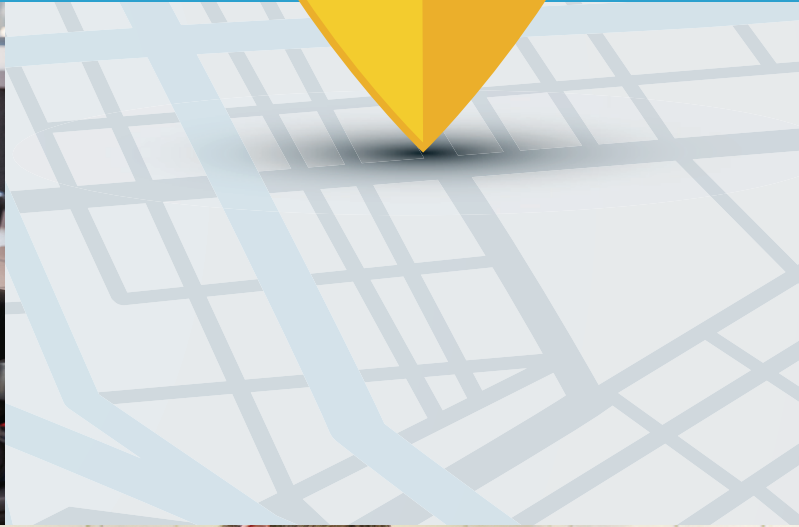


ROCK INTERNSHIP PROGRAM



Student 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.

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 (SWWDB).

For program information, visit this link – www.YourRockInternship.com

Participation & Eligibility

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

- Students must be *at least* 16 years and a resident of Rock County, WI, by the Signing and Orientation Day; and be eligible to work in the U.S. and Rock County, WI.
- Students must have parental and/or legal guardian consent and be able to document said consent, at least two weeks prior to the Signing and Orientation Day.
- Students must be *entering their senior year* of High School, as identified and/or recognized by the Wisconsin Department of Instruction or an accredited education organization.
- Students must have reliable transportation, ensuring full access and participation as it relates to *every program obligation* outlined with this document and the Internship Program Participation Agreement.
- Students must submit a complete personal statement addressing their personal and professional goals and how this program relates to these goals.
- Students must [apply online](#) and *submit a completed application*, including one Letter of Reference from an existing district staff or faculty member, by February 7, 2025. As part of the application process, students will be required to participate in one or two interviews with the Internship Coordinator / Coordination Team and the intern worksite (i.e., employer).

Program Calendar and Intern Work Schedules

Interns are allowed to work a maximum of up to 30 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 10th 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 the June 13th Signing and Orientation Day event.

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
- 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 10th Signing and Orientation Day. The new hire paperwork will be emailed to students and completed through DocuSign. Students will need to attach documentation to establish identity to support the I-9 form. The most common forms are a passport, or a driver's license and social security card. Students will also need to attach proof of direct deposit for their bank account, such as a voided check or letter from bank. All new hire paperwork and supporting documentation will need to be completed and returned by 4:30 p.m. on Tuesday, June 10th. To ensure timely arrival of the payroll check, timesheets must be submitted in the prescribed form, format, and time frame, to finance@swwdb.org. SWWDB will be scheduling a virtual meeting with interns to review the process and deadlines for submitting timesheets.

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 intern's 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: Using personal mobile or cellular devices while at the intern worksite and/or during any BTC program event, unless otherwise authorized and approved, is strictly prohibited.

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 Responsibilities

Confirming your schedule with your worksite supervisor

It is your responsibility to coordinate and confirm your weekly work schedule with your worksite supervisor. Please remember that your work hours may not exceed the program guidelines and if they do, these hours *will not be eligible* for payment or reimbursement from the program.

Attendance and dependability

You are expected to report to work and all BTC activities on-time. If you must be absent or tardy, you are required to contact the Internship Coordinator / Coordination Team and the intern worksite supervisor(s) – via email or phone – *at least 30 minutes prior to the assigned report time*. As a remainder, attendance at all (BTC) internship programs and events are mandatory.

Performance

During the internship, professionalism, and performance matters. Simply stated, arrive each day ready to learn-and-earn. Your performance will be evaluated throughout the internship, with feedback provided by both the Internship Coordinator / Coordination Team and the intern worksite supervisor(s).

Time and Recordkeeping

You are responsible for tracking your work hours. Per the Internship Program Participation Agreement, interns are allowed to work up to 30 per week at their worksite. All hours tracked will be recorded, including those hours associated with the BTC days; and then submitted per SWWDB procedures. In addition, students are required to keep a weekly journal of said job responsibilities. These may be reviewed periodically by, as well as discussed with, the Internship Coordinator / Coordination Team and/or your H.S. Fraudulent records and/or failure to comply with the aforementioned items may result in payment delay or program termination.

Rules and Regulations

You are expected to follow all rules, regulations; policies and procedures; and direction, guidelines and/or instructions associated with the Rock Internship Program.

Your Intern Worksite

The first day in a new job can seem a lot like your first day of school. Remember: you only get one chance to make a good impression. Below are a few tips to make your internship a positive experience.

- Be prepared, know your schedule, the intern worksite supervisor(s), and the Rock Internship Coordinator / Coordination Team contacts.
- Dress for success (and per the worksite requirements) and be on time.
- Be attentive, courteous, polite, professional, and respectful because first impressions count.
- Write things down and ask plenty of questions.
- Be enthusiastic, helpful, flexible and show initiative; and keep and maintain a positive attitude.

No matter what task you have been assigned, put your best foot forward and demonstrate that you are dependable, reliable, and trustworthy. You may be assigned a task you do not particularly enjoy, but once you have gained the trust of your intern worksite supervisor(s), you may be assigned to other and/or more appealing tasks.

