

Quinebaug Valley Community College
Advanced Manufacturing Technology Center
Paid Internship Guidelines & Application

Purpose of an Internship

An internship is an on-the-job experience that corresponds with an Intern's training/educational program. Although cross-training and exposure to various company departments are beneficial, the Intern's primary responsibilities must relate directly to his/her chosen manufacturing pathway (Entry-level Machinist/CNC Operator). Through the interaction and integration of college training and real-world occupational experiences, the Intern is able to enhance his/her skills, knowledge, professional preparation, and personal growth.

Employer & Intern Selection

Companies interested in sponsoring a paid internship can submit this application to QVCC. Based on the Employer's needs and location, QVCC will nominate an appropriate student for the Employer's paid internship. Nomination is not a guarantee of placement; it is up to the nominee to secure a paid internship by interviewing with the Employer.

Wages/Workers Comp/Hours

We encourage a starting wage for paid internships of \$14/hour. Employers must carry Workers Compensation insurance, as the Intern is technically a part-time employee and must be registered as such. Hours worked will be determined by the Employer and the Intern.

Program Completion

Interns are required to attend all scheduled classes and maintain good academic standing in their manufacturing program. Employers must make a good faith effort to ensure that the Intern completes his/her training and graduates from the QVCC Advanced Manufacturing Technology Center program. Employers are asked to make program completion a prerequisite of the Intern's potential full-time employment.

Employment Upon Graduation

Ideally, for both the Employer and the Intern, a paid internship results in an offer of full-time employment upon graduation. Companies with the ability/intent to hire their intern full-time will be given priority when assigning internships. However, full-time employment is not a requirement nor a guaranteed outcome of the paid-internship; the Intern must earn an offer of full-time employment through exemplary performance.

Financial Assistance

Employers providing paid internships are encouraged to pursue financial assistance via the CT Tech Talent Bridge program or the Step Up Apprenticeship program. Details on each program are attached for your consideration.

Internship Agreement Form

Prior to enrollment for Internship, documentation must be completed through the Internship Agreement Form. It is signed by the Intern, Training Provider/Educator, and Intern Supervisor/Mentor.

Evaluation Forms

The Employer and the Intern will be asked to complete evaluation forms assessing the internship experience.

Employer Updates

Any significant changes to the Intern’s duties, schedule, or employment status must be reported to QVCC. If/when the Intern is hired full-time upon graduation, the Employer will make a good faith effort to continue updating QVCC regarding the Intern’s career milestones (promotions, salary increases, etc.).

Sexual Harassment Policy

A stringent policy on sexual harassment applies to the Internship Supervisor/Mentor as well as the Intern. A copy of this policy is available on request. Any Intern or Supervisor/Mentor who believes that this policy has been violated should report the incident immediately to the Director of the Quinebaug Valley Community College Advanced Manufacturing Technology Center program.

Equal Opportunity

All parties to this contract agree and warrant that in performance hereof no discrimination against any person or group of persons will be permitted on the grounds of race, color, religion, sex, national origin, ancestry, sexual orientation, or disability in any manner prohibited by the laws of the United States or of the State of Connecticut.

Company/Internship Application

Organization/Company:

Address:

Company Representative Name:

Job Title:

Company Representative Email:

Phone:

FAX:

Internship Start Date:

End Date:

Proposed Days Per Week:

Proposed Hours Per Week:*

*Please note that days/hours per week will ultimately be worked out by the Employer and the Intern

Please List Intern’s Duties & Skills Related To Entry-level Machining/CNC Operating Duties

Related Skills