Thank you for your interest in being a Business Sponsor for the Growth Partnership for Ashtabula County (GP) Intern Program sponsored by the Growth Partnership and Ashtabula County Businesses.

Strong sponsor commitment is vital to the quality of the intern’s experience and to bring value to the employer’s experience. Please consider the following program elements in your decision to apply to be a sponsor for the intern program. Comments and questions are welcome at any time and should be directed to the Partnership office at

440-576-9126 or Georgia Klemencic, Intern Program Director at [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com).

This Application Packet provides you with the following information:

1. **Program Introduction**
2. **Eligibility Requirements**
3. **Participant Requirements**
4. **Program Calendar (Timeline, Deadlines)**
5. **Summary Description of Key Events**
6. **Summary of Forms with Instructions**
7. **Application & Forms**

**1) Program Introduction**

The Partnership’s intern program offers junior & senior high school students the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of Ashtabula County high school graduates and to increase the likelihood that graduates will find jobs in Ashtabula County when their education is completed.

To be considered for the program, participating businesses must meet and comply with the eligibility and participant requirements outlined in sections 2 & 3 in this application packet.

The Growth Partnership will make every effort to provide participating sponsors with applicants that match their request. However, please keep in mind that success is dependent on the number and quality of eligible candidates applying to the program.

**2) Eligibility Requirements:**

For your application to be considered you must meet the following requirements:

* Business must have a location in Ashtabula County and
* Confirm all safety and employment laws and regulations will be followed

**3) Participant Requirements:**

By applying and participating in this program, the business sponsor agrees to the following:

* Submission of required documents by their respective due dates (see calendar in section 4)
* On-site business interviews with applicants
* Commitment to 6 to 8-week summer internship program
* Submission of employer evaluation form
* Attendance & participation in the Intern Open House, Orientation and Recognition Dinner
* GP on-site visit with intern and sponsor representative during their internship with you

**4) Program Calendar of Key Events (Timeline & Deadlines)**

|  |  |  |
| --- | --- | --- |
| **When is it Due?** | **What is Due?** | **Who is responsible?** |
| **October 1, 2019** | Sponsorship Applications Available on GP Website and from Intern Program Director | Potential Business Sponsors |
| **January 9, 2020** | **Deadline for Sponsor Applications** | Business Sponsors wishing to participate in the program |
| **January 10, 2020** | Deadline for Business Notification of Acceptance | GP |
| **January 13, 2020** | Sponsor Open House Kent State Ashtabula  3300 Lake Rd. W., Ashtabula OH AUDITORIUM | Business Sponsor |
| **February 7, 2020** | Intern Application Deadline | All Intern candidates |
| **February 10 – 28, 2020** | GP intern applicant interviews to be conducted to determine eligibility and acceptance in the program | All intern candidates. Georgia Klemencic Interviews all Applicants. |
| **March 2 – 6, 2020** | Business Sponsors receive applications of those they will interview | Business Sponsor – Intern Director emails to Businesses |
| **March 9 – 27, 2020** | Business sponsor interviews arranged and conducted by business personnel on their site. There will be no more than 5 applicants to interview for each position you offer. | Business sponsors. Intern candidates who have applied for the program must participate in all assigned interviews to be eligible for an internship |
| **April 3, 2020** | Business Sponsor choices are due to Georgia  Klemencic in ranked order [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com) | Business Sponsors |
| **April 13 – 17, 2020** | Business makes offer to applicant(s) selected for your company | Business Sponsors |
| **April 17, 2020** | All hiring decisions are to be made and communicated to all applicants by this date. | Businesses & GP |
| **April 20 – 22, 2020** | Offers are accepted/rejected – Deadline for  Applicants to Accept /Reject Job Offer **APR 22** | Intern Candidates |
| **May 4, 2020**  **7:00 – 8:30 PM** | Intern Orientation and the Soft Skill Presentation. Business Representation is required Kent State Ashtabula, 3300 Lake Rd. W., Ashtabula OH Auditorium | Business Sponsors. Intern candidates who have accepted employment. Parents and Guests |
| **During the 1st week of internship** | Signed Training Plan returned to Georgia Klemencic [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com) | Intern |
| **June – July** | Pre-Scheduled visits by Georgia Klemencic to select interns at their sponsoring business locations for interviews, photographs and videos | Intern Program Director & Business Sponsor |
| **July 13, 2020 8:00 a.m. to 5:00 p.m. FULL DAY** | Intern Workshop – Mandatory for interns to attend – full day not at work – Pay by Business is Optional for the day | **Intern participation is required** unless conflicts have been communicated to and approved by Georgia Klemencic by June 1, 2020 |
| **July 20, 2020 – 6:00 PM – 7:30 PM** | Presentation Planning Event Kent State Ashtabula  3300 Lake Rd. W., Ashtabula OH  **For your information only** | Interns |
| **August 11, 2020 /Evening 6PM – 9PM** | Intern Recognition Dinner Kent State Ashtabula  3300 Lake Rd. W., Ashtabula – Blue/Gold Room  Interns present their experience at your company and receive certificates | Business Sponsor Representative  Interns, Parents, Guests  By invitation |
| **August 14, 2020** | All Letters of Recommendation and Employer Evaluations due to Georgia Klemencic | Business Sponsors |

