



# NEX-GENERATION

## Round Up for Youth, Inc.

### Nex-Generation Student Internship Program

#### 2019 Internship Dates: May 29 – August 2

#### **Application & Hiring Process:**

##### ***Eligibility***

In order to participate, students must be in high school or college (age 16 or over) and must be from (or attending school in) a 28-county area of northwest and north central Kansas. Eligible counties include: 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 may specify additional age, education, or experience requirements based on the position.

##### ***How Businesses Apply***

To apply, businesses complete an online application form on the Nex-Generation website ([www.nex-generation.org](http://www.nex-generation.org)) under the Internship tab. **Business application deadline: December 31, 2018.**

##### ***How Students Apply***

To apply, students complete an online application form on the Nex-Generation website ([www.nex-generation.org](http://www.nex-generation.org)) under the Internship tab. Students select the businesses/positions to which they are applying by placing a checkmark next to each corresponding box. (A brief description of each position is listed by business name.) Students must also attach a cover letter explaining what they hope to gain by completing a summer internship through Nex-Generation, and a résumé of no more than 2 pages outlining their scholastic achievement, athletics, extra-curricular activities, awards, leadership roles, work experience, etc. **Student application deadline: March 6, 2019.**

##### ***Hiring Process***

Nex-Generation forwards applications to each respective business. **The business is responsible for interviewing candidates and selecting its intern(s) by April 12, 2019. Please be sure to notify all applicants when the position has been filled.**

Interns are employed by the individual business and are on the business's payroll. **The required, base wage is \$10 per hour for this program. Participating businesses may elect to pay more, but not less than \$10 per hour. The business is responsible for payroll taxes and liabilities and any wages in excess of \$10 per hour.** 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 should 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 their 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.

Also, you may hire your intern prior to or extend their employment beyond the program dates.

### **Nex-Generation Grant:**

Participating businesses may self-fund at 100%, share in a portion of the cost as an annual contributor in the Nex-Generation Partner Program, or apply to Nex-Generation for offsetting grant funds.

As funding is available, Nex-Generation offers a grant of up to \$3,600 to participating businesses to offset internship payroll expenses. Nex-Generation will issue grants in the form of a check, with one-half of the grant issued at the beginning of the internship and the remainder issued on either a monthly basis or as a lump sum at the conclusion of the program. The grant will be paid based on actual payroll hours at a \$10-per-hour rate. The participating business is responsible for all pay in excess of \$10 per hour, as well as all payroll taxes and tax liabilities. *A grant request form is provided.* Payroll sheets showing hours worked must be submitted with a signed grant request form.

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

### **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. To set students up for success and to build the framework for their summer experience, 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 skill development students may obtain through the program:**

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

### ***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**: your 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 require each intern to 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/Focus Group Day. **We strongly suggest using the pictures or videos captured during the summer to help showcase the experience. To ensure compatibility with most presentation equipment, we suggest these formats: PowerPoint, Prezi, and YouTube.**
- **Copies of media** promoting the interns and the projects (i.e., newspaper clippings, screen shots of social media posts, etc.).

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

We issue each intern two Nex-Generation shirts (choice of Polo, T-shirt, or Scrub tops) which include Nex-Generation’s logo. We encourage businesses to allow students to wear their shirts often to help showcase their participation in the program. Interns should otherwise follow the business’s normal dress code. (Some students may need guidance if this is their first professional experience.)

## **IMPORTANT REQUIRED DATES:**

### **Intern Orientation**

**Please Choose One Date Below**

**May 29, 2019 (Lenora Community Building, Lenora)**

**May 30, 2019 (NCK Tech Severance Conference Room, NCK Tech Campus, Beloit)**

**Time: 9:00 a.m. – 3:30 p.m.**

**Lunch: Provided**

**Business/Intern Dress Code: Business Casual (Pictures will be taken.)**

Interns and business representative will meet together for Orientation Day.

We will ask a select number of 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.

### **Intern Graduation/Focus Group Day**

**Please Choose One Date Below**

**August 1, 2019 (Lenora Community Building, Lenora)**

**August 2, 2019 (NCK Tech Severance Conference Room, NCK Tech Campus, Beloit)**

**Time: 9:00 a.m. – 3:30 p.m.**

**Lunch: Provided**

**Intern Dress Code: Nex-Generation Shirt with Khakis or Dress Pants (Videos will be taken.)**

Interns and business representatives meet together on the final day of the internship to hear all the wonderful 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. (We encourage interns to document their summer experience by taking notes, photos, and videos throughout the summer. This will be perfect material for the presentation.)

The afternoon session will focus on youth, community, and rural development issues, enabling us to gain the interns' perspectives on these important topics.

## **Our Contact Information:**

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