



# NEX-GENERATION

## Round Up for Youth, Inc.

### Nex-Generation Student Internship Program

**SUMMER 2022**

**Internship Dates: May 25 – July 29, 2022**

**STUDENT APPLICATION PERIOD:**

**JANUARY 1 – MARCH 1, 2022**

**INTERNS WILL BE SELECTED BY:**

**APRIL 1, 2022**

#### **Program Description:**

Through the Nex-Generation Student Internship Program, college and high school students are employed by local businesses within a 28-county area of Northwest and North Central Kansas for paid, summer internships. The goal of the program is to provide each intern with lifelong skills that will better prepare them for future careers, right here at home.

Not only are Nex-Gen interns receiving hands-on training and mentorship from local business professionals, but they are also learning to invest in their rural communities. They become fully engaged in networking with customers and members of the business community, as well as participate in local community events. They also have an opportunity to participate in leadership training days that seek to stretch them out of their comfort zones, as well as further develop skill in communication, teamwork, work ethic, and more. These experiences promote a sense of ownership and community pride and encourage interns to ultimately use their skills and talents locally in the future.

*OUR MISSION: Nex-Generation's mission is to educate Northwest and North Central Kansas students about local career opportunities by providing and supporting programs in career development, entrepreneurship, and internship. Through these efforts, we hope to foster a positive sense of community and encourage youth to remain or return home to prosper.*

#### ***Performance Learning Objectives***

As part of our internship curriculum, Nex-Gen requires each business to complete a brief outline of planned projects or tasks and expected skill development, prior to the intern's first day of employment. *Forms and examples will be provided.*

#### **Examples of skills students have developed through the Nex-Gen Student Internship Program:**

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

### **Assign a Mentor**

Nex-Gen recommends businesses assign their intern to one mentor at their organization. (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.

### **Social Media**

Understanding the value of sharing the internship story with others throughout our region, we ask that businesses and interns help by becoming Nex-Gen friends on Facebook and Instagram, and by sharing pictures, short videos, and other posts on their own social media sites and tagging Nex-Gen.

### **Documentation of the Overall Experience**

**Performance Evaluations:** Each business will conduct a performance review with their intern twice during the summer (at 3 weeks and at the end). *An evaluation form is provided.*

**Program Evaluations:** Businesses and interns are required to complete an overall, program evaluation. This provides Nex-Gen with valuable feedback about your experiences, including ideas on how we may improve the program for the future. *An evaluation form is provided.*

**Intern “Success Story” Presentations:** Interns will provide presentations about their experiences and accomplishments, including knowledge/skills gained; networking opportunities with members of the community, county, or region; projects; and other take-away's. Two presentations are required:

1. **Presentation during the summer** to business staff members, a board or committee, or a community organization. This is a great opportunity to showcase the internship to others in the community, while developing presentation skills. It is also great prep work for the graduation day presentation.
2. **Presentation at Intern Graduation Day.** Interns will provide a “Success Story” presentation of 5 to 10 minutes using PowerPoint, Prezi, YouTube, or Google Slides, showcasing highlights from their summer internship experiences. We recommend including pictures or video clips. Students should send their presentations in a PowerPoint format to Jacque Beckman at least 2 days before the Graduation Day event. (Keynote presentations MUST be converted to PowerPoint.)

### **Professionalism/Dress Code/Apparel:**

Professionalism is expected in all facets of our program. Appropriate attire is determined by each business. Nex-Gen provides interns with two, Nex-Gen-logoed shirts (1 Polo and 1 T-shirt).

We recommend interns wear their Nex-Gen shirts at least once per week and when presenting or representing the program during community events.

## **Application & Hiring Process:**

### ***Eligibility***

Students must be in college or high school (age 16+) and must be from or attending school in the following Northwest/North Central Kansas counties: 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 located (or have a branch) within these counties. Businesses may specify additional age, education, or experience requirements based on the position.

