

FOR THE EMPLOYER

Benefits to the employer:

- Companies are able to hire the best and brightest students after graduation.
- Companies are able to recruit new employees effectively and inexpensively, with little or no training time.
- Companies are able to have a year-round flow of productive and qualified talent and a source of part-time employees.
- Companies are able to develop communications and mutual understanding between the construction community and the educational institution.
- Companies may be able to complete special projects or research, beneficial to the company's growth and profitability.
- Companies may be able to stimulate productivity and quality of service within the work place as a result of interaction between interns and employees.

Suggested Procedure:

- 1) Contact the Technology office, (218) 236-2104, to discuss setting up an internship and ask about possible candidates. *(or an internship may be arranged directly between the intern and the employer, but still has to be approved by the faculty.)*
- 2) Contact candidates and request resumes.
- 3) Set up a day for on-campus internship interviews (if required).
- 4) Signs provided by the employer will be posted in the Department advertising the interview day.
- 5) Complete interviews and determine the best candidate(s).
- 6) Fill out the Internship Agreement form with the student (available from the Technology office) and have student return it to the Technology office.
- 7) Prepare a job plan and specific tasks for the intern. Rotate the intern through the different areas of the company so the intern will better understand the company. Encourage interaction between intern and other employees.
- 8) Supervise the intern in all areas and keep weekly progress reports throughout the internship.
- 9) At the end of the internship, complete the Internship Evaluation of the Intern form and return it to the Technology office.

Employer Responsibilities:

The company should provide a meaningful experience for the intern. Such jobs should be an essential component in producing a “profit” rather than a “created” position. Compensation for services rendered is a personal matter between the intern and the employer. The amount of compensation should be based on the worth of the position and the intern’s potential to make a productive contribution to the company.

Requests of Employer:

- 1) To provide an immediate supervisor who is willing to observe and evaluate the intern’s job performance.
- 2) Agree to an on-site visitation by the faculty supervisor, if requested.