

East Mississippi Community College Golden Triangle Modern Manufacturing Project

Internship Plan- Action 2.3 Develop opportunities for work-based learning and paid internships.

Action: Recruit companies. Priority will be given to advanced manufacturers.

Companies will be recruited by:

- Work-based Learning Coordinator
- Instructor outreach
- Modern Manufacturing Sector Advisory Council (MMSAC)
- Industry surveys

Action: Recruit and place students. Target students will be those enrolled in the Manufacturing Technology and Engineering Division.

Students will be recruited by:

- Instructors
- Work-based Learning Coordinator
- Navigator
- Counselors

Students will be placed by:

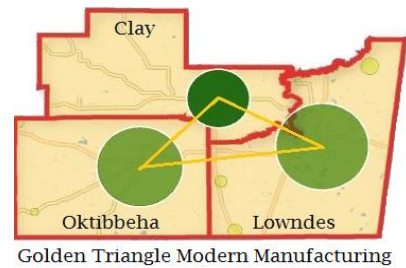
- Instructors
- Work-based Learning Coordinator

Action: Monitor internship progress.

- Contact with each company

EMCC will continue to add new companies and students to the program through the life of the grant. The paid internship program will be promoted with the help of our Work-based Learning Coordinator following the guidelines of Three Rivers Planning and Development District. Paid internships will be funded through TRPDD through the Make It in America Grant (see attached) and On the Job Training (OJT) funding.

EMCC received funding through the Make It in America Grant to fund 96 paid intern positions. The interns will receive pay from EMCC for their intern hours. The total cost of the internship program per student will not exceed six weeks, or \$3,100.00. The paid



internships will be used for occupations that are along the participant's chosen career path.

In addition to these internship opportunities, EMCC has an established Work Based Learning program that offers college credit for relevant work experience. These are unlimited opportunities available through the Work-based Learning program. Within this program, students will be paid by the company and submit a copy of their check stub to the Work-based Learning Coordinator as verification of hours worked to receive college credit.

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**The Mississippi Partnership
Make It In America Grant
Internship Worksite Agreement**

This worksite agreement is between East Mississippi Community College, the WIA subgrantee (an agent of the Mississippi Partnership Local Workforce Investment Area) and _____, the worksite employer. The purpose of this agreement is to set forth the guidelines to provide WIA eligible participants with worksite experience in order that the participant will be better able to compete for available jobs in the local labor market.

Section I. – Regulations for _____ (Worksite Employer)

1. Sufficient work must be available to occupy the participant.
2. The worksite will have enough equipment and/or materials to perform the tasks assigned to each enrollee.
3. The worksite will comply with the regulations of the Workforce Investment Act, The Mississippi Partnership, and/or _____.
4. Working conditions are sanitary and safe, and each participant will work in a safe manner.
5. No participant shall, on the grounds of race, color, religion, sex, national origin, disability, political affiliation or belief, be discriminated against or denied employment.
6. Participants will be utilized only in the agreed upon job(s).
7. Regulations regarding Child Labor Laws must be followed.
8. Participants may not be employed on construction jobs or operation or maintenance of a facility that is used for religious instruction or worship.
9. The Employer will notify East Mississippi Community College if a participant quits or fails to report to work for two consecutive days.
10. Participants should be treated as regular employees. The Worksite Supervisor may not dismiss a participant from the program, but may request that East Mississippi Community College remove a participant from the worksite. If a Worksite Supervisor does request that a participant be removed, East Mississippi Community College cannot guarantee that another participant will be available to fill the vacancy.

If a problem with a participant arises, the problem should be immediately reported to East Mississippi Community College. The problem will be solved or the participant will be reassigned to another worksite. If the situation warrants, the participant will be terminated from the work experience component of the program.

11. If the participants are working at several sites other than this worksite agency's main office, a sign-out procedure to show exactly where the enrollees are working must be kept at all times.

12. Constant supervision by a competent adult will be provided at all times by the worksite agency and will not exceed the 1:5 supervision ratio. Each supervisor should receive a copy of the Worksite Supervisor Orientation Manual and read and be familiar with its contents.

13. The worksite agency will complete the participant's time and attendance report and submit it to the subgrantee in a timely manner. Unexcused absences should be noted on the time/attendance form and reported to the subgrantee for action. Excessive unexcused absences could result in dismissal from the program.

14. Three Rivers Planning and Development District, fiscal/administrative agency for the Mississippi Partnership Local Workforce Investment Area, and/or other state or federal representatives may monitor the worksite to ensure that both the subgrantee and the work site employer are in compliance with this agreement.

15. No currently employed worker shall be displaced by any work experience participant, including partial displacement such as reduction in hours of non-overtime work, wages, or employment benefits.

16. The Employer will notify the subgrantee of the receipt from any person of any written or oral complaint relating to the conditions of this agreement and will assist in any investigation undertaken, whether by the Mississippi Department of Employment Security or the Mississippi Partnership Local Workforce Investment area to ascertain facts relevant to the complaint.

17. The Employer will perform evaluations on each work experience participant on a regular basis and will report any problems that cannot be resolved to the subgrantee.

18. The Employer understands that a representative from the subgrantee will monitor the work site on a regular basis.

19. Enrollees may work a maximum of 40 hours per week. If the enrollee is permitted to work beyond the limit set by the subgrantee, the wages for those hours worked in excess of the limit will become the responsibility of the worksite agency.

Section II. Regulations for East Mississippi Community College

1. The subgrantee will provide forms to be used to record time and attendance, which must be signed by the participant and Employer and submitted to the subgrantee in accordance.

2. Participants may be paid the prevailing wage rate for the business/enterprise but shall not be paid less than the current minimum wage rate per hour. The subcontractor is responsible for paying each enrollee for hours set forth by this agreement.

3. Enrollees shall be covered by Worker's Compensation Insurance provided by this agency for work related accidents. Accidents occurring on the job should be reported promptly to:
 Subgrantee: _____ Phone Number: _____

4. The Subgrantee will monitor all job site(s) in conjunction with the Mississippi Partnership Local Workforce Investment Area's requirements in order to ensure that this agreement is being carried out properly.

Section III. Statement of Work

1. Name of Agency:

2. Type of Agency: _____ (i.e., Private Non-Profit, County, Federal, etc.)

3. Address: _____ City: _____ State: _____ Zip: _____

4. Regular Functions of Agency:

5. Contact Person and Number:

6. Employer Hours: _____

7. Maximum # of Enrollees: _____

This worksite employer and the subgrantee will adhere to the above criteria and all guidelines of the Rules and Regulations governing the work experience and summer work experience element of the WIA youth program.

 Employer Title

Signature for Worksite
 Date

_____ Signature for Subgrantee
Title Date

Name of Employer:

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Name of participant:

Job Title:

Immediate Supervisor:

Name of participant:	Job Title:	Immediate Supervisor: