



Structural Building Components Association

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SBCA Member Internship Program Guidelines

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SBCA Councils



Partnering with SBCRI for confidential research and testing.

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July 2015

1. INTRODUCTION

[XYZ company/SBCA Member] offers in-service training periods (internships) lasting up to 12 weeks for students enrolled in studies in an educational organization (a community college, technical educational institution or university). These training periods involve hands-on work experience in one of the departments of the XYZ company/SBCA member such as design, office management, production and safety.

2. SCOPE OF INTERNSHIP

The internship is intended to provide an in-depth training experience of the structural building components industry for the trainee. Its practical benefits shall include but are not limited to the following:

For the trainee:

- Enables the trainee to further and put into practice the knowledge they have acquired during their studies;
- Complements the career employment goals for the trainee;
- Provides the trainee with practical knowledge of the equipment and working processes of the XYZ company/SBCA member used in the structural building components industry today.

For the XYZ company/SBCA member:

- Enables XYZ company/SBCA member to acquire a better understanding of the trainee's practical skill set;
- Contributes to the pool of candidates for potential employment with the XYZ company/SBCA member;
- Provides XYZ company/SBCA member the opportunity to establish relationships and maintain continued collaboration with local and regional educational organizations.

3. ADMISSION AND SELECTION PROCESS

3.1 Eligibility

Applicants who are eligible are those who:

- have completed two academic semesters in an ongoing educational program of study at a community college, technical educational institution or university;
- are enrolled in a course at their community college, technical educational institution or university by the closing date for applications.
- are at least XX years of age
- have an introductory level of understanding of the structural building components industry and an interest in growing a career in this industry

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3.2 Academic Credit

Internships may be arranged independently from the academic curriculum and coursework of the applicants or they may be part of an educational program in which students can earn academic credits from their educational institution.

3.3 Application Procedure

Applications should be made to XYZ company/SBCA member directly. Applications will only be accepted if an official statement accompanies them from the educational institution confirming proof of completion of two academic semesters and enrollment in an ongoing educational program at the time of application. Additionally, one recently written letter of recommendation must be included with the application.

3.4 Internship Position Types:

Some of the proposed internship positions for which applications can be submitted include:

- Technical Designer (example provided)
- Safety Coordinator (example provided)
- Plant Production Manager (example provided)
- Scheduling
- Accounting

3.4.1 Position Description / Duties and Tasks: TECHNICAL DESIGNER

The function of the Technical Designer intern for XYZ Company/SBCA member is to work with the team on designing all products sold, optimized for manufacturing, in a manner that meets prescribed company policies and procedures utilizing the engineering software used by the company.

The minimum education required is a High School Diploma or general education degree (GED). The education preferred is for the intern to be working toward a degree in one of the engineering disciplines, from a community college, a technical educational institution or an accredited college or university.

No previous work experience is required. Interns must have the ability to read and understand blueprints as well as a basic knowledge of Auto CAD. Interns should be willing to take a TTT Level I Course offered by SBCA and develop the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Fluency in the English language (read, write and speak) is required.

Duties and Tasks

Under the direction of the Design Manager, the duties and tasks which must be performed by the Technical Designer intern in order to successfully fulfill the requirements of the internship may include:

- Maintain all engineering drawings, records, correspondence and files.
- Generate Design Deliverables / Preparation of Approval Drawings.
- Assist with sales/order entry by providing information needed for contract changes.

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- Verify accuracy of product specifications.
- Communicate with the Design Manager concerning any upcoming needs or special commitments for project deadlines.
- Project a professional image.
- Maintain a spirit of teamwork.

3.4.2 Position Description / Duties and Tasks: SAFETY COORDINATOR

The function of the Safety Coordinator intern for XYZ company/SBCA member is to work with the team on developing and enforcing safety procedures and addressing industrial hygiene in the company to ensure compliance with federal and state safety laws.

The minimum education required is a High School Diploma or general education degree (GED). The education preferred is for the intern to be working toward a degree in business or health and safety, from a community college, a technical educational institution or an accredited college or university. Fluency in the English language (read, write and speak) is required.

Interns should be willing to take the training provided through SBCA's Operation Safety program.

Duties and Tasks

Under the direction of the Safety Manager, the duties and tasks which must be performed by the Safety Coordinator intern in order to successfully fulfill the requirements of the internship may include:

- Maintain accurate record keeping of safety records, correspondence and files.
- Assist in the efficient and smooth operation of the company's safety program.
- Work with the Safety Manager to ensure the communication of and training in the overall Safety Policies to all company employees.
- Be familiar with general Occupational Safety and Health Act – OSHA – provisions.
- Project a professional image.
- Maintain a spirit of teamwork.

