Nex-Generation Student Internship Program

**SUMMER 2020**

2020 Internship dates: May 26-August 7, 2020

<table>
<thead>
<tr>
<th>BUSINESS APPLICATION PERIOD:</th>
<th>NOW CLOSED</th>
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<tbody>
<tr>
<td>STUDENT APPLICATION PERIOD:</td>
<td>FEBRUARY 3-MARCH 15, 2020</td>
</tr>
<tr>
<td>INTERNS WILL BE SELECTED BY:</td>
<td>APRIL 19, 2020</td>
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</tbody>
</table>

**SUMMER 2021**

2021 Internship dates: June 1-August 6, 2021

<table>
<thead>
<tr>
<th>BUSINESS APPLICATION PERIOD:</th>
<th>MARCH 1-AUGUST 1, 2020</th>
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<tbody>
<tr>
<td>STUDENT APPLICATION PERIOD:</td>
<td>OCTOBER 1-DECEMBER 31, 2020</td>
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<tr>
<td>INTERNS WILL BE SELECTED BY:</td>
<td>MARCH 1, 2021</td>
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**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](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.

Revised 02/13/2020
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](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:

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<thead>
<tr>
<th>Agricultural</th>
<th>Finance/Money</th>
<th>Planning</th>
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<tbody>
<tr>
<td>Analytical</td>
<td>Management</td>
<td>Presentation</td>
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<tr>
<td>Art/Graphic Design</td>
<td>Goal Setting</td>
<td>Professionalism</td>
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<td>Business</td>
<td>Independent Thinking</td>
<td>Problem Solving</td>
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<td>Communication</td>
<td>Leadership</td>
<td>Sales</td>
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<td>Computer</td>
<td>Legal/Confidentiality</td>
<td>Strategic Thinking</td>
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<td>Customer Service</td>
<td>Mathematics</td>
<td>Supervisory</td>
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<td>Creativity</td>
<td>Meeting Facilitation</td>
<td>Technical</td>
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<td>Decision Making</td>
<td>Organizational</td>
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<td>Diagnostics</td>
<td>People</td>
<td>Time Management</td>
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**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 by April 30, 2020.
Who: Interns + Business Representative
- Tuesday, May 26 – Colby Community College, Student Union, 1255 S. Range, Colby
- Wednesday, May 27 – NCK Tech Beloit, Student Union, 3033 US Hwy 24, Beloit
- Thursday, May 28 – Huck Boyd Center, 860 Park Street, Phillipsburg
- Friday, May 29 – Lenora Community Building, 110 N. Main, Lenora
Time: 10:00 a.m. – 3:00 p.m. (CST)
Lunch will be provided.
Business/Intern Dress Code: Business Casual (Pictures will be taken.)
We will share information about the internship, expectations, confidentiality, professionalism, etc., and we will ask two or three businesses to provide a brief presentation about their company and vision of the internship at their location. This is a perfect opportunity to share valuable information to all participating students and businesses. If you would like to present, please let us know.

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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