**5) Summary Description of Key Events**

A Sponsor representative is expected to be present at these events except where indicated. Below is a summary of those events listed in the calendar above and provided for a better understanding of their purpose and your role.

**January 13, 2020; 7:00 PM-8:30 PM: Intern Program Open House**, **Kent State Ashtabula, 3300 Lake Rd. W., Ashtabula, OH**: Information night for parents and students interested in applying for the program. This is an opportunity to meet Sponsor representatives and hear about Sponsor companies and the opportunities being offered.

**March 9 – 27, 2020**; **Applicant Interviews**, arranged by business sponsors at the location of the business sponsor. Multiple interviews are conducted by Sponsor representatives. A maximum of 5 applicants to interview will be scheduled for sponsors per job offered (you will be given a maximum of 5 applicants per position offered). Intern application information will be emailed to you when applicants are assigned to interviews. The number is determined by the number of qualified applicants.

**May 4, 2020; 7:00 PM – 8:30 PM**: **Internship Orientation, Kent State Ashtabula, 3300 Lake Rd. W., Ashtabula, OH** Attendance is required for all Interns and expected for all Sponsors. Program expectations are reviewed, and Interns’ parents will have the opportunity to meet their child’s Sponsor. The Soft Skill Presentation will be made at this time. Sponsors speak about their company and job opportunity offered.

**July 13, 2020; 8:00 AM to 5:00 PM:** This **“Workshop”** for interns is an integral part of the GP Internship Program. **Sponsor participation is not expected.** **This full day session** will be during the workweek. **Attendance is required for the interns.** Pay for the intern for this time away from the job is at the discretion of the sponsor.

**August 11, 2020; 6:00 PM - 9:00 PM**: **Intern Recognition Dinner,** **Kent State Ashtabula, 3300 Lake Rd. W.,** **Ashtabula, OH Blue/Gold Room.** Sponsors are encouraged to attend this event, which includes acknowledgement of sponsors and interns. Interns will present their Experiences at their sponsoring company to the audience and receive certificates.

**6) Summary of Forms - due as indicated:**

All Sponsors must submit the following forms as part of the Intern Program Application. You will be notified by **January 10, 2020** of acceptance into the program.

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Due Date** |
| Sponsor Application & Commitment Form | Please include a complete job description (Can be an attachment to the Training Plan). These job descriptions will be published in the **JOB OPPORTUNITY LISTINGS** of available positions being offered for the intern program. The pay per hour will not be published but include it | **January 9, 2020** |
| Training Plan | The training plan shall be completed and attached at the same time with the application. Be sure this form has all areas fully completed. This plan will be:   * Reviewed with the applicant when interviewed * Reviewed with the intern during their first week of employment/any adjustments noted at this time * A signed copy returned to Intern Director by the end of the first week of the intern’s employment – **returned by Intern** | **January 9, 2020** |
| Exit Interview | Sponsors are requested to conduct an exit interview as they would with any other employee. The results of this interview can be included in your **EMPLOYER EVALUATION** and may help with improvement in the program. It will help the intern learn that this may be part of a regular job experience. | Upon Completion of Summer Internship |
| Employer Evaluations | Sponsors are requested to provide a final evaluation of the internshipto Georgia Klemencic. This will provide us with information on the success of the program and with possible ways to improve the program. **A form will be emailed to you for your convenience before they are due.** | **Friday, August 14, 2020** |
| Recommendation Letter | Employer recommendation letters will be distributed to the Interns after the Recognition Dinner. While requested, not every intern may have earned a letter. As in the real world, they are not always given. | **Friday, August 14, 2020** |

As can be seen, offering an internship is a significant undertaking that offers rewards to both company and student. We hope you will choose to participate. Assistance is available to help you make your decision. Please contact Georgia Klemencic with any questions.

Georgia Klemencic, Intern Program Director

Growth Partnership for Ashtabula County, Inc.

Office: 440-576-9126 [georgia@ashtaulagrowth.com](mailto:georgia@ashtaulagrowth.com)

**2020 Business Sponsor Application & Commitment Agreement**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is applying for\_\_\_\_\_\_ internship(s) for the 2020 GP Internship Program.

Company Name # of jobs

Company Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Direct Supervisor Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours Required: \_\_\_\_\_\_\_\_\_\_\_\_ Days of Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wages per Hour: \_\_\_\_\_\_\_ **Age or Other Requirements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Circle as many as apply:**

Indoor Outdoor Factory Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of dept. or multi-dept.) Lab Computer Filing Manual Labor Customer Service Blogs Social Media Marketing Repetitive Web Design Office Graphic Design

**Please list any specific competencies you require:**

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**Sponsor Expectations & Commitment**

By applying and participating in this program the business sponsor agrees to the following:

1. **Length of Intern Experience**The internship will last 6 to 8 summer weeks and **be no less than 24 hours per week** and end with the Recognition Dinner. The Employer and Intern can reach an agreement to extend the intern’s employment, but any employment outside of the established time frame will not be considered as part of the Growth Partnership Intern Program.
2. **Sponsor Policies and Procedures**Sponsor agrees to provide a positive and supportive work environment which helps ensure that there shall be no discrimination based on race, religion, creed, sex, disability, national origin or any other protected class and will follow all applicable federal, state and local employment and safety regulations and laws.
3. **Offer & Compensation**The decision to offer an internship position is at the sole discretion of the Sponsor. Compensation or stipend paid to the Intern for their work as part of the Internship Program will be determined by agreement between the Intern and Sponsor. Sponsor agrees to adhere to any minimum wage and FLSA requirements regarding compensation.
4. **Publicity of Internship Participation**Growth Partnership may refer to the Internship Agreement with the Sponsor in materials created for its membership or for the public, including publications and the Growth Partnership website. Sponsor shall have a reciprocal right to refer to its Internship Participation with Growth Partnership.
5. **Intern Training Plan**Sponsor shall review the submitted training plan with intern applicants at interviews. **During the first week of internship, the training plan shall be reviewed with the hired intern and signed. It is the responsibility of the “intern” to deliver a signed copy of the Training Plan to Georgia Klemencic, Intern Program Director.**
6. **Intern Job Orientation**Sponsor shall provide an orientation for the intern at the beginning of their internship program assignment. Covered in the orientation will be Sponsor’s policies and procedures, as well as information regarding general regulations and minimum safety procedures and standards, as applicable to the Sponsor’s business.
7. **Confidentiality of Personal Information**Sponsor will maintain the confidentiality of personal information and follow HIPAA (Health Insurance Portability and Accountability Act) guidelines for any emergency medical information gathered and follow appropriate protocol for any medical emergencies.
8. **Liability**The Intern will be an employee of Sponsor for the duration of the internship experience for purposes of personal liability. This agreement supersedes all prior written and oral agreements between Growth Partnership and the Sponsor.

**Early Termination of the Assignment**Sponsor may withdraw an Intern from the internship experience if the Intern’s work performance or behavior is unsatisfactory or disruptive per their performance expectations. Sponsor shall have final authority and may refuse to permit the Intern to return to its facilities if Intern’s actions pose a risk to anyone.

Growth Partnership may withdraw intern from the internship experience if it determines the sponsor is not meeting the agreed to expectations and requirements as outlined in this APPLICATION PACKET.

**Internship Program Liaison**  
Georgia Klemencic, Intern Program Director for the Growth Partnership will communicate with sponsors as necessary. Sponsors may contact her at [georgia@ashtabulagrowth.com](mailto:georgia@ashtabulagrowth.com) or 440-576-9126 with any concerns.

I have reviewed and understand all the requirements outlined in this APPLICATION PACKET and by signing this application I commit to adhere to these requirements and verify that I have the authority to execute this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor (Name & Title) Date

**INTERN TRAINING PLAN**

**There must be a complete training plan for each job opportunity you are offering.**

Name of Intern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning/ending dates of job opportunity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern job description (you may attach an existing job description for this portion if you wish)

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Training Plan

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Outcomes Expected:

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Intern Supervisor Date

Intern Date

1. A completed training plan is to be returned in the application packet (Intern will be unknown at this time)
2. A completed training plan is to be reviewed with applicants at your interviews
3. **A completed and signed copy of the training plan is to be returned to Georgia Klemencic by the intern during the first week of their employment.** [**georgia@ashtabulagrowth.com**](mailto:georgia@ashtabulagrowth.com)

**You will have the opportunity to update/change the training plan after you have hired an intern and before the signed training plan is returned by the intern.**