



# 2017 summer INTERNSHIPS

with **INDUSTRY**

# THEY'RE READY, ARE YOU?

The Oregon Employment Department projects that at least **46 percent of skilled workers in manufacturing will leave their careers by 2024**, mainly due to retiring professionals. That's thousands of new machinists, mechanics, engineers, designers and production managers we need to train.

## ONE SOLUTION:

Start working with Tigard and Tualatin high schools to recruit the people you need to power your firm into the future.



By providing a six week summer internship to a local high school student, you gain access to young talent who could be a valuable future employee. You are also helping a student learn more about the world of work. This experience provides your company with an opportunity to build relationships through mentoring; a positive for both you and local high school students.

The Internships with Industry program builds partnerships between students, schools, and local industry; we hope you will join us. The City of Tigard is pleased to be working in partnership with the Tigard-Tualatin School District (TTSD) and Worksystems on this workforce development program. We invite you to connect with us to support students and your future workforce by providing an internship position in your company.

If you have questions or want a more in-depth introduction to this new summer internship program and how your firm can participate.



**Lloyd Purdy**  
Economic Development Manager  
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[lloyd@tigard-or.gov](mailto:lloyd@tigard-or.gov)  
503.718.2442

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If you have questions about Tigard-Tualatin School District's manufacturing pathways training for high school students contact:



**Noelle Gorbett**  
K-12 Math & Science TOSA  
Tigard-Tualatin School District  
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# INTERNSHIPS with INDUSTRY



**Internships with Industry** places students from Tigard and Tualatin high schools into a brief six-week summer work experience with local firms like yours. You define the work that needs to be done and provide the mentoring. The “busy work” of hosting an intern is taken care of by the Worksystems Summer Works program and Tigard-Tualatin School District. If you have a six-week project or interest in hosting an intern, here’s how you get started:

1. Use the attached worksheet to scope out your internship and define what you need from a summer intern.
2. Contact **Roland Chlapowski**, Senior Project Manager, Youth Team at Worksystems and let him know that you are interested in hosting a summer intern. Roland can be reached at **503.478.7332**.
3. Meet with the team from Worksystems to take care of the paperwork.
4. Interview a prescreened selection of high school students from the Tigard-Tualatin School District.
5. Extend an offer to the candidate you prefer.

## What makes a great summer Internship with Industry?

- A mentor or team that is willing to devote time to work with a young adult.
- An interesting problem or challenge that can be worked on (or solved) over six weeks.
- A mix of work experiences that introduces student interns to the full range of operations at a company.
- The opportunity for a student to apply skills and try new experiences.
- Partners like Worksystems and TTSD help take care of the paperwork and administration of a summer intern.



# FAQ

## FREQUENTLY ASKED QUESTIONS

### 1. How do I know my intern will be interested in the type of work my company does?

Internships with Industry students have opted to take at least two years of specific technical training because they want to pursue careers in manufacturing, STEM, and the trades. We won't place an intern somewhere they aren't interested in working.

### 2. How can I ensure my intern will be a good fit?

We use a combination of special matching software and personal interviews to match youth to specific internships and worksites based on their skills, interests, and the needs of the job. You'll be able to review each candidate's strengths and read personal statements about their interests, background, and goals before they are placed with you. You can also interview candidates. Our matching process reduces the burden of recruitment and screening; you have the final say of whether a particular student candidate is right for your worksite.

### 3. How much does this cost? What's the financial liability for my business?

The cost is comparable to paying someone directly, including associated payroll costs. Plus, matching funds are available to reduce the cost for small businesses. As the employer of record, Worksystems saves your business the time, money, and hassle of having to verify hiring paperwork, process payroll, and take care of workers comp claims.

### 4. How can I be sure the training and knowledge I give my intern doesn't benefit a competing firm?

Think of internships with industry as an investment in the local training ecosystem to ensure a reliable supply of talent with the right skills for your business. Also, all interns sign general nondisclosure agreements as part of their participation in the program. Keep in mind, an internship *is* an opportunity to vet a potential long-term hire.

### 5. What are the dates of the internship? What are the hours? How long does it last?

The intern's weekly hours are flexible and based on your business needs. Generally, the internships last 180 hours over the course of the summer – starting on or after June 15th and ending in late August – but we will work to accommodate your business.

### 6. How do I create an internship position? What sort of work is allowed for youth?

SummerWorks staff can provide you 1-on-1 assistance to develop a position based on the body of work you have. There is no right way or wrong way to fashion a specific internship, and every internship and worksite is different. We'll help you on this as much or as little as you want.

### 7. How do internships square with child labor laws?

Through this partnership with SummerWorks and Tigard-Tualatin School District, we can help you design an internship that is compliant.

### 8. What if the intern doesn't work out?

Through the SummerWorks program you and your intern will have a Success Coach supporting you with HR, coaching, payroll, and other workplace issues. You can end an internship at any point without any penalty.

### 9. Can I get interns over 18 years old?

Yes. SummerWorks serves young adults from 16-24 years old. Interns are generally 16-19 years old. If it is a requirement of your workplace, we can accommodate this age preference.

For more details about  
Internships with Industry contact:

Roland Chlapowski  
Senior Project Manager  
Youth Team at Worksystems  
503.478.7332



The Portland Metro Workforce Development Board



## Internship Position Overview

This preliminary application provides information about an internship position you wish to offer. Students will be matched to your firm and position based on the information you provide.

## About Your Company (Easy Stuff)

Company Name: \_\_\_\_\_

Description of Your Company: \_\_\_\_\_

What is/are your primary product(s)? \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

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

## Internship Outcomes (Three Hard Questions)

1. What new skills will the student learn with you?

2. What might future employment with your company look like if the student successfully completes their internship?

3. What value do you expect to receive from this internship experience?

## Internship Details

INTERNSHIPS  
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Internship Position Title: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Description of Duties:

Skills the student needs to have prior to the internship:

Other Considerations (ex: age restriction): \_\_\_\_\_

How many internship candidates would you like to interview? \_\_\_\_\_

Who is the direct report for your intern?

Name: \_\_\_\_\_

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

## Internship Questions for Worksystems or Tigard-Tualatin School District:

Write your question here:

For more details about  
Internships with Industry contact:



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