



A Guide to Developing an Industry Internship Program



**National
Waste & Recycling
AssociationSM**

Women's Council
Established 2003

Table of Contents

Introduction	3
Types of Programs	4
Who is the Right Candidate for Your Organization?	6
Orientation	6
Responsibilities and Goals	8
Role of a Supervisor and Mentor	8
Evaluation	10
Compensation and Other Forms of Benefits	10
Concluding an Internship Program	11
In Closing	11
Appendix	12

The Women's Council of the National Waste & Recycling Association was founded in 2003 and is made up of NWRA member company employees who are dedicated to advancing the waste and recycling industry through education, professional development, and the award of academic scholarships.

For more information about the Women's Council of NWRA, please visit: www.NWRAwomenscouncil.org

The National Waste & Recycling Association represents the private sector waste and recycling services industry. Association members conduct business in all 50 states, and include companies that manage garbage, recycling and medical waste; equipment manufacturers and distributors; and a variety of other service providers.

For more information about NWRA, please visit www.wasterecycling.org

©August 2019



Introduction

The waste and recycling industry has a unique opportunity to provide students, recent graduates, and career-changing professionals a firsthand experience in creating a healthy and stable career in this industry. **A successful internship is measured by the individual's progress and achievements in performing the job responsibilities of a position or project, and in developing professional competencies gained through a real-world working experience while positively contributing to the employer's business objectives.** This success enables the intern to build meaningful work experience, strengthen resumes, and many times attract the employer's interest in offering a job.

The National Waste & Recycling Association Women's Council developed this **Internship Toolkit (Handbook and Journal)** to assist companies in addressing workforce shortages, promoting careers within the industry, and helping groom the professionals of tomorrow.

Benefits of Establishing an Internship Program

For the Company

- Attract top talent and strengthen talent pipeline
- Market your organization to your community and customers
- Assess talent for future roles within your organization
- Create brand awareness with local colleges and universities
- Reduce overall employee workload
- Provide management experience for employees tasked with intern oversight
- Gain access to fresh perspectives
- Develop mentorship opportunities

For the Intern

- Gain marketable training, skill-building, and job shadowing experience
- Explore potential career path
- Develop a broader professional network
- Learn many aspects of the waste and recycling industry
- Receive payment or academic credit



Types of Programs

There are many different kinds of Internship programs that could fit the organization. Consider the following types:

Internship

A program for an individual who works in an organization, either with or without pay, to gain work experience or satisfy requirements for a qualification.

- Usually one summer or academic semester
- Could involve multiple terms
- Paid or unpaid, depending on industry or field, and as determined by the employer
- Part-time or full-time, depending on the employer's needs
- Higher Education academic departments may have their own definition of an internship

Return-ship

A program for an individual who has been away from the work force and works in an organization, either with or without pay, to gain 'back-to-work' experience. Term can be open-ended.

- Paid or unpaid, depending on industry or field, and as determined by the employer
- Part-time or full-time, depending on the employer's needs

Cooperative Education Positions (Co-op)

This is a program that alternates academic semesters with work terms. It refers to a multi-work-term agreement with one employer, traditionally with at least three work terms alternated with school semesters. Co-ops are usually full-time, paid positions.

- Usually multiple work terms, but not always
- Work terms alternate with school semesters
- Work terms include fall and spring semesters
- Usually full-time
- Employers traditionally pay co-op positions
- Co-op is open to all majors, but internships are more common for most students

Externships (Job Shadow)

Externships provide initial exposure to a career for a brief period (such as one day a week or a few hours per week) by having students "shadow" an experienced employee or professional. Externships may include academic credit when connected to a course. This provides an excellent vehicle for both local community involvement as well as an introduction to the waste and recycling industry to Chamber of Commerce members or as a career path to high school students and others.

Apprenticeship

An apprenticeship position involves an individual who is looking to obtain certifications, accreditations, or licenses. An individual, for example, may have the opportunity to receive the necessary off-road training with an organization to obtain his/her CDL.

