

# ROCK INTERNSHIP PROGRAM



**Employer  
Manual**





## Overview

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership, and teamwork skills; and important networking connections.

At the same time, participating employers will be able to cultivate and shape today's youth. By providing job creators with this type of engagement opportunity, this program can be leveraged as a tool to build, diversify, and strengthen the area's home-grown talent. Additionally, this program creates a great opportunity to establish and/or further solidify connections with the K-12 providers, as well as the extended community.

The Rock Internship Program is designed to run for a total of six weeks. Students will report to their designated intern worksite each week, where they are eligible to work up to a maximum of 30 hours per week. Actual work hours will be determined by the intern worksite. In addition to their assigned work hours, students will be required to attend a pre-employment onboarding session and a program wrap-up day at Blackhawk Technical College's Central Campus. These details, as well as others, are outlined below.

The Rock Internship Program is a collaborative talent development offering supported by participating employers, Blackhawk Technical College, the County of Rock, Rock County 5.0, and the Southwest Wisconsin Workforce Development Board.

For program information, visit this link – [www.YourRockInternship.com](http://www.YourRockInternship.com)

## Participation & Eligibility

To participate in the Rock Internship Program, the following employer rules and regulations apply.

- Employers must allow individuals under the age of 18 years old into their place of business, as it concerns job shadowing and employment activities. Well supervised interns will not present a problem, provided they are not assigned to “hazardous” duties, as defined by OSHA standards. Additionally, employers must agree to consult with their insurance agents (in advance) to ensure they fully acknowledge and understand how workers’ compensation coverage and related liability issues will be addressed within the context of the Southwest Wisconsin Workforce Board (SWWDB) serving as the Employer of Record for this program. For more info, see below.
  - ✓ [Wisconsin Guide to Implementing Work-based Learning Experiences](#)
  - ✓ [Guide to Wisconsin’s Employment of Minors Laws](#)
- Employers are responsible for covering their financial, as well as technical, support for this program. This rate is \$1,750.00 per intern. Half of this(\$875.00) is due at or prior to the June Signing Day event

- Employers must be in good standing; and in compliance with all applicable local, state and/or federal workplace rules.
- Employers must have an established and documented safety plan.
- Employers must possess a corporate culture that values professional growth and development.
- Employers must have the organizational capacity to serve as an intern worksite, as demonstrated by past / current earn-and-learn participation and/or other related experiential learning activities (e.g., internships, apprenticeships, job shadowing, mentoring, etc.).
- Employers must offer a comprehensive, holistic internship experience that extends beyond a specific subject or core competency. For examples, an intern working for a metal fabrication business should be exposed to more than the company's welding and fabrication operations.
- Employers must assign a primary contact as the intern worksite supervisor and also provide a secondary or back-up intern contact. The worksite supervisor must participate in the intern interview process; as well as attend the Signing and Orientation Day, and the Graduation Day, events.
- Employers must agree to work collaboratively and communicate frequently with the Internship Coordinator throughout the Rock Internship Program. This engagement includes, but is not limited to intern selection and onboarding activities; onsite visits; weekly phone/email communications and related follow-ups; reviewing and signing time sheets, etc.
- Employers must agree to, if requested, permit the Internship Coordinator to perform a criminal background check to authentic the character of the intern worksite supervisor.
- Employers must agree to strictly adhere, as well as enforce, the program's guidelines.

### **Program Calendar and Intern Work Schedules**

Interns are allowed to work a maximum of up to 30 hours per week. Interns must work a minimum of 20 hours per week. Interns are also required to attend and participate in the program's events held at BTC's Central Campus. Signed timesheets and related work logs must be submitted, in the form/format and on the required dates, as more fully described during the program's June 7<sup>th</sup> or 10<sup>th</sup> Signing & Orientation Day.

The specific worksite report (i.e., start and stop) times, and total hours worked per day, will be agreed upon by the intern and the intern worksite supervisor(s); and communicated to the Internship Coordinator / Coordination Team by no later than Friday, May 31st.