### ***Application & Hiring Process / Availability of Funding for Businesses***

To apply for the program, businesses must complete an online application at <https://www.nex-generation.org/internships>, which asks for the number of interns the business wishes to hire, a brief position description of each, and whether the business requests funding. **Business applications are due October 1.**

**Students apply January 1 through March 1.** Nex-Gen prepares and posts the application online; notifies area schools, colleges, and universities; and posts to social media. Businesses receive their respective applications, and review, interview, and select their own candidates **by April 1.**

**The 2022 internships will be from May 25 to July 29. Interns are employed by the individual business on the business's payroll at a required, base rate of \$12.00/hour.** (Businesses are responsible for payroll taxes/tax liabilities, new-hire processing, drug/alcohol testing, safety training, etc.) You may elect to pay a higher wage, depending upon skill and project requirements. For instance, you may have a high school or college student who is a 2<sup>nd</sup>-, 3<sup>rd</sup>-, or 4<sup>th</sup>-year Nex-Gen intern or one who has already obtained certifications or completed higher-level coursework in their field of study. In these cases, you may wish to offer a little more. We have revised our grants to provide additional funding, if needed. On average, a business' "out-of-pocket" payroll expenses have ranged from \$1,600 (small business) to \$2,600 (large business). To clarify this classification, "large" businesses may include, but not be limited to, manufacturing; communication, electric, and agriculture cooperatives; government entities; branch-based financial institutions; hospitals; and schools. Others are classified as "small" businesses.

As shown below, our grant structure is designed to keep a business' average out-of-pocket expenses about the same, regardless of the intern's pay rate.

<b>WAGE AND GRANT INFORMATION</b>		<b>Hourly Rate</b>	<b>9-week Total (if intern worked 40 hours per week)</b>	<b>Small Business Grant</b>	<b>Large Business Grant</b>	<b>Small Business Out-of- Pocket</b>	<b>Large Business Out-of- Pocket</b>
<b>2022 BASE WAGE</b>		\$12.00	\$4,320	\$2,720	\$1,720	\$1,600	\$2,600
<b>EXAMPLE - HIGHER LEVEL WAGE</b>		\$14.00 (EXAMPLE ONLY)	\$5,040	\$3,440	\$2,440	\$1,600	\$2,600

If a business elects to pay a higher wage, Nex-Gen will ask for basic justification (person already has a specific level of experience, they are already a CNA or have a technical certification, etc.) at the time of hiring so that we may plan grant allocations, accordingly.

Grants are limited and determined annually. Nex-Gen issues one-half of the grant 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. Approved timesheets or payroll records showing actual hours worked must accompany a signed, grant request form, which we provide. All grant requests must be received by September 30 to be considered for reimbursement. Any unused portion shall be returned to Nex-Generation by September 30 of the current, program year.*

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

#### ***Hours & “At Will” Employment Status***

We do not specify the total number of hours to be worked, but we do recommend making the position as close to full time as possible, with reasonable time off for vacation, camp, or appointments.

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-Gen recommends informing the student of the reason for the termination, to assist in his or her own professional development.

## **PROGRAM TRAINING & MEETINGS**

***Business Orientation:*** Business representatives are asked to attend a virtual meeting to learn more about Nex-Generation and internship program expectations. *Meeting dates are scheduled Q4 and Q1.*

***Intern Orientation:*** Interns and business mentors are expected to attend a virtual, intern orientation during the first week of the internship program. Nex-Gen provides information about the organization, internship program expectations, documenting the summer experience, and more.

***Intern Leadership Days:*** Interns and mentors may attend Leadership Day events during the summer. Nex-Gen teams up with area economic development partners to provide meaningful leadership lessons on a variety of topics, such as attitude, communication, and teamwork. Students network with peers from other areas of the Nex-Gen region. *Dates are typically in June or July.*

***Intern Graduation:*** At the conclusion of the internship, students, mentors, and family members are asked to attend one of our “Graduation Day” events. This is an opportunity for the students to shine and to tell their success stories – truly a day you won’t want to miss!

#### **Our Contact Information:**

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