- Can be completed at any point throughout the year
- Would require access to applicable training resources and personnel
- Could be completed without pay, but company may elect to pay for licenses for future employment
- Individual company practices and policies should be considered
- Significant participation by company required

Work-Study/Research Initiative

Companies may pursue a work-study or research initiative with university graduate programs to support specific projects or analyses that cannot otherwise be performed by internal resources or when companies are seeking alternative perspectives.

- Often done in concert with practicum, thesis, or other final coursework requirements, but can be completed over multiple terms and mid-degree
- Paid or unpaid depending on work type and course requirements
- Can be tied to a grant award
- Often heavy guidance, data, and participation by the employer



Who is the Right Candidate for Your Organization?

High School Students:

High school students are interested in developing interpersonal and professional skills. These skills will allow them to discover areas in which they excel, and, in some cases, may even lead to internship or mentor relationships in college and beyond. This experience can also increase the student's desire to pursue a career in the waste and recycling industry.

College Undergraduates:

An undergraduate student could be beneficial for your organization because of their experience in and out of the college classroom. They have an opportunity to apply skills and concepts they have learned in their undergraduate curriculum into the workplace. Many students participate in internships to explore career niches and to develop their professional skills. Ideally, an internship for a college student is an opportunity to network, enhance industry-related and soft skills, and help facilitate the transition from education to employment.

College Graduates:

These students have earned an undergraduate degree and are interested in advancing research and professional skills relevant to their career niche.

Career Changers/Returnships:

An individual just starting out in a new field or role, or someone returning to work after an absence, would be interested in a different industry and hopes to redefine skills and expand his/her professional network in a new field.

Orientation

Employers who take adequate time at the beginning of the program to orient new individuals to the company operations reap productivity and effectiveness throughout the term. Listed below are suggested topics and areas to review and address during the first day of orientation.

Welcome and Introduction

- What does it mean to work at this company?
- What are the organizational beginnings/history?
- Who are the owners, key stakeholders, and individual contributors?
- What is unique about the organization's product or service?
- Who benefits from the organization's product or service?
- What are the organization's current objectives?
- How may the intern contribute to those objectives?

Explain the Organizational Structure

- Who reports to whom?
- What does each department do?
- Who, specifically, is the intern's supervisor?
- What is the intern's department responsible for?
- Which personnel can answer different kinds of questions?

Outline Organizational Rules, Policies, and Expectations

- Is there special industry jargon? - See dictionary in journal for examples specific to the waste and recycling industry
- What are the specific work standards and procedures?
- What access to the supervisor does the intern have?
- What is the intern's reporting structure?
- How should the intern process requests?
- How do the mail, email, and telephone systems work?
- What are the approved forms for correspondence?
- By what safety regulations must the intern abide?
- Is there a procedure for signing off on completed work?
- What periodic forms or reports need to be completed?
- What local, state, and/or federal guidelines or laws apply to their work?
- Are there security or confidentiality issues the intern should be aware of?
- What is acceptable regarding dress and appearance?
- How should they maintain the premises and their work area?

Workplace Tour

- Introduction to staff
- Tour of facilities – office, landfill, MRF (Materials Recovery Facility), etc.
- Identify emergency action plans, safety procedures and safety personnel
- Tour of work area, including policy on parking, location of restrooms, conference space, etc.
- Hours of work and lunch/breaks and location, required staff meetings, etc.

Responsibilities and Goals

It is important that employers realize that school and classes must remain a top priority for interns if they are current students. The internship position should enhance their learning experience. Understand that, for most interns, this is a new experience and they may need support in balancing their schoolwork and internship. This opportunity should enhance the candidate's learning experience and assist the company.

Required hours/credit may vary by school. Meeting with the intern's academic or internship advisor to determine school expectations, hours, and credits will be important to ensure program compliance.

Role of a Supervisor and Mentor

Supervisors should take the time to meet with the candidate during the first week for an orientation and to discuss expectations and project overview. **Successful mentoring programs drive greater employee satisfaction, stronger retention rates and increased diversity.** They are also instrumental in helping management groom high-potential employees at all levels, whether they are new hires straight from school or mid-level professionals.

