



NEX-GENERATION

Round Up for Youth, Inc.

Nex-Generation Student Internship Program

2018 Internship Dates: June 4 – August 3

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) under the Programs tab. Partnering businesses may jointly host the application on their own websites, as well. **Business application deadline: December 31, 2017.**

How Students Apply

To apply, students complete an online application form on the Nex-Generation website (www.nex-generation.org) under the Programs tab. Students select the businesses 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 1, 2018.**

Hiring Process

Nex-Generation forwards applications to each respective business. The business interviews and hires its intern(s) during March. Nex-Generation may assist with the interviews, if desired. Interviews may be conducted at each individual business office or at Nex-Generation Round Up for Youth in Lenora.

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, as well as regular 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.)

Nex-Generation Grant:

As funding is available, Nex-Generation offers a grant of up to \$3,600 to businesses to help offset their costs. The grant is based on a required base wage of \$10 per hour for 40 hours per week for a total of 9 weeks. We encourage flexibility in the work schedule to allow time off for a vacation, camp, or appointments the intern may have planned.

Nex-Generation will issue grants in the form of a check on either a monthly basis or as a lump sum at the conclusion of the program. *A grant request form is provided.* Participating businesses may also self-fund at 100% or share in a portion of the cost as a member of the Nex-Generation Partner Program.

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

Partner Program Interns:

Nex-Generation may partner with local organizations to offer specific types of internships. Current opportunities are outlined below:

Nex-Generation/Dane G. Hansen Foundation Community Interns –

Nex-Generation coordinates with Nadine Sigle, K-State Research & Extension, Extension Associate - Community Vitality, to offer Hansen/K-State positions for college juniors and seniors from Northwest Kansas in specialized areas of study, in order to help communities prosper.

Community Internship Process:

Rural communities identify a community improvement project which could be completed with the help of one or two student interns, and apply for participation.

Working with a community leadership team throughout the summer (i.e., community development officer, chamber of commerce member, extension agent, or other education professionals), the student intern(s) develop and complete the project. The applicant organization is asked to also arrange opportunities for interns to engage in civic and other service opportunities, such as working with the media, providing regular reports to city council or economic development meetings, or speaking opportunities at civic organizations.

Positions specifically coordinated between the Dane G. Hansen Foundation and K-State Research and Extension are funded by the Hansen Foundation and paid directly to Kansas State University. These positions are paid up to \$6,160, based on 40 hours per week, for a maximum of 400 hours. K-State Research and Extension will work with

colleges and departments on campus to match interns (preferably juniors or seniors from Northwest Kansas) to communities, with the goal of matching student's skills and fields of study with community needs and projects. The interns will be student employees of Kansas State University and report hours worked on a bi-weekly basis. Flexibility of hours is encouraged to allow optimum experience for both the interns and the community.

A community or qualified organization must complete an application, outlining the project and the role of the intern(s) within the project. Applications are available both through Nex-Generation and Kansas State University. If approved, the community or qualifying organization will be responsible for providing housing, office, space, supplies and supervision of the interns, as well as project expense.

Students shall complete an Internship Application by the posted deadline. Normally the deadline is much earlier than the other Nex-Generation Student Internship positions. Please see the application for further details.

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
o Written	Goal Setting	Problem Solving
o Verbal	Independent Thinking	Sales
o Interpersonal	Leadership	Strategic Thinking
o 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; and how you incorporated volunteers within your projects, as well as the number of volunteers (volunteer information is required for Hansen/K-State Positions).
- **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. PowerPoint is most commonly used as the medium to deliver the presentations.
- **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 (or scrub tops) which include both the business’s and Nex-Generation’s logos. We encourage businesses to allow students to wear their shirts as often as feasible. Interns should otherwise follow the business’s normal dress code. (Some students may need guidance if this is their first professional experience.) *As soon as your business or community organization has been approved for participation in the program, we ask that you please submit your logo to jbeckman@nex-tech.com in one of the following formats: JPEG, GIF, PNG, or OFM.*

IMPORTANT DATES:

June 4, 2018: Orientation Day

Location: TBD

(Final decision on location will depend upon the total number of internship positions.)

Time: 9:30 a.m. – 4:00 p.m. Lunch: Provided

Interns and business representatives 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.

June 29, 2018: Intern Field Trip***Location: TBD***

Today is an opportunity for both education and recreation, enabling the interns to visit some great sites, eat some delicious food, and socialize.

August 3, 2018: Focus Group & Intern “Graduation” Day***Location: TBD****(Final decision on location will depend upon the total number of internship positions.)****Time: 9:30 a.m. – 4:00 p.m. Lunch: Provided***

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, lecture, handouts, photos, or whatever medium of choice. (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.

FAQ: Can businesses employ the intern beyond the set internship dates?

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

Contact Information:**PROGRAM COORDINATORS:**

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Nex-Tech
Mendi Anschutz, Economic Dev./Netw. Spec.
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K-State Positions:

K-State Research & Extension
Nadine Sigle, Extension Associate
785-346-6256
nsigle@ksu.edu

_____ **Nex-Generation Work Study/Apprenticeship Program** (School Semester/Year)

Through this program, you would participate by hosting a high school senior or college student for a few hours each day (or week) during the school year, depending upon the student's schedule. The student is expected to be fully engaged in both hands-on projects and job shadowing experiences. This is a non-pay situation for the student, but, upon successful completion of the semester (or year), he or she would be eligible for a scholarship through Nex-Generation. Nex-Generation assists in the student application process, coordinates with the high school, and provides businesses with curriculum and guidance. The number of positions is determined on an annual basis, depending upon the availability of funds.

Reason for Interest in the Program(s):

_____ Succession Planning

_____ Youth Retention

_____ Help on Project(s)

_____ Other:

Position Description:

Please provide a brief description (2-3 sentences) explaining what you would have your intern or work study student do at your business:

Funding:

_____ Need Funding*

_____ Able to Self-Fund

*Nex-Generation offers a grant of up to \$3,600 to help offset a business's costs of funding a summer intern. The grant is based on a **required base wage of \$10 per hour** for 40 hours per week for 9 weeks. Funding is made possible by the generous donations and tax-deductible contributions by the Dane G. Hansen Foundation, Nex-Generation Business Partners, and customers participating in the Round-up Program. ***Grant funding for the internships is determined annually and is available on a limited basis.***

How did you hear about our programs?

_____ Word of Mouth

_____ Social Media

_____ Community Leader

_____ Printed Media

_____ Other: _____

Please return completed form electronically or by mail to:

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