Interns are responsible for providing their own transportation to the worksite, as well as to BTC's Central Campus [NOTE: For documented hardship cases, a stipend to offset transportation-related expenses might be available. These decisions will be determined on a case-by-case basis.].

Attendance and participation, at all Rock Internship Program events, activities, etc. are mandatory. The (tentative) dates for the 2025 program are listed below:

- February 7, 2025: Intern applications are due.
- February 25-March 7: Preliminary Interviews via Zoom with coordination team
- March 10-28: Onsite Interviews at Blackhawk Technical College

- March 31-April 4: Internship placement confirmations.
- June 13: Intern Signing and Orientation Day. This is a paid, work-day event that includes various on-boarding and pre-employment activities. Held at Blackhawk Technical College in the Conference Center starting at 8 am.
- June 16 - June 20: Week 1 of 6; interns report to their worksites.
- June 23– June 27: Week 2 of 6; interns report to their worksites.
- June 30 – July 4: Week 3 of 6; interns report to their worksites
- July 7 – July 11: Week 4 of 6; interns report to their worksites
- July 14 – July 18: Week 5 of 6; interns report to their worksites. Interns are required to submit their draft Capstone presentations.
- July 21 - July 25: Week 6 of 6; interns report to their worksites.
- July 25: Graduation Day event and Capstone presentations. Start time TBD at Blackhawk Technical College in the Conference Center. An agenda will be sent ahead of time.

### **Employer of Record and Payroll**

For the duration of the Rock Internship program and unless other arrangements have been made, the Southwest Wisconsin Workforce Development Board (SWWDB) serves as the Employer of Record and the rate of pay is \$13 per hour. As such, SWWDB is responsible for handling all payroll and workers' compensation insurance items associated with the Rock Internship Program.

Specific payroll on-boarding and reporting procedures will be reviewed during the June 10<sup>th</sup> Signing and Orientation Day. To ensure timely arrival of the payroll check, timesheets must be submitted in the prescribed form, format, and time frame, to [finance@swwdb.org](mailto:finance@swwdb.org).

### **Tardy & Absenteeism, Conduct and Grounds for Termination**

Attendance at all internship program activities, events, etc. *is mandatory*. Vacations, athletic events or practices, and secondary employment obligations, etc. are not automatically recognized as excused absences. If a circumstance surfaces that restricts an intern's ability to meet their daily / weekly obligation(s), that intern must immediately communicate (as defined by at least 30 minutes prior to the scheduled report time) via phone and/or email with both the Internship Coordinator / Coordination Team and their worksite supervisor(s).

Unexcused absences, habitual tardiness and/or other non-participation instances serve as grounds for termination from the program. If an unexcused infraction occurs, a strike will be issued and then be noted in the intern's file. If an intern accumulates three strikes, he/she will be terminated from the program. In these instances, all parties involved (including the school district) will be notified, accordingly.

Extraordinary events will be addressed on a case-by-case basis and subject to the discretion of the Internship Coordinator / Coordination Team and the intern worksite supervisor(s).

Disrespectful, harmful, hateful, inappropriate, illegal and/or violent conduct will not be tolerated. If any of the below listed circumstances surface, the intern will be immediately terminated from the program and other municipal and/or criminal penalties may apply.

- Using or being under the influence of alcohol, tobacco and/or drugs (ATOD).
- Physical or personal property damage, including but not limited to theft, vandalism and/or bodily harm.
- Possession of firearms, explosives, weapons, or any other hazardous devices; and/or using any item as a weapon.
- Fraudulent reporting of internship hours worked.
- Inability and/or refusal to follow directions.
- Physical / verbal harassment or aggressive workplace behavior toward an employee, vendor, visitor, fellow intern or Rock Internship Program contact(s), partner(s), etc.