1. **Determine Objectives** – Every organization has different needs, and the mentoring program should focus on the company's specific objectives.
2. **Create a Structure** – Once clear objectives are identified, a mentoring structure can be designed that supports each of the goals. Which employees will be involved? What metrics will be used to measure success?
3. **Introduce the Program** – The organization must internally sell the program, enlist stakeholders, and confirm participant engagement.
4. **Train the Participants and Launch the Program** – Providing sufficient training to the employee mentor is one of the most important steps in building a program with long-term success. Make a list of goals and
 - Connect every goal to a larger organizational objective
 - Set dates for mentor/mentee meetings (it is essential this is followed through)
 - Learn to provide constructive criticism
5. **Oversee the Mentorship Program's Progress** – The program needs to be monitored and supported to be effective.
6. **Evaluate Effectiveness** – After the mentoring session is complete, use qualitative measurements such as surveys and interviews, as well as quantitative measurement such as mentee retention, advancement rates, and productivity improvements. Remember the successes and challenges of the program will provide valuable information for employees and leaders to adjust and improve the future experiences.
7. **Determine Overall Expectations.**
The following suggested lists are for the mentor and the intern.

Mentor/Intern Supervisor Expectations

- Help set mentee goals – ensure goals are practical and useful
- Listen patiently – get a clear view of the individual's goals
- Share experiences and give advice – an outside perspective can make a difference
- Recommend tasks and resources – provide instructions, books, or websites
- Be available and responsive – maintain regular contact
- Respect confidentiality – keep mistakes internal
- Encourage independence – you want your mentee to learn to work independently
- Inspire confidence – encourage your mentee to tackle challenging goals and use their resources to navigate roadblocks
- Be open minded – we can all learn something new

Intern/Mentee Expectations

- Set your goals – communicate your goals with your mentor
- Be open about your needs – give your mentor a clear view of your expectations
- Be prepared to discuss your objectives – your mentor needs to know your goals to provide feedback
- Take responsibility for your own learning – read instructions, review books or websites
- Be available and responsive – maintain regular contact
- Listen to your mentor's advice – don't be defensive; your mentor is trying to help by providing constructive feedback
- Learn and have fun – being a mentee should not be a chore; it should be an engaging and fruitful experience
- Be open minded – we can all learn something new



Evaluations

Supervisors should take time to evaluate both the student's positive accomplishments as well as areas for improvement. Interns will look to their mentors and/or supervisors to help them transition from the classroom to the workplace. It is recommended that mentors and/or supervisors regularly meet with interns to receive and provide feedback concerning the intern's performance and progress.

- Weekly meetings should be held with the intern
- Evaluate interns at the midpoint and at the end of the internship
- Evaluations are helpful when determining the intern's success within the organization for future internships or employment upon graduation
- An effective evaluation will focus on the intern's initial learning objectives as identified at the start of the internship. Supervisors should take time to evaluate both the student's positive accomplishments and areas for improvement.
- Interns will look to their mentors and/or supervisors to help them transition from the classroom to the workplace.

Compensation and Other Forms of Benefits

If you are deciding between hosting a paid and an unpaid internship, it is important to know whether the U.S. Fair Labor Standards Act applies to your organization. Check with your HR department for current state laws.

- Wages for most internship opportunities are usually determined before the intern is hired and are not typically negotiated.
- Consider paying consistent wages to all interns within each department.
- Students in technical fields are generally paid more than nontechnical fields.
- Pay for interns often varies by location, type of industry, size of organization, etc.

Offering benefits may provide incentives for talented students to accept waste and recycling industry intern positions or increase the intern's commitment during the experience.

