



NEX-GENERATION

Round Up for Youth, Inc.

Nex-Generation Student Internship Program

SUMMER 2024
Internship Dates: May 30 – August 9, 2024

STUDENT APPLICATION PERIOD: JANUARY 1 – MARCH 1, 2024
INTERNS WILL BE SELECTED BY: APRIL 1, 2024

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 **skills** in communication, teamwork, work ethic, and more. These experiences promote **a sense of ownership and community pride** and encourage interns to 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 outline planned projects or tasks and expected skill development for each week of the program. *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 requires businesses to 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 internship-related 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 Chantelle Lawson at least 2 days before Graduation Day or bring it to Graduation Day on a flash drive. (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 logoed apparel. We recommend interns wear their Nex-Gen shirt 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>, providing the number of interns the business wishes to hire, a brief position description of each, and whether the business will self-fund or may need funding to help offset its payroll costs. Businesses must also turn in a completed W-9 form. Nex-Gen offers a limited number of grants to offset the businesses’ payroll expenses.

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.** Business interviews, selects, and hires its intern, and must follow legal hiring practices, including, but not limited to, adhering to state and federal employment laws and providing a safe and harassment-free work environment.

The 2024 internship dates are May 30 through August 9. Interns are employed by the individual business on the business’s payroll at a required, minimum base rate of \$12.00/hour. (Businesses are responsible for payroll taxes/tax liabilities, new-hire processing, drug/alcohol testing, safety training, etc.) Businesses may elect to pay a higher wage, depending upon interns’ skills and credentials, or project requirements. For instance, you may have a student who is a 2nd-, 3rd-, or 4th-year Nex-Gen intern or one who has already obtained certifications or completed higher-level coursework in their field of study. Additional grant funding may be available. On average, a business’ “out-of-pocket” payroll expenses have ranged from \$1,600 (small business) to \$2,600 (large business). Classifications: “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.

The following is an example of the grant structure:

WAGE AND GRANT INFORMATION	Hourly Rate	9-week Total (if intern worked 40 hours per week)	Small Business Grant	Large Business Grant	Small Business Out-of-Pocket	Large Business Out-of-Pocket
2024 BASE WAGE	\$12.00	\$4,320	\$2,720	\$1,720	\$1,600	\$2,600
EXAMPLE - HIGHER LEVEL WAGE	\$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 automatically issues one-half of the grant in May and allocates the remainder at the end of the summer. *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 Participation Expectations: For any business to be included in or remain in our program or to be eligible for an internship grant, the business must be willing to participate fully in the program and its curriculum. This includes participating in the business orientation; following Nex-Generation’s internship curriculum (such as performance learning objectives and performance reviews) and turning in approved timesheets or payroll information with the grant reimbursement form we provide to justify the full grant allocation.

Business Orientation: Business representatives attend a virtual meeting to learn more about Nex-Generation and internship program expectations. *Meetings will take place in early Q1.*

Intern Orientation: Interns and business mentors must 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 are expected to attend at least one Nex-Gen Leadership Day event during the summer. We team 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. Mentors may also attend!*

Intern Graduation: At the conclusion of the internship, you will bring your intern to a Graduation Day event, at which they will present their “success story.” Family members are welcome! This is an opportunity for interns to share their experiences – a day you will not want to miss.

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