NOTE: Intern worksite supervisors are respectfully asked to reinforce the program's personal mobile or cellular device policy. Unless otherwise agreed to in advance, and in writing by all involved parties, interns are prohibited from using personal mobile or cellular devices at the intern worksite and/or during any BTC program event. To alleviate this issue, interns are encouraged to leave these devices in their vehicle and/or in a designated worksite location.

### **Conflict Resolution**

In the event a conflict surfaces, regardless of cause, interns will be required to meet with the Intern Coordinator / Coordination Team, the intern worksite supervisor and/or other involved parties. Refusal to fully participate in a conflict resolution process may lead to termination from the program and future academic, athletic and/or extracurricular participation restrictions at the intern's school district.

### **Intern Worksite Supervisor Roles & Responsibilities**

As an intern worksite supervisor, you are responsible for the following:

- Providing meaningful, work-based learning experiences and embedding as much company and/or career information into said activities as possible.
- Assigning projects or tasks that not only help improve the intern's existing skill sets, but also help them develop new skills.
- Assigning projects or tasks that can be reasonably completed by a young person, with little or no experience. Ideally, the intern will not be responsible for large or mission-critical tasks.
- Providing regular feedback, including constructive criticism and/or praise when / where appropriate.
- Reviewing and approving intern work logs, specifically hours logged during Monday – Friday.

## Tasks to Assign an Intern

### What Should an Intern Do?

Interns are eager to try new things, develop different skill sets and they can be a valuable asset to your company's future talent pipeline. Provided below are examples of intern assignments or tasks.

- Administrative Support:
  - ✓ Data entry, processing, record updating, etc.
  - ✓ Document filing, reorganizing, etc.
  - ✓ General clerical and/or administrative duties
  - ✓ Messenger and delivery services
- Project Assistance & Operational Support:
  - ✓ Budgeting
  - ✓ Data Analyses & Research
  - ✓ Inventory
  - ✓ Logistics
  - ✓ Marketing
  - ✓ Procurement
  - ✓ Quality Control
  - ✓ Supply Chain
  - ✓ Technology Evaluation & Integration

### What Should an Intern NOT be Doing?

Provided below is a listing of tasks that your intern *should not* be doing:

- Working more than 30 hours per week at the worksite. The worksite supervisor and intern may adjust said worksite hours if these adjustments are shared with the Internship Coordinator in a timely manner and the weekly work hours do not exceed 30 hours.
- Logging hours job shadowing or observing versus actually performing tasks. While it's reasonable to allow time for these opportunities, the bulk of their time should be dedicated toward actual work assignments, tasks, or deliverables.
- An intern should not be a replacement for a full-time position. For example, an intern should not be solely responsible for processing all incoming payments during their shift. However, they can assist someone who has this job function as their primary responsibility.
- An intern should not be left unsupervised for long periods of time; and make sure to assign and/or outline their tasks on a daily basis.
- An intern should not travel with the worksite supervisor or any other worksite employee, in either a personal or company vehicle, *unless written permission has been expressly provided* by the intern's parent or legal guardian. This permission must be provided and filed with the Internship Coordinator by no later than the Signing and Orientation Day.

## How to Work with an Intern

Hosting an intern should be just as enjoyable and rewarding for you, as it will be for your intern. However, working with a young individual may turn out to be a different experience than working with a regular or typical (adult) employee. Communication styles, context interpretations, generational interactions (or the lack thereof), past experiences and/or expectations can and do have an impact. Provided below is a list of tips that you might find useful while serving as an intern worksite supervisor.

### 1. 'Yes' may not always mean 'yes'

Interns are eager to show that they can do anything you assign to them, which might result in an intern agreeing to tasks for which they are not fully prepared. When an intern says, "Yes, I understand," please be mindful they might need more assistance. Although we encourage interns to ask questions, they may be too shy or embarrassed to come back to you for more clarification. Please check in with them frequently.