Other Forms of Benefits:

- Opportunity for academic credit
- Scholarship
- Housing assistance for those who relocate
- Professional development networking events
- Internship time can accumulate and apply towards benefits if the intern becomes a full-time employee
- Paid holidays
- Tuition reimbursement
- Company swag
- Recommendation letter upon successful completion of internship program

Concluding an Internship Program

- Conduct a final interview and evaluation to review and discuss progress made towards the objectives established at the start of the experience.
- Offer to keep in touch with your intern after the internship experience to support him/her as a reference. If you have time/interest, offer support as a post-experience mentor.
- Suggest relevant professional organizations an intern should consider becoming a member of, as well as affiliations and certifications s/he should seek in order to be successful in the field.
- Hire the intern in a full- or part-time role within your organization, where applicable. Internships serve as a great way for employers to screen and work with potential entry-level employees prior to making a full-time commitment, thus helping to reduce turnover and training among entry-level employees.

In Closing

The scope and impact of the solid waste and recycling industry is significant.

The men and women who work day-in and day-out in this industry and who have made the waste and recycling their chosen career path are the true environmentalists. Even though waste operations touch every individual citizen in the nation, the public does not grasp what happens to the material they place at the curb. Incredible elements of science, innovation, engineering, fleet maintenance, operations, safety, and customer service go into the collection and processing of waste and recyclables. Through an internship program, your company will be connected to the community and open the public's eyes on this incredible industry. Whether your company is a hauler, landfill operator, recycling provider, engineering firm, or a manufacturer of equipment, the industry aligns itself through the National Waste and Recycling Association over the shared goal of servicing society's solid waste and recycling needs at the highest standards through environmentally sound and safe practices and continuous innovation and open competition.

Thank you for your interest in a waste and recycling internship program. The program you develop can help pave the way for an individual's career in this vital industry and assist your company with projects and staff resources. We would like your feedback on your successes and challenges with your program. Please email: womens_council@wasterecycling.org

Our population is growing, and waste will always be present, but the way in which it is managed will vary. An internship experience could be enough to hook an interested individual into starting and growing a career in the waste and recycling industry.

NWRA Women's Council Committee
Katie Raverty Evans – Best Way Disposal
Anita Meiman – Rumpke Consolidated
Laura Askin – Rehrig Pacific
Malissa Gibson – New Way Trucks
Suzanne Lucenta – American Waste Control
Tate Moeller – Organix Solutions
Bridgett Biggs – Rumpke Consolidated
Peggy Macenas – NWRA

APPENDIX



Table of Contents

Internship Orientation Checklist	14
Internship Exit Checklist	16
Internship Testimonial: Tate Moeller (2016 Marketing and Research Intern)	17
SAMPLE: Public Relations Job Summary Example	18
SAMPLE: I.T. Job - Job Summary Example:	19
SAMPLE: Finance Assistant Job Summary Example:.....	20
SAMPLE: Engineer Job Summary Example:.....	21
SAMPLE: Health and Safety Internship	21
SAMPLE: Mechanic Internship	22
Press Release Example.....	23



Internship Orientation Checklist

Intern: _____

Supervisor: _____

Time/Date of Orientation: _____

Initial contact to intern regarding start time, locations, whom to report to on first day, parking, what to wear, and what to do about lunch.

I. Welcome & Introduction

- ☐ What does it mean to work at this Company?
- ☐ History and Culture of the Company
- ☐ Company Mission & Values
- ☐ Take a picture of candidate
 - Draft and review press release for the local paper, intern's school and intern's hometown paper.

II. Workplace Tour

- ☐ Overall Tour
- ☐ Safety exits and protocol Fire Extinguishers, Fire Escapes, Evacuation Routes, Exits, Safety Meeting Places. Proper clothing for locations
- ☐ Introduction to the Staff

III. Tour of Facilities

- ☐ Restrooms
- ☐ Parking
- ☐ Lunch Rooms
- ☐ Storage of Personal Belongings
- ☐ Copier Room
- ☐ Department Location

IV. About the Company

- ☐ Company Structure
- ☐ Key People in the Company
- ☐ Day-to-Day Actives
- ☐ Customer Base
- ☐ Divisions or Facilities

V. Department Specifics

- ☐ Telephone Number, Location Address, Email Address, Fax Number
- ☐ Work Schedule/ Time-Clock/ Attendance Requirement
- ☐ Working with Other Departments
- ☐ Hours / Break time / Lunch Time
- ☐ Work attire – provide any special PP (personal protection)