3.4.3 Position Description / Duties and Tasks: PLANT PRODUCTION MANAGER

The function of the Plant Production Manager intern for XYZ company/SBCA member is to work with the Plant Production Manager and the team to ensure the plant operates at maximum efficiency and that the established objectives for production, quality control, safety, cost control, delivery dates and reporting requirements are met.

The minimum education required is a High School Diploma or general education degree (GED). The education preferred is for the intern to be working toward a bachelor's degree in business administration, industrial or mechanical engineering from a community college, a technical educational institution or an accredited college or university.

No previous work experience is required although previous experience in a truss manufacturing facility is a plus. Interns must be willing to receive training in the SBCA Truss Knowledge Online courses (In-Plant Operation Safety, SBCA QC - Quality Control, Truss Basics and Technical Assessment Test Online). Fluency in the English language (read, write and speak) is required.

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Duties and Tasks

Under the direction of the Plant Production Manager, the duties and tasks which must be performed by the Plant Production Manager intern in order to successfully fulfill the requirements of the internship may include:

- Provide overall assistance to the Plant Production Manager according to work schedule and immediate needs.
- Assist with safeguarding assets: facilities, building and structures, machinery, equipment, inventory, vehicles and human resources.
- Maintain accurate record keeping of inventory requirements and production output reports.
- Participate in all departmental meetings.
- Communicate with the Plant Production Manager concerning any upcoming needs or special commitments for project deadlines.
- Project a professional image.
- Maintain a spirit of teamwork.

3.5 Selection Procedure

Applicants are selected on the basis of matching their expertise and qualifications with the expertise and qualifications outlined by the XYZ company/SBCA member. Applicants with limited career-related experience are encouraged to apply.

Upon assessment of the application, the XYZ company/SBCA member will select the most appropriate candidate for the respective internship.

3.6 Duration

Internships will be offered for 10 weeks during the summer months (June-August) and for 12 weeks during each academic semester (September-December and February-May). It is recommended that the XYZ company/SBCA member announce the internship during the academic semester/period immediately preceding the desired timeframe. For example,

In the summer ... for the fall semester

In the fall ... for the spring semester

In the spring ... for the summer

The exact beginning/ending dates will be determined based on the workflow and needs of the XYZ company/SBCA member.

3.7 Further Considerations

XYZ Company/SBCA Member determines if Interns will receive any pay or benefits. Upon completion of the internship, XYZ company/SBCA member may consider interns for full time or part time employment.

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4. CONFIDENTIALITY

Interns should adhere to policies, procedures, and rules governing professional behavior and respect the confidentiality of the workplace, its clients and its employees. Each intern will be bound by the relevant obligations of the XYZ company/SBCA member's Code of Conduct.

5. REQUIREMENTS FOR THE INTERN

All interns are obligated to:

- Be punctual, and work the required number of hours at times agreed to by the supervisor and defined in the internship agreement.
- Notify their supervisor if they are unable to attend as planned.
- Behave and dress appropriately to the particular workplace.
- Discuss any problems with their supervisor and, if necessary, with the Internship coordinator in their respective Career Services office.

6. GUIDELINES FOR THE SBCA Member

XYZ Company/SBCA member shall:

- Assign a staff member to serve as an Intern Coordinator who will supervise and guide the intern through their ongoing training process.
- Provide a tour of the organization and facilities/ workstation, along with introductions to staff and team the intern will be joining.
- Provide a handbook or company overview document to include company profile/departmental and divisional breakdown/policies and procedures.
- Provide an outline of intern responsibilities.

7. EVALUATION

The Intern Coordinator will oversee the program and provide feedback to the intern. The Intern Coordinator will submit a complete evaluation of the intern's performance, assessing the intern's progress and skill development in writing, as may be requested by the intern's educational institution. The Intern Coordinator may also be requested to submit a letter of recommendation for the intern.

APPENDIX A

SAMPLE INTERN POSITION POSTING

Position Title	XXXX	Start Date:	
Organization	XYZ Company	End Date:	
Department		Work Schedule	
Number of Openings	1-2	Hours per Week	

Company Profile:

Brief intro to company

Primary activities: XXXX

Position description:

The XXX intern will

Learning outcomes:

By the end of the internship, the intern will know how to:

Qualifications:

Application Instructions:

Please send resume and internship application form to: XXXXX