



MICRO INTERNSHIP PROGRAM AGREEMENT

Students enrolled in specific Northeast programs will participate in a 20 - 40-hour micro internship. This micro internship experience is designed to provide a platform for each student to develop and improve the skills and knowledge being taught at Northeast Community College in a real-world work experience. During this time, students will report directly to the approved worksite during their scheduled hours. Students can expect the opportunity to not only observe and explore, but also to participate in actual hands-on work related to their career field and Northeast training program.

The 20-40-hour micro-internship program will be implemented prior to the last semester of student's degree completion. All experiences can be paid or unpaid at the discretion of the industry partner. While students will be provided actual hands-on work related to their Northeast training program, the micro internship is not focused upon employee productivity, but rather the learning experience for the student and the exposure to the career.

The micro internship requires a partnership between the student, Northeast Community College, and the industry partner. Each partner has a distinct role and responsibilities to fulfill to ensure the experience is positive and productive for all parties involved.

Goals of the Micro Internship Program:

- Provide a forum for students to transfer knowledge and skills learned in the classroom to a workplace environment.
- Extend students' knowledge, understanding, and requirements of the career pathway.
- Demonstrate to students the connection between the career and technical education program coursework, academic coursework, and workplace requirements.
- Provide an experience for students to explore and understand workplace issues like time management, workplace culture, teamwork, communication, and quality standards.
- Create awareness and exploration in a specific career pathway.
- Provide a link between technical skillsets and soft skills.
- Advance students' academic, career, and personal development.
- Build and strengthen relationships between Northeast, local employers, and students.

INDUSTRY PARTNER RESPONSIBILITIES:

Each participating industry partner will:

- Assign each student a mentor/supervisor.
- Provide 20-40 hours of the micro internship experience. The micro internship must be completed prior to the start of the student's final semester of degree completion.
- Allow students to observe and perform actual work related to the Northeast training program, as appropriate.
- Rotate students to multiple areas/departments if possible.
- Document student participation hours.
- Perform an exit interview/review with the student upon completion of the micro internship.
- Immediately report any problem or concern to the Northeast supervising instructor.

- Employment of the student in excess of the required hours/duties of this micro internship are beyond the scope of this agreement.

STUDENT RESPONSIBILITIES:

Each student will:

- Complete 20-40 hours of the micro internship experience
- Report to the worksite on time and ready to work in accordance with the organization's policies and procedures.
- Be responsible for transportation to and from the micro internship worksite.
- Immediately report any problem or concern to the internship coordinator.
- Represent Northeast in a professional manner.
- Be punctual and maintain 100% attendance.
- Follow the direction and instruction of the supervising mentor.
- Document their days and hours worked.
- Complete an exit interview (as requested) and submit the required summary reports and hours to the micro internship coordinator as instructed.

GENERAL:

- Student authorizes the industry partner to release information regarding attendance to Northeast's administrative offices including the Financial Aid office, Workforce Development office, and Educational Services office.
- The terms and conditions of this training agreement shall not be changed, modified, or amended unless the change, modification, or amendment is agreed to by all parties to this training agreement and the same reduced to writing and signed and dated with the same formality as this training agreement.
- Industry partners participating in this program agree to not discriminate in employment opportunities based on race, color, national origin, ancestry, sex, gender identity/expression, disability, religion, age, sexual orientation, veteran status, creed, status regarding public assistance, or socioeconomic class in its education and employment programs or activities.

Student/trainee shall be employed a minimum of _____ hours.

I have read and agree to the terms and conditions stated in the document for the participation of a student in a career-related work experience micro internship.

Industry Partner Date

Coordinator Date

Student Date



MICRO INTERNSHIP Guidance For Employers

The site mentor/supervisor can expect the student will:

- Arrive on time with a good attitude and ready to learn.
- Be cooperative and follow directions.
- Have been briefed on basic safety procedures and general workplace expectations.
- Ask many questions about the organization, training programs, and career opportunities.

Suggested activities for the micro internship:

While the student will be able to demonstrate some level of occupational skill, please remain mindful the student has not completed the entire Northeast training program. The micro internship is designed to be a learning experience to reinforce and enhance the curricular standards. The below are suggested activities that will ensure the student has a positive learning experience.

- On the first day, orient the student to your organization. Include company policy and site safety expectations with repercussions for non-compliance.
- Provide company materials to read such as newsletters, informational memos, reports, charts, and any other relevant data.
- Conduct a tour/presentation of the company as a whole as to visualize the “big picture” of the organization.
- Rotate the student to as many departments/worksites as possible, if applicable.
- Allow the student to observe a planning or professional meeting.
- Allow the student time to interview multiple employees about their job and career trajectory.
- Allow students to not only observe and explore, but also to participate in actual hands-on work related to the Northeast training program.
- Engage in conversations about:
 - Soft and hard skills necessary to be successful in your business/industry.
 - Drugs in the workplace and your related policies, procedures, and consequences.
 - Advancement requirements and opportunities in your business/industry.
 - Any required training (college/certifications/apprenticeships) to be successful in the career path.