VI. Job Specific Issues

- ☐ Location of Supplies
- ☐ How to use the office equipment
- ☐ Job Description & Role
- ☐ Training Plan
- ☐ Evaluation Procedures

VII. Safety Training

- ☐ Stairwell/ fire exits
- ☐ Fire extinguishers
- ☐ Special hazards
- ☐ Accident prevention
- ☐ Safety training log and schedule
- ☐ Sexual harassment policy

VIII. Supervisor's Expectations

- ☐ Meeting schedules
- ☐ Performance Expectations
- ☐ Company Culture (Teamwork, Service, Value, etc.)

IX. Materials

- ☐ Personnel handbook
- ☐ Organization chart
- ☐ Telephone and email directory
- ☐ Required documents
- ☐ Security procedures

Internship Exit Checklist - For the Supervisor Mentor

- ☐ Conduct a final interview
- ☐ Provide final feedback to the HR department
- ☐ Discuss with your intern the work requirements and due dates they will be expected to meet before departure
- ☐ Collect company computer, keys, keycards, company-issued credit cards, company-issued mobile devices, etc.
- ☐ Provide final paperwork to the intern's school and advisor
- ☐ Provide a letter of recommendation
- ☐ Redirect the former intern's incoming emails and calls to the team manager
- ☐ Make necessary IT changes to emails and account access from relevant systems and change relevant passwords

Internship Testimonial:

Only 3 months into my internship, I understood how large and changing the waste and recycling industry is. Through delegated tasks and projects, plus attendance at various events and on-site visits, I was readily prepared to begin a career in an industry I had developed a sincere fascination for.

The work I was assigned primarily involved developing market research reports, which generated leads for our sales staff. Additionally, I wrote content and designed start-to-finish graphics for many consumer-facing marketing deliverables still used by our company today. I saw firsthand how everything I was creating directly contributed to the success of our growing operations. Importantly, I also received frequent positive reinforcement as well as constructive feedback from my supervisor in order to improve my overall output and make sure it met the company's needs and expectations. These factors ultimately shaped me and the work I produced into a significant added-value for the company.

Apart from the challenging but exciting tasks I was given as an intern, it was industry-related experiences and on-site shadowing that really helped me envision a long-term, full-time position with my employer. For example, I toured my first MRF and heard from long-standing employees of a large hauler within weeks of starting my internship. It helped me grasp the importance of solid waste management much more quickly and had me going home wanting to "talk trash." It also gave me a better understanding of how much effort and how many stakeholders are involved with just one hauling service.

Another valuable experience was joining several client visits to see the organics recycling programs our company had built and hear directly from customers what they thought of our products and services. I could see the impact we were making, and I wanted to continue to be a part of it.

More influential experiences I had include the following: tour of an industrial compost facility, attendance at our local SWANA show and Waste Expo, served as a waste volunteer at a large outdoor event that our company operated the organics recycling for, saw front and back-of-house collection for several large commercial facilities, and attended some municipal meetings discussing waste and recycling.

Overall, I think internships or other learning positions in waste and recycling are excellent opportunities for both young professionals and the offering companies. It's a way to develop loyal, value-added employees while also helping them identify their strengths and find where they can make the biggest impact.

Tate Moeller

*(2016) Marketing and Research Intern → (2019) National Business Development and Marketing
Organix Solutions*

SAMPLE: Public Relations Intern

Engage in promoting or creating an intended public image for individuals, groups, or organizations. Write or select material for release to various communications media. PR is a vital part of sharing and promoting our products and company.

