



NEX-GENERATION

Round Up for Youth, Inc.

Nex-Generation Student Internship Program

Program Timeline:

January 1-March 1:

Students begin applying to positions that interest them. Their applications will be sent to the businesses from Connect via email.

Business Orientations:

Chantelle will host 3 Business Orientation sessions to provide businesses with essential program information and expectations. The sessions will be via Teams. Businesses only need to attend one, but they are mandatory.

- **January 16: 10-11:30am**
- **January 17: 1:30-3pm**
- **January 18: 5:30-7pm**

March 1-April 1:

Intern applications close on March 1. Businesses begin the selection and hiring process. **Intern selections must be turned in to Chantelle by April 1.**

May 30: Internship Program Begins

Intern Orientation Sessions:

Intern Orientation is a virtual meeting via Teams that covers important and essential information for the interns. There are three dates from which to choose. All interns and business reps must attend one session. We will send out the meeting information once it gets closer.

- **May 30: 10-11:30am**
- **May 31: 1:30-3pm**
- **June 3: 4:30-6pm**

Performance Learning Objectives:

Once the intern(s) begin their internship, the business mentor will need to begin working with the intern to establish goals, projects, and skills to be developed throughout the summer. These will be written on the Performance Learning Objectives form we will provide.

*Tip: If the business mentor fills out the first couple of weeks of work/projects for the intern, this will help get them moving and thinking about how they want their rest of the summer to go.

May 30-August 9:**Leadership Days:**

We expect interns to attend at least one Leadership Day workshop. (They can attend as many as they wish.) These are mid-summer events for the interns to meet, hear from area business professionals, and participate in leadership, teambuilding, and other great career development topics and activities. This is a **paid workday** for the interns. These dates are tentative for now.

- **June 19: Location TBD**
- **June 25: Location TBD**
- **June 27: Location TBD**

Graduation:

At this event, each intern will share their success stories by providing a PowerPoint presentation of up to 5 minutes. Interns, business reps, and the intern's family members are invited and should plan to attend one of the scheduled dates.

- **July 30: Phillipsburg**
- **July 31: Beloit**
- **August 1: Colby**

August 9-September 30:

Once the intern(s) complete their summer experience, businesses will turn in the Grant Reimbursement form, approved timesheets/payroll records, the Performance Learning Objectives form, and the Intern Evaluation form. **Those are due to Chantelle by September 30.**

Our Contact Information:

Chantelle Lawson, Internship Coordinator
758-627-6358 (cell)
clawson@nex-generation.org
Website: www.nex-generation.org
Social Media: @NexGen4Youth

Jacque Beckman, Executive Director
785-567-3222 (work cell)
877-567-7872 (office)
nex-generation@nex-tech.com