### 2. Give constructive feedback

This internship should be a positive learning experience; however, when a task isn't adequately completed, please let them know. One great way to do this is by "wrapping" a critique in a compliment: start out with addressing something they are doing well, then offer your critique and related suggestions regarding how improvements can be realized.

### 3. Provide learning experiences

You can facilitate an intern's career exploration by incorporating any of the following activities into their work schedule:

- Have a lunch-and-learn, where you might talk about a specific component of your career or business.
- Inquire and talk about the intern's Academic & Career Plan(s).
- Help them set up informational interviews with various people at your firm; thereby, exposing them to career paths within your company and/or industry.

## Problems / Questions?

Please direct program related questions to the Rock Internship Coordinator, Molly Markley ([mmarkley4@blackhawk.edu](mailto:mmarkley4@blackhawk.edu) / 608.757.6329); timesheet and payroll related to [finance@swwdb.org](mailto:finance@swwdb.org).



# Rock Internship Program Participation Agreement

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (i.e., paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership, and teamwork skills; and important networking connections.

The Rock Internship Program is a collaborative talent development offering supported by participating employers, Blackhawk Technical College (BTC), the County of Rock, Rock County 5.0, and the Southwest Wisconsin Workforce Development Board (SWWDB). While SWWDB serves as the program's Employer of Record, BTC is providing daily administrative and program management functions. As such, Molly Markley ([mmarkley4@blackhawk.edu](mailto:mmarkley4@blackhawk.edu) / 608.757.6329) is the Internship Coordinator and the main program contact for both interns and their intern worksites. Meanwhile, Rock County 5.0 is providing program marketing and financial underwriting services.

**It is agreed that \_\_\_\_\_ (Enter Student's Name) will perform the duties and responsibilities of a High School Internship with \_\_\_\_\_ (Enter Organization's Name).**

**The Employer agrees to do the following:**

- Provide a meaningful, experiential earning-and-learning and mentoring environment for the intern; and adhere to the program's daily / weekly hours of employment regulations.
- Provide financial and technical support, as outlined within the Employer Internship Manual.
- Identify and assign a primary intern worksite supervisor and a secondary worksite contact; and agree to a participation background check (if requested).
- Immediately inform the Internship Coordinator of any concerns or issues that surface.
- Provide weekly feedback, as well as an end of program evaluation, unless otherwise agreed upon.
- Perform and provide payroll related services, if that is the agreed upon arrangement between the host worksite and the Internship Coordinator.
- Participate in the Internship Signing and Orientation Day, and the Graduation Day.
- Comply with all applicable local, state and/or federal workplace discrimination, environmental and/or safety regulations.

**The Student agrees to do the following:**

- Follow the (worksite supervisor's) employer's policies, practices, procedures, dress code, and/or standards of conduct, as well as any additional requirements outlined within the Student Internship Manual, as applicable. If I do not understand any of my employer's requirements, I will request clarification.
- I understand that my performance as an intern will be measured primarily by the worksite supervisor, and feedback from the Internship Coordinator will be taken into consideration, as well.
- I understand that program participation, beginning with the Signing and Orientation Day and then continuing through to the Graduation Day, is mandatory. Any pre-program related activities – such as interviews, training, or testing – may also be considered mandatory, as well.
- I understand that I am responsible for accurately reporting and timely submitting the payroll time sheets, as more fully explained and/or demonstrated during at program's training session or its Signing and Orientation Day.
- I understand that I am required to complete and submit signed Intern Log Worksheets, as described during the Signing and Orientation Day event.
- I understand that I may be required to complete, and pass, a background check to participate in this program and/or to work at a specific intern worksite. Additional worksite requirements might apply, as well

