

Machining Manufacturing Alliance Internship Scholarship Program



**Student Application
Packet
2006**

Student Fact Sheet

for more information contact ECC's Choices in Technology at (716) 270-2826

Have you ever imagined yourself in a great manufacturing career with endless opportunities?

Here is your chance to begin the journey. Erie Community College has teamed up with local manufacturing companies to offer a unique internship and scholarship opportunity. As a participant you will have the opportunity to work at a local manufacturing company as a student intern to learn valuable workplace skills, to interact with college faculty and local employers, and begin your education with credits already completed.

Who can Participate?

Any student who will be graduating in June 2006 from a Machine Trades program in high school with an average of at least 80%. Students must be recommended by their high school teachers. Must be able to secure transportation to the work site.

What You will Do

1. Complete this student application, ask your teacher to complete the recommendation form and return to Choices in Technology office.
2. If you are chosen to participate, the next step will be to apply to the Industrial Technology, AOS degree program at Erie Community College to begin Fall 2006.
3. You will interview with a local manufacturing company for a 6 week, 40 hour per week paid internship.
4. If offered an internship, you will be assigned to a job working closely with a professional machinist who will be your mentor. You will become a contributing member of a team as you carry out your work assignments under the supervision of your mentor.
5. You will register for the internship course during Summer Session II semester. The course is worth 3 credit hours. There will be some academic requirements to complete the course.
6. You will register and begin taking classes in the Fall 2006 semester.

Time Commitment

- An orientation session will take place in June 2006 at ECC North Campus. It will be held during the evening on a date to be scheduled. The orientation will last approximately 2 hours.
- You will be scheduled to work between 30-40 hours per week for 6 weeks during the summer. Approximate dates are: July 10th-August 18th (schedule to be determined with company).
- You will register for classes at ECC North Campus to begin September 2006

You will have the opportunity to:

- Earn a stipend of \$8 per hour during the summer for internship (stipend is not taxed)
- Begin Industrial Technology A.O.S. degree with 11 credits already completed. (8 credits earned through high school articulation and 3 credits earned through internship)
- Earn a \$500 scholarship to be applied to tuition for Fall 2006
- Develop a professional relationship with a local manufacturing company
- Receive real world, hands-on training from a local company.
- Pursue higher education to advance career options.
- Gain valuable work experience for future employment opportunities
- Develop self-confidence in your ability to succeed in a high skill, high wage job

Parent Fact Sheet

What Parents Should Know about the Manufacturing/Machining Alliance Internship Scholarship Program.

The Manufacturing/Machining Alliance was formed during the Fall 2004. This group is a partnership between Erie Community College, local manufacturing companies, and the New York State Department of Labor. The group was formed to respond to the growing workforce needs of local manufacturing companies. They are experiencing difficulty attracting and retaining a skilled workforce. Erie Community College has recently developed new academic programs to assist in training potential workers. The mission of the Alliance is to attract workers into manufacturing by linking them with the community college, local high schools, and one-stop employment centers.

The Internship Scholarship program is a joint venture of Erie Community College and local manufacturing companies. It establishes a means for students to directly enter highly skilled manufacturing jobs by gaining workplace skills through an internship, linking directly with companies, and continuing their education upon graduation from high school. The intent is to encourage students to continue their education and to continue on a career pathway into manufacturing.

Your Role

Parents play an active role in their child's participation, offering support with:

- The Application Process:** Review the application packet carefully to make sure you understand the requirements. Discuss the summer opportunity, career goals, and responsibilities of employment with your son or daughter, assess his or her interest in the program and clear up any misconception he or she may have about the world of work.
- Transportation:** You and your child will have full responsibility for arranging transportation from home to the worksite.
- Ongoing:** You can continue to support your son or daughter while he or she is enrolled in college by encouraging them to continue their education and their pursuit of employment in the manufacturing field.