Public Relations Duties and Responsibilities

- Planning and implementing publicity strategies, campaigns, and social media calendars
- Creating or supplying calendar to content team for on-trend, relevant, and compelling social media status updates and blogs with links to products or promotions
- Assisting with the development and production of high-quality, informative, and interesting press releases, press kits, and related materials
- Managing and helping to create social media channels and content
- Managing website updates
- Helping to unify company communication with standard email signatures, headers, logo use, stationary, signs
- Maintaining good relationships with the media
- Assisting with the organization of promotional events, press conferences, tours, visits, and exhibitions
- Analyzing media coverage and developing responses when needed
- Developing relationships with industry leaders or trendsetters through social media
- Creating presentations, articles, reports, and information for websites, blogs, and social media accounts
- Managing PR budgets, deadlines, objectives, and schedules
- Developing weekly, monthly, quarterly, and annual media activity reports
- Creating budgets, planning events, handling visitors or guests, arranging conferences and all requirements included (security, venue, etc.)
- Keeping annual calendars of events, targets, and activities organized and updated

Public Relations Requirements and Qualifications

- Excellent written and verbal communication skills; strong copywriting and content creation skills
- Positive, motivated, manages time efficiently
- Able to multitask and monitor several projects and accounts on a daily basis
- Able to work well under pressure
- Professional and confident public speaker
- Takes initiative to develop new strategies and outside-the-box ideas for social media
- Able to mentor and supervise team members
- Excellent client relations skills
- Able to work independently or in a team
- Bachelor's degree in marketing, journalism, business, or related field
- Previous experience in PR or related field
- Available to work nights or weekends when needed
- Excellent computer skills; proficient in Microsoft Office Suite, particularly Excel and PowerPoint
- Confident presentation skills
- Attention to detail

SAMPLE: I.T. Intern

We are currently seeking an IT Intern to help our company develop, use, and integrate IT systems. S/he will be responsible for assisting the IT department in troubleshooting and resolving technical problems to maximize the productivity value of technology in business.

An ideal candidate would be both highly knowledgeable and customer-oriented. Communication skills must be exceptional to succeed in this role, including the ability to develop and deliver clear and highly useful presentations. Superior technical expertise in all relevant areas is a must, as is an aptitude for problem-solving.

I.T. Job Duties and Responsibilities

- Excellent communication skills with a commitment to understanding customer requirements as well as business objectives
- Ability to provide effective, strategic advice on the use of technology to achieve shared goals
- Support the IT team in maintaining hardware, software, and other systems
- Lend IT support in areas such as cybersecurity, programming, analytics, and data center management
- Commitment to supporting new technology implementation
- Organize and maintain IT resources
- Constant willingness to aid with technical issues, as needed
- Problem solving skills to revise existing systems and suggest improvements

I.T. Job Requirements and Qualifications

- Excellent analytical and problem-solving skills
- Proven ability to troubleshoot hardware, software, and network issues quickly and effectively
- Knowledge of various operating systems and databases
- Strong work ethic and attention to detail
- Critical thinking skills and an analytical mind with strong problem-solving abilities
- Enthusiastic about working collaboratively
- Excellent communication and presentation skills
- Pleasant demeanor and strong customer service skills

Benefits

- Gain hands-on experience in an IT position
- Shadowing and training experiences with knowledgeable professionals
- Opportunity to attend networking events and company meetings

SAMPLE: Finance Assistant Intern

We are seeking a Finance Intern to work with our financial team. The Financial Intern is responsible for assisting day-to-day financial administration. This will involve providing support with various tasks, including the preparation of all supplier payments and staff expenses. The financial intern will regularly interface with staff, other interns, and our clients.

Finance Assistant Duties and Responsibilities

- Post daily transactions in and update financial spreadsheets
- Check and scrutinize invoices for accuracy
- Generate regular reports with accounting software
- Adjust fees as needed
- Create, send, and follow up on invoices
- Review and observe department budgets
- Assist with the collection and management of client account balances
- Investigate and resolve any client account discrepancies
- Assist in transferring and/or closing client files
- Report any disconcerting discoveries or suspicion of wrongdoing to the proper authorities
- Prepare monthly statements and invoices to vendors
- Answer questions and provide assistance to stakeholders, customers, and clients, as requested
- Verify daily credit card reports against merchant and receipts
- Assist staff accountant in preparation of annual audit
- Process and reconcile bank deposits
- Attend finance department and company-wide meetings
- Assist with financial reporting to managers and senior executives