- I will provide current, and complete, personal, and family contact information, to the Internship Coordinator and the worksite supervisor, at all times during the internship. This information will be submitted, by using the Internship Contact Information Form, at the Signing and Orientation Day event.
- I understand that my intern worksite and/or the supervisor is counting on me to complete my assigned work accurately and on time. I will notify my worksite supervisor and Internship Coordinator immediately if I will be absent due to illness or another serious circumstance. I will immediately contact my worksite supervisor and/or a designated alternative contact, and the Internship Coordinator, if I experience harassment, discrimination, workplace violence; sustain a worksite injury and/or any other improper workplace incidents.
- I will conduct myself professionally at all times. This includes, but is not limited to:
  - ✓ Maintaining confidentiality regarding employer information, relating to clients, customers, patients, employees, products, services, and other non-public information, which is proprietary to the employer.
  - ✓ Reporting to work on time and in proper attire; providing an outstanding work product; working cooperatively with the worksite staff.
  - ✓ Using appropriate written, oral, and electronic communication in all interactions with worksite staff, clients, customers, patients, and the Internship Coordinator.
  - ✓ Completing all orientation, training, or testing as required by the Rock Internship Program; and observe all safety rules, procedures, and policies.
- Engage in positive, professional, and legally compliant behavior; and accept responsibility and accountability for my actions; and ensure that I conduct myself with dignity and respect toward every person with whom I interact.

The Internship Coordinator reserves the right to terminate the internship if it is decided the student is not performing satisfactorily; if program (conduct and participation) rules have been violated; and/or the experience fails to meet the expectation of both the student and the employer. The worksite supervisor may also request removal of the student, at its discretion and without prior notice.

Students participating in the Rock Internship Program may maintain, if they choose and at no cost to any of the participating and/or sponsoring organizations, comprehensive health and medical or student accident insurance. Upon request, evidence of such insurance shall be provided to Internship Coordinator.

**The Internship Coordinator agrees to do the following:**

- Coordinate the Internship experience, serving as the primary contact and resource for interns and their intern worksites.
- Lead and/or manage the intern and intern worksite selection processes.
- Provide and conduct intern onboarding, basic pre-employment training and exposure to other relevant workplace topics.
- Monitor intern journals and facilitate access to supplemental career and/or higher education resources.
- Identify, address and/or resolve any SWWDB payroll related issues.
- Identify, address and/or resolve any disciplinary or conflict resolution issues.
- Conduct pre-and-post and/or current intern worksite visits.
- Communicate with participants and partners for the purposes of conducting formal program assessment and evaluation related activities.
- Collaborate with Rock County 5.0 regarding any media, public and/or stakeholder reports, updates, etc.

**The SWWDB Agrees to do the following:**

- Serve as the Employer of Record for this program unless other arrangements have been mutually agreed to in advance by the host worksite and the Internship Coordinator.
- Be responsible for handling all payroll and workers’ compensation insurance items associated with this program; and serve as said resource as it concerns these topics (see also above).

By signing below, you are confirming that all Information you have provided on this form, and all other related Rock Internship Program forms and/or materials is accurate, complete and truthful; and you certify that you have read and understand the program’s terms and conditions; and you agree to hold harmless the Intern Worksite Employer and/or its staff; Blackhawk Technical College and its Internship Coordinator; Southwest Wisconsin Workforce Development Board and staff; and Rock County 5.0 and/or any of its member or partnering organizations, its contributors, independent contractors for all liability claims; for any direct or indirect damages, and/or outcomes associated with participation in this internship program. Additionally, you agree to and understand that certain participant information will be collected, maintained, and potentially shared – in an electronic / hardy copy format – among the above organizations strictly for approved and acceptable emergency, payroll or regulatory related purposes. You further acknowledge that you are authorized to sign this Agreement; and understand this section shall continue beyond the expiration or termination of this Agreement.

