Structure Guideline for Industry Internships

A well-structured intern program benefits the company hosting the internship as well as educates and begins to prepare students for their working career. To help as a guideline for structuring an internship it is important to include as much of the following as possible:

- Communication prior to the employee’s start and assistance getting them organized prior to their first day
- Orientation into the company: typically includes HR and some form of upper management welcoming the new hire along with company history, programs, and a description of the values and beliefs the company expects from their employees; also a comprehensive review of safety programs that are required to know to work in the facility
- For many new aspiring foundry recruits, it is beneficial if they can take a week and spend some time in all areas of the operations to help them gain a well-rounded understanding of the business and how each process works in concert with the others to produce quality products.
- Summer interns (given the student’s year in school and past experience) can plan a key role in problem solving, building and working to stream line processes, gathering data for quality/productivity improvements, and helping to write and improve current SOPS/Standard work documents, etc. All of these duties help enhance the student’s education and prepare them for the future.
- As part of the internship program being a success, it is important that the student have a mentor that they work with along with the department manager to keep them engaged and helping guide them along their way.
- It is important to try and include the student as much as possible with the rest of the team within the business where they are working – keeping them working as part of the whole and feeling needed.
- Have the student prepare a written synopsis of their work and make a presentation to the team. This gives them more accountability for their work and helps them in their skills (including communication skills) along the way.