Finance Intern Requirements and Qualifications

- Accounting experience or academic accounting levels
- Familiarity with business principles and practices
- Attention to detail
- Organizational, planning, and problem-solving skills
- Good verbal and written communication skills
- Time management and prioritization skills



SAMPLE: Engineer Intern

We are currently seeking an Engineer Intern to join our growing engineering department. The engineer in our organization is a great listener and eager learner. In addition to assisting in designs, s/he develops, manufactures, and installs new components. The intern must have the ability to be a technically minded problem-solver, with strong numerical and scientific capability. Focus on the task at hand, follow-through on the prescribed plan, and the ability to be flexible and think under pressure are all keys to this role. We are seeking highly motivated individuals who have a strong desire to learn and a team player attitude.

Engineer Duties and Responsibilities

- Exercise creative thinking to assist in devising new systems and innovative ways to work
- Understand complex mathematical analysis to design and troubleshoot
- Understand mechanical concepts and processes easily
- Use standard equipment and tools necessary to the role
- Work well with a team to develop systems for fixing problems or create solutions to get the job done
- Manage time, supplies, personnel, and budget

Examples of Projects

- Work with product designers to define the user experience for a product and test prototypes
- Support Database Administration and Engineering in the architecture, design, development, deployment, and management of Microsoft SQL database environments
- Check, mark, and prepare engineering drawings using AutoCAD
- Listening and communication skills; must be able to communicate your plans, thoughts, and rationale to teammates
- Problem-solving skills, especially the ability to identify the source of the problem and create and test solutions

SAMPLE: Health and Safety Intern

Examples of Projects

- Break out the current program into a structured safety management system
- Design and help implement an entry-level, behavior-based safety program
- Learn how the organization setup can be leveraged most effectively
- Gain exposure to the industry
- Preparing for OSHA audits
- Participating in facility inspections to detect potential EHS hazards
- Assisting management in accident investigations to determine root causes and the implementation of corrective actions
- Special projects as assigned, such as emergency response procedures, risk assessment, cost reduction
- Labeling chemicals as hazardous or non-hazardous and / or creating a waste profile sampling plan, working both with site EHS personnel and waste vendors
- Perform routine data / trend analysis, research, and presentations related to EHS performance

SAMPLE: Mechanic Intern

In this internship, students are in a real-world environment with technicians and shop managers. They observe employees and learn how to perform such functions as vehicle inspections and vehicle maintenance, in addition to learning how to properly complete paper work. This includes the basic skills necessary to perform routine preventive maintenance, including basic tire work, wheel end components, mechanic skills, knowledge of hydraulics, and knowledge of electrical systems. In addition, the intern gains knowledge of vehicle suspension and steering systems to perform routine maintenance and repair.

- Intern I works under direction of a Maintenance Supervisor or Manager position
- Intern II works under the general direction of a Supervisor level position, with some independence
- Intern III works with oversight from a Supervisor level position, exercising a high level of independence

Preferred Qualifications

- High school diploma or G.E.D.
- At least six months of prior experience as an automotive technician
- Currently or recently enrolled in a diesel mechanic/technician school

Intern I

This is an entry-level position. Employees are required to complete (X) months of service and (X) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Intern II

This is a semi-skilled position. Employees are required to complete (X) months of service and (X) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

Intern III

This is an advanced semi-skilled position. Employees are required to complete (X) months of service and (X) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are potentially eligible for employment as a mechanic.

Press Release Examples: to announce the company internship program



GRAPHIC Artist Intern Opportunity



NWRA Women's Council is excited to announce an Internship opportunity for a Graphic Artist / Illustrator for an exciting, upcoming children's project.

This project will provide an excellent opportunity for the selected individual to add professional work to his/her portfolio and have it viewed by a national audience.

- Candidate preference will be given to NWRA member company employees or their dependents.

Internship Term will run from approximately August through December 2019.

A stipend and / or academic credit may be negotiated.

- Candidate will work from home location
- TO APPLY: Please send a cover letter and two examples of your artwork to:

womens-council@wasterecycling.org

- All submissions must be received by **July 26, 2019**
- Candidate Selection will be made no later than **August 23, 2019**.

