How To Organize a Successful Program

- Advantages
- What you need to prepare
- What you can expect

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Industry Internship Programs

Why Offer An Internship?
Internship Programs

How To Organize a successful program

✦ What you need to prepare
✦ What you can expect
✦ Advantages

Hiring a summer intern or co-op student may be one of the best investments you can make! Consider the following benefits:

✦ Complete projects that full-time staff is not able to fit in their already busy schedules; (Areas to consider include design, plant or industrial engineering; metallurgy lab.)
✦ Identify high caliber candidates for future openings;
✦ Bring new and fresh perspectives into the organization.

Where to find interested students

Contact the FIERF Office at 216.781.5040 to receive resumes of interested Scholarship Students and Magnet School Students (universities and professors with whom the Foundation has a relationship). Magnet School Professors may have students from your local area who are looking for summer positions.
Testimonial/Timeline

What scholarship students are saying about internship opportunities...

"I worked as a Quality Assurance Metallurgical Intern. I was exposed to the steel producing and mining industry. I was able to act as a valuable member on teams assembled for trouble shooting. I gathered, accessed, and presented pertinent data using quality monitoring systems, Access, Excel, and PowerPoint in order to move toward solutions. Engaging in engineering based problem solving led me to take interest in the continual advancement of processes in order to strive for the greatest achievable product. Working in quality also gave me a chance to interact with customers and ensure that problems were addressed to meet specifications."

"I gained much more from this co-op experience than I expected. Not only did I improve upon my technical skills and learn how to create new procedures for collection and analyzing laboratory data, but I learned about the human aspect of being an engineer - the importance of connecting with and reach out to others, asking for challenges and not being afraid to try new ideas."

January - Contact FIERF Office for information on Scholarship students interested in internships; Contact FIERF Magnet School Professors or University Placement Offices to advertise your openings for the summer.

March - Screen and select interns based on the kind of student intern that would best fit within your organization; make offer to students; set beginning and ending dates; compensation and expectations.

April - Make last minute arrangements re: housing; where and with whom student will work.

May/June - Welcome student to plant; Provide orientation and introductions to employees.

July - Continue to provide guidance and supervision in meaningful work/projects throughout the year.

August - Have interns report their project activity to company and mangers/staff provide feedback.

STEP TOWARDS THE FUTURE

FOCUS ON FORGING
Plan Ahead
Contact universities in late January or early February to be sure to have the choice of the best students. This will also allow the student to visit the plant during their spring break.

Interview
Know what you’re looking for when you interview students for an internship and spell out expectations at that time – compensation, start and end dates, will a pre-employment physical be required?

Contact References
Contact the student’s references to learn about their performance capabilities.

Job Description
Provide clear tasks and meaningful projects. Solid work is achievable if the student has clear tasks and meaningful projects. Give the student one “longer” job to work on and write a report over the summer as well as the normal jobs that support day to day operations. This report (with company approval) might be an excellent submission for the FIERF Forging Achievement Award contest.

Expectations
Be very explicit and clear as to safety issues, work schedules, lunch breaks, computer use/misuse and day to day details about the job. This is often the first time students have worked in an industrial facility so these issues need to be stated explicitly rather than assuming the student will know them. Expose the student to as much of an operational experience as possible.

Housing
If students live close to the plant, they can live at home and save money. If a student will need an apartment during the summer, the company should help locate one close to the plant if the student desires it.

Provide a Mentor
An experienced mentor, coach or manager who is available for questions, issues or problems is important to a meaningful and productive experience for the student and employer. Mentors should interact with Interns at least weekly. Set up periodic brown-bag lunches with executives from different parts of the company.

Treat the Intern as an Employee
The internship process is a time for your company to evaluate the intern for possible future employment at your company and a time for the student to learn about your company and business. A good way to accomplish this is to show the intern what it is like to be an employee and observe their work ethic and abilities.

Provide Feedback
Set up periodic meetings with interns to give them mini performance reviews, and establish expectations.

Review
A well-structured review at the end of the internship by both the student and the employer is crucial to tie together and evaluate the student and program.

Making The Most of An Internship Program

by Forging Industry Educational & Research Foundation