essential to have one go-to person for questions or authorizations.) We also recommend the intern either remain in one department, or for a broader perspective, rotate among several departments or employees, depending upon the structure of the business.

Evaluations/Final Reports

We require that each business conduct a performance review with their intern twice during the summer (at 3 weeks and at the end). *An evaluation form is provided.*

At the conclusion of the program, businesses and interns are required to complete an overall, program evaluation, including the following:

- **“My Success Story”**: an intern’s written report of up to two, typed pages, outlining their experiences and accomplishments. This shall include discussion of knowledge/skills gained; networking opportunities with members of the community, county, or region; projects; etc.
- **Program Evaluation**: the business’ and intern’s perspective of the experience and accomplishments, as well as ideas of how the program can be improved for the future.
- **Pictures/videos** taken by the intern, documenting their projects/experiences.
- **Presentations**: During the summer, we ask that each intern present to a board, committee, or community organization about their experiences/projects as a Nex-Generation intern. **At the conclusion of the program, the intern will complete a short presentation during Intern Graduation Day. We strongly suggest using pictures or videos captured during the summer to help showcase the experiences. To ensure equipment compatibility, we suggest these formats: PowerPoint, Prezi, and YouTube. Students need to send their presentations to Jacque Beckman at least 2 days before the Graduation Day event.**

Professionalism/Dress Code/Apparel:

Professionalism is expected in all facets of our program. Appropriate attire is determined by each business. Nex-Generation provides interns with two, Nex-Gen shirts (1 Polo and 1 T-shirt). (Additionally, Nex-Gen will cover the cost to embroider our logo on 2, medical scrub tops. Nex-Generation utilizes Livin’ on a Prairie in Hill City, Kansas, for this service. Interns must provide their own scrubs.)

IMPORTANT REQUIRED DATES for 2020:

Intern Orientation 2020 – Please RSVP for one date and session period by May 15, 2020.

Who: Interns + Business Representative

- Wednesday, May 27
Session 1: 9:00-10:00
Session 2: 12:00-1:00
Session 3: 3:00-4:00
- Thursday, May 28
Session 1: 9:00-10:00
Session 2: 12:00-1:00
Session 3: 3:00-4:00

Remote Location: We will deliver the orientation remotely directly to your computer or device via Microsoft Teams. We will send you a link in a calendar invitation, as soon as we receive your RSVP.

Intern Graduation/Focus Group Day 2020 – Please RSVP for one date by July 1, 2020.

Who: Interns + Parents/Grandparents + Business Representative

- Thursday, July 30 – Colby Community College, Student Union, 1255 S. Range, Colby
- Friday, July 31 – Lenora Community Building, 110 N. Main, Lenora
- Monday, August 3 – Huck Boyd Center, 860 Park Street, Phillipsburg
- Tuesday, August 4 – NCK Tech Beloit, Student Union, 3033 US Hwy 24, Beloit

Time: 9:00 a.m. – Noon (CST)

Refreshments will be provided.

Intern Dress Code: Nex-Generation Polo with Khakis/Dress Pants (Videos will be taken.)

This is an opportunity to hear all the success stories from the summer! Each intern should prepare a brief presentation (around 5 minutes) about his or her summer experience. He or she can use PowerPoint, Prezi, YouTube, lecture, handouts, and photos. PLEASE: Send us a link to the presentation at least 2 days before this event. (We encourage interns to document their summer experience by taking notes, photos, and videos throughout the summer – this is great material for the presentation.)

Our Contact Information:

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