Press Release Examples: to announce the company internship program *continued*

FOR IMMEDIATE RELEASE

DATE

The Hauling and Recycling Company.
Naperville, IL 60563

The Hauling and Recycling Company of Naperville, IL is currently accepting applications for individuals returning to the work force, high school students, college students, and specialty trade candidates to gain experience in the environmental field. Available areas include public relations/social media, accounting, engineering, mechanic/shop, and office administration. The Hauling and Recycling Company is a family owned business providing waste and recycling hauling and material management services in the collar counties of Chicago. Intern interviews will be held in April with a start date of June 1 and run through August. Potential academic credit may be available. Those interested should contact HRC@naperville.com

FOR IMMEDIATE RELEASE

DATE

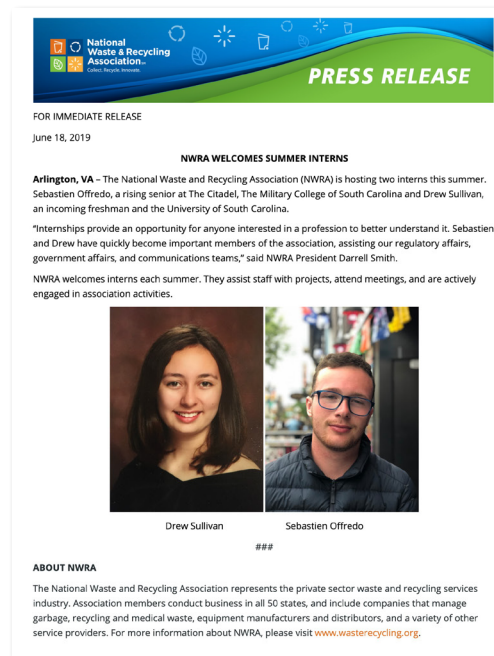
Brownville Manufacturing Co.
Brownville, MN 59004

The Brownville Manufacturing Company announces its 5th year internship program. Brownville MN - The Brownville Manufacturing, a twenty-five-year-old business specializing in the waste and recycling industry, will again offer Internship opportunities for high school students, returning workers, college students, and specialty trade candidates. The program is in its fifth year and provides a unique opportunity that combines academics and professional experiences. Brownville Manufacturing continues to support the community by providing work experience as well as an introduction into careers in the waste and recycling industry. "Our business is dedicated to the community, and this is one way we can reach out to the citizens to provide an inside look into this great industry and encourage careers in the solid waste and recycling industry," said JoEllen Hammer, CEO.

Intern interviews will be held in April with a start date of June 1 and run through August. Potential academic credit may be available. Those interested should contact brownvillemgfintern@bvmfg.com



Press Release Examples: to announce the selected interns



FOR IMMEDIATE RELEASE
DATE
Brownville Manufacturing Co.
Brownville, MN 59004

The Brownville Manufacturing Company names three local students as Interns

Brownville MN – Three local area students have joined The Brownville Mfg. internship program. Melinda Mains, a junior at Greenvalley High School, will be working in marketing. Joe Sampson is in his third year at Purdue University and will be engaged in engineering processes. Steve Hines is working towards certification in computer systems at Brownville Community College and will be working in IT.

This is Brownville Manufacturing's fifth year offering internships. "We are delighted with this year's class of interns. Our business is dedicated to the community, and this is one way we can reach out to the citizens to provide an inside look into this great industry and encourage careers in the solid waste and recycling industry," said JoEllen Hammer, CEO. Brownville Manufacturing's internship program has positions in engineering, marketing, truck maintenance, and operations. Interns work around their class schedules and are supervised by the Brownville Manufacturing management team.

Brownville Manufacturing Company has provided 21 students with an internship opportunity over the last 5 years. Brownville Manufacturing is a 25-year-old local business that manufactures waste and recycling hauling equipment.



email: womens-council@wasterecycling.org
NWRAwomenscouncil.org

wasterecycling.org • 202.224.4700
1550 Crystal Drive, Suite 804, Arlington, VA 22202