**For More Information: Contact ECC's Choices in Technology at (716) 270-2826
or email at techchoices@ecc.edu**

Student Application Instructions

Overview:

- Submitting an application indicates that you hope to participate in the Manufacturing/Machining Alliance Internship and Scholarship program. It also indicates that you are in solid academic standing with good attendance and disciplinary records and that you are available for the entire 6 weeks of required internship hours during the months of July and August 2006. It also indicates that you plan to attend Erie Community College in the Fall 2006 and enroll into the Industrial Technology program.
- The six week internship is paid. You will also receive a \$500 scholarship to be applied to tuition in the Fall 2006 semester. You will also receive 3 credits for successfully completing the internship assignment. Participating employers agree to pay the interns they hire through the ECC Foundation for the worksite internship experience.
- Employers offering the internships will be able to review the applications and resumes of participating students. If selected to participate in the program, you will have the opportunity to interview with the local employers. This will give you the opportunity to learn about various participating companies and visit their companies.
- All internships will be filled based on the employers' hiring decisions and the best learning experience for you. The individual employer will determine the intern's work schedule.
- Students accepting internships will need to: ① Comply with any/all standard hiring practices of the company (this may include a physical and/or drug test); ② Complete application process for Erie Community College and register for internship course; ③ Agree to provide transportation to and from work site;
- At completion of internship, students must register for classes in the Industrial Tech program to receive the \$500 scholarship. Student can be registered full time or part time.

To Apply:

- Complete the entire application by printing or typing in blue or black ink
- Obtain the permission of your parent or guardian and have him/her sign your application
- Obtain a completed "Faculty Recommendation Form" from a teacher, counselor or administrator at your school
- Keep these information sheets for your reference.
- Mail your completed application and "Faculty Recommendation form" to:

Joanne Colmerauer
Choices in Technology
. Erie Community College North Campus
6205 Main Street. Williamsville, NY 14221

DEADLINE for all applications is February 10, 2006.

Student Application

Machining Manufacturing Alliance Internship Scholarship Program

Personal Information

Name _____

Street Address _____

City, State, Zip Code _____

Phone _____ E-mail _____

I want to participate in the program because: _____

The strengths and abilities I have to offer an employer include: _____

Education

Name of High School _____

If you also attend a vocational-technical school:

Name of that school _____

High School Program of Study/Courses _____

Career Objective _____

Age as of June 1, 2006 _____

Have you applied to ECC's Industrial Technical Program? Yes No

What are your college education plans/goals? _____

Type of transportation you plan to use for the internship Car Public Transportation

Are you available to work 40 hours per week, Monday-Friday over the summer Yes No

If no, please indicate hours you will be available for work:

Employment/Volunteer History (list starting with most recent)

Employer Name _____

Employer Address _____

Supervisor Name _____ Supervisor phone _____

Job Title _____ Duties _____

Dates Employed: From _____ To _____

Starting Salary _____ EndingSalary _____

Employer Name _____

Employer Address _____

Supervisor Name _____ Supervisor phone _____

Job Title _____ Duties _____

Dates Employed: From _____ To _____

Starting Salary _____ EndingSalary _____

Applicant Signature

I am interested in participating in the Machining Manufacturing Alliance Internship Scholarship Program. I understand that submitting this application does not guarantee that I will be selected for participation. If selected, I agree to:

- ◆ Provide or secure transportation to and from the program site and the worksite.
- ◆ Attend regularly and as scheduled, dress appropriately and cooperate fully with the program facilitator, employer and program representative.
- ◆ Abide by all rules, regulations and policies of the program and the company.
- ◆ Discuss program-related and work-related problems and concerns with the program representative, program facilitator and the worksite supervisor rather than with students, co-workers or outside individuals.
- ◆ Represent my school and the employer in an outstanding manner by exhibiting honesty, punctuality, courtesy and a willingness to learn. I understand that I can be dismissed from the program or employment due to negligence or misconduct.
- ◆ Complete assignments required for the internship promptly
- ◆ Be aware that unemployment compensation is not available to student interns.

Signature _____ Date _____

Faculty Recommendation Form

Machining Manufacturing Alliance Internship Program

Student Name _____

The student listed above is applying for the participation in the Machining Manufacturing Alliance Internship Program. We appreciate your help in evaluating the student. Please complete this form and return to the student prior to February 10, 2006.

Your name and title: _____

In what classes/ activities have you observed this student? _____

Place an X or checkmark in the appropriate box for each evaluation factor.

	Excellent	Good	Average	Fair	Needs Improvement
Related to others					
Attendance					
Punctuality					
Cooperativeness					
Personal appearance					
Expression of ideas					
Diligence					
Reliability					
Initiative					
Leadership qualities					

Describe the student's strongest skills and characteristics: _____

Describe areas in which this student needs special assistance: _____

The student is in solid academic standing with good attendance and disciplinary records: Yes No

What is your overall evaluation of this student for placement in the Internship Scholarship program? (circle one)

Recommend

Recommend w/Reservations

Do Not Recommend

Signature _____ Date _____

Erie Community College Application 10/13/05