**I/We agree to comply with the conditions of this Agreement.**

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**Student Intern (Print and Sign Name)** **Date**

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**Student Parental and/or Guardian (Print and Sign Name)** **Date**

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**Employer/ Intern Worksite Supervisor (Print and Sign Name)** **Date**

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**Rhonda Suda, Southwest Workforce Development Board (Print and Sign Name)** **Date**

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**Molly Markley, Internship Coordinator (Print and Sign Name)** **Date**

## ROCK INTERNSHIP CONTACT INFORMATION FORM

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Student Intern Name \_\_\_\_\_ High School \_\_\_\_\_

Student Telephone \_\_\_\_\_ Student Email \_\_\_\_\_

Emergency Contact Name (Student's Parent and/or Legal Guardian) \_\_\_\_\_

Emergency Contact Phone Numbers (work and cell) \_\_\_\_\_

Emergency Contact Emails (work and home) \_\_\_\_\_

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Intern Worksite Supervisor Name \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Work & Cell Phone Numbers \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Alternative Worksite Contact \_\_\_\_\_ Job Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Internship Title and Description of Duties (If available, please *attach a job description*)

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Date Internship begins at Worksite: \_\_\_\_\_ Date Internship ends at Worksite: \_\_\_\_\_ Maximum Worksite Hours / Week 30

Worksite Schedule: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

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## **FREQUENTY ASKED QUESTIONS**

### **When is the Rock Internship Program Offered?**

This paid, earn-and-learn talent development program will be offered countywide summer 2025.

### **How long is the internship?**

The internship program is six (6) weeks. The program kicks-off with a June 10<sup>th</sup> Signing and Orientation Day and then interns report to their worksites on June 11<sup>th</sup>. July 25<sup>th</sup> is the final worksite report date and then the entire program concludes with a July 26<sup>th</sup> Graduation Day.

### **How much do the interns get paid and who is responsible for paying them?**

Interns will be paid an hourly rate of \$13 per hour and the Southwest Wisconsin Workforce Development Board (SWWDB) will be the Employer of Record – unless direct hire arrangements have been made and approved by the Internship Coordinator. Financial and technical support for this internship program will derive from participating intern (employer) worksites, Blackhawk Technical College, the County of Rock, Rock County 5.0 and the SWWDB.

Employers are responsible for covering their financial, as well as technical, support for this program.

Participating employers will be invoiced via electronic and/or hard copy format and payments should be sent to the following address:

Rock County Internship Program  
C/O Forward Foundation  
14 South Jackson Street  
Janesville, WI 53548

### **Is there an age limitation to participate in this internship program?**

Yes, interns need to be at least 16 years old; a resident of Rock County, WI; and entering their senior year of High School.

### **Is this offering available to any employer, regardless of industry sector or product/service?**

Generally speaking, the answer is yes – pending an employer allows individuals under the age of 18 years old into their place of business (e.g. job shadowing, employment, etc.). Additionally, employers must have the capacity and/or experience to serve as an intern worksite – as documented by its participation in other comparable earn-and-learn activities. These activities may include, but are not limited to apprenticeships, (college) internships, mentoring, etc.

**What assignments, tasks or jobs can the intern perform?**

Interns may perform any function within their capacities and related skill sets. Worksite supervisors must have a safety plan and related programming in place to ensure that an appropriate working and supervisory environment exists.

**What about workers' compensation and general liability insurance for the interns?**

Although interns will be covered as employees under the SWWDB, participating intern worksites are strongly encouraged to consult with their insurance agents and then communicate with SWWDB regarding these issues. The Internship Coordinator can also serve as a resource, as well.

Well-supervised interns will not present a problem, provided they are not assigned to "hazardous" duties (as defined by OSHA). Intern worksites must have a safety plan and be in good standing with all local, state and/or federal workplace rules and regulations.

**How will interns report to work?**

Interns are responsible for providing their own transportation, to the worksite and BTC.

**What type of preparation do you need to perform before the interns are placed and they report for work?**

For questions or to discuss this topic, contact the Internship Coordinator (Molly Markley at 608.757.6329 or [mmarkley4@blackhawk.edu](mailto:mmarkley4@blackhawk.edu)) and/or review the [Rock Internship Employer Manual](#).