Finishing up Your Internship

As an intern you are gaining more than just money: you are expanding your professional network and learning first-hand about career paths; the workplace; adulting; etc. Therefore, during the final week of your internship, you should be prepared to do the following:

Get References

Ask your supervisor(s) and anyone else you may have worked with if they will allow you to use them as a reference. These references will prove useful for future employment and academic uses, respectfully.

Ask for a Letter of Recommendation

If you are going to need a letter of recommendation, this would also be the time to ask. It is best to ask your supervisor(s) to write this while your information is still fresh in their mind.

Network

Ask your supervisor about setting up informational interviews with someone who is in the field where you are thinking about launching a career. For example, if you think you are interested in pursuing marketing, and your host site has a marketing department, ask if you can set up a time to meet with someone there.

Additional Information / Questions / Support

Prior to submitting an internship application, students are strongly encouraged to connect with their district's Career & Technical Education and/or Guidance Counseling staff.

All timesheet and payroll related questions should be directed to finance@swwdb.org

For additional information or questions, applicants are encouraged to direct those inquires to the Rock Internship Coordinator, Molly Markley at mmarkley4@blackhawk.edu or 608-757-6329. Alternatively, visit www.YourRockInternship.com .

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. Meanwhile, the County of Rock and Rock County 5.0 are providing other supportive program 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 a 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 / Coordination Team 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 resources as it concerns these topics.

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; the County of Rock; 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.

Student Intern (Print and Sign Name) Date

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

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

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

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

FREQUENTY ASKED QUESTIONS

When is the Rock Internship Program Offered?

The program will be offered immediately following the spring school semester, kicking-off on June 13, 2025.

Who can participate in this internship program?

If you're at least 16 years old; a resident of Rock County, WI; and entering your senior year of High School; then you can apply to participate in the program. Internship placements are limited, so applicants are encouraged to apply early versus waiting until the February 7, 2025 application deadline.

How long is the internship?

The internship program will last for a total of up to six (6) weeks, which includes a pair of paid days that will take place at BTC's Central Campus. The first paid day at BTC is the June 10th Signing and Orientation Day, which represents an approximate four-hour commitment. The last and final paid BTC day is the July 26th Graduation Day event, which will likely represent about a three-hour commitment. Unless otherwise notified by their host worksite (i.e., employer), interns are expected to report their designated worksite locations for the duration of the internship.

Attendance, throughout the entire internship program (including the BTC days), is mandatory.

How much will I get paid and how will I get to work?

You will be paid an hourly rate of \$13 / hour (minus the customary payroll deductions); and you will be responsible for providing your own transportation to/from the worksite and BTC.

What types of internships will be available?

There will be a limited number of internships available. While the list of participating employers may fluctuate, the goal is to make sure there is a diverse internship offering, covering a range of career clusters. Using information from the personal statements and related application materials, the Internship Coordinator / Coordination Team will attempt to provide the most appropriate and optimal intern and worksite match.

What assignments, tasks or jobs will I be performing?

You may be performing tasks or jobs that are consistent with your skill-set capacities and capabilities. You will not be assigned to "hazardous" duties (as defined by OSHA) and your worksite supervisor will make sure the appropriate level of safety, instructions and related oversight are provided.

Where can I receive more information and how do I get started?

First, contact your Guidance Counselor and/or the Career & Technical Education instructors. Next, review the Rock Internship Student Manual and once you've finished, then complete the [online application](#). If you need more info, contact Molly Markley, Rock Internship Coordinator at mmarkley4@blackhawk.edu or 608-757-6329.

Personal Statement Guidelines:

We have made the decision to substitute a personal statement in place of a more formal ACP document. This statement should do the following:

1. Address why you want to go into a particular career.
2. Talk about the kind of education you want to pursue after high school, or education that you've already taken in your career field of interest. This can include summer camps or programs pertaining to your chosen field.
3. Give a good idea of who you are. Please do not run your personal statement through ChatGPT or any other AI-powered tool. We want to hear who you are in your own authentic voice.

Original: I have always wanted to go into engineering. When I was younger I loved taking things apart and putting them back together in ways that I thought worked better. I was lucky enough to go through the AIM program for industrial maintenance and this sparked my interest in industrial engineering. With this in mind I was able to take more classes at my school on engineering. So far I have taken Principles of Engineering and Introduction to Engineering Design and plan to take more classes next year through Blackhawk Tech, UWW at Rock County, or MSOE. I think I want to go to MSOE, UW-Platteville, or UW-Madison for industrial engineering, but am keeping my options open for college right now. I just know that I want to be an industrial engineer.

ChatGPT: Since my early years, a passion for engineering has fueled my curiosity and creativity. I reveled in disassembling and reassembling objects, constantly seeking ways to enhance their functionality. The pivotal moment came when I enrolled in the AIM program for industrial maintenance, igniting a profound interest in industrial engineering. Empowered by this newfound focus, I eagerly delved into engineering courses at my school, including Principles of Engineering and Introduction to Engineering Design. Looking ahead, I am enthusiastic about expanding my knowledge and skill set through additional classes, exploring opportunities at institutions such as Blackhawk Tech, UWW at Rock County, and MSOE in the coming year.

As I contemplate my collegiate path, I am drawn to esteemed institutions like MSOE, UW-Platteville, and UW-Madison for their robust industrial engineering programs. While my preferences are crystallizing, I remain open to exploring other options, recognizing the importance of finding the perfect fit for my academic and professional aspirations. Undoubtedly, my unwavering goal is to carve a path toward becoming an accomplished industrial engineer.