



Advanced Technological Education (ATE) Interns  
Program Manual

Insert college logo

**POLICIES AND PROCEDURES**

# “Growing the economy . . . one graduate at a time”

## INTRODUCTION

Area industries, in cooperation with [**your Technical College**] offer sponsorships for Advanced Technological Education (ATE) Technology Interns in the following areas:

- Civil Engineering Technology (CET)
- Civil/Graphics Engineering Technology (CET/EGT)
- Electronics Engineering Technology (EET)
- Machine Tool Technology
- Mechanical Engineering Technology (MET)
- Mechanical/Nuclear Engineering Technology emphasis (MET/NET), and
- Network Systems Management (NSM)

ATE Internships, a two-year commitment, enables qualified students to attain an associate degree from ( **your College here**), while working for local industries. SCATE internships provide the student with a unique opportunity to gain academic and practical experience simultaneously. The participating student attends class approximately twenty hours each week and works at his or her sponsoring company fifteen to twenty hours per week. In addition to an hourly wage, the internship sponsoring company may pay for the student’s books, tuition and the company may provide a fringe benefit package at its discretion.

### Purpose

Through SCATE Center Internship program, the College and participating industries prepare students for rewarding careers as highly skilled technicians through a cooperative arrangement that combines classroom theory with practical, on-the-job experiences.

### Goals

1. To provide appropriate technical training, area industries and the College collaborate in the on-going development, implementation, and evaluation of ATE Scholars sponsorship requirements.
2. To incorporate essential knowledge, skills, and experiences into a coordinated sequence of academic courses and on-the-job training.
3. To identify students with the potential to complete a rigorous academic and experiential curriculum to prepare them for success in highly technical careers.
4. To provide alternative educational experiences for academically qualified individuals entering technical careers.

5. To enable any deserving student to obtain an associate degree in selected engineering technology fields regardless of the student's financial status by providing scholarships and paid cooperative work experiences.
6. To provide an opportunity for graduates to secure rewarding careers with outstanding area industries.
7. To develop (and provide) qualified individuals for area industries through an on-going, proven process of selecting, training, and promoting high-quality technicians.
8. To promote awareness among students, parents, and educators of the technical demands and engineering technology careers present in today's workplace.

### **POLICIES & PROCEDURES**

1. Participating companies will provide fifteen (15) to twenty (20) hours of work each week in a position related to the student's field of study. Each company agrees to start the Scholar at **\$12.00-14.00** per hour. The sponsoring company may award incentive increases based on company policies and academic/work performance. Note: Companies may sponsor their current employees as ATE Scholars without adhering to the first semester hourly pay standard.
2. During a student's final semester of sponsorship, participating companies should notify Scholars of any full-time employment opportunities, based on company needs, which may exist upon his/her successful completion of ATE Scholars. If employment opportunities are not available, Scholars will be referred to other participating companies.
3. Availability of fringe benefits may vary based on company policy. Company representatives will provide information about such benefits at the time of the interview/selection process.
4. In the unlikely event that a participating company should experience a layoff and/or closure, the company will make every effort to support the student in order for him or her to remain as an ATE Scholar. If a student is terminated for economic reasons after the beginning of a school term, the student will remain on scholarship for the term in progress and will not be required to reimburse the company for the cost of the scholarship, books and fees for that term. If the student terminates employment after a term is in progress, the student will be required to reimburse the company for the cost of the scholarship, books and fees for that term.
5. Participating companies agree not to hire or to actively recruit ATE Scholars who are employed with other participating companies while the Scholars are under sponsorship and for at least one (1) year of the Scholars' employment following graduation. Scholars are strongly encouraged to complete their sponsorship requirements. Should a Scholar lose his/her sponsorship, as a result of action by the company, he or she may be considered, along with other applicants, for available positions within another participating company.

## SCATE SCHOLAR REQUIREMENTS

ATE Interns are expected to adhere to the regulations listed below. Failure to do so may result in termination.

1. An ATE Scholar is expected to maintain a minimum GPA of 2.50.
2. If the intern's GPA falls below the established 2.50 GPA requirement, the Intern will be placed on probation. If the student's GPA falls below 2.50 during the probationary term, the College will advise and recommend to the sponsoring company that the Intern's internship/scholarship be terminated. Continuation of the internship/scholarship will be dealt with on an individual basis with agreement from the sponsoring company, (**your College**), and the Intern. Should a Intern lose his/her sponsorship, he or she may continue at the College bearing his or her own expenses, if the student is not subject to established academic suspension policy.
3. If a Intern must repeat a course, he or she will be responsible for the cost of repeating the course.
4. The intern must maintain a GPA level of 3.00 or better to be eligible to work over twenty (20) hours per week while school is in session. Additional work hours are contingent upon the company's need for the Intern to work overtime.
5. Each semester, the participating company and **College** advisors evaluate ATE Interns' work and academic performance. The **Business and Industry Liaison**, or **a College Faculty representative**, will notify the Intern and the participating industry, in writing, of the completion of the Intern's initial 90 day period. ATE Interns are responsible for reporting their final grades, attendance, and other college information to the sponsoring company, in a timely manner, each semester. The College will provide a standardized form for this reporting and will notify the companies to expect the reports.
6. Sponsoring companies may require Interns to take additional courses at the **College** as long as these courses do not conflict with the student's regular academic schedule.
7. Sponsoring companies may require additional academic or work standards as part of their sponsoring requirements.
8. Interns are subject to losing their sponsorship for not complying with College/ academic program policies, procedures, and requirements and/or for not complying with the sponsoring company's policies, procedures and requirements. Interns in violation of College policies and procedures may be subject to the consequences associated with that specific policy or procedure.

9. ATE Interns must sign student records' release forms which allow the College to provide the student's sponsoring company with his/her academic, attendance, and/or other relevant records and information.

## **ATE SCHOLAR FACT SHEET**

1. Upon completion of the program you have a resource with in-house experience ready for full-time employment
2. Introduces and prepares young adults to make long-term career commitments
3. Flexible work schedules to meet both the Intern's and employer's needs
4. Placement network for sponsoring companies to share their developed Interns when openings in their company not available for full-time employment
5. Increases community awareness of your company's commitment to education
6. Increases community awareness to the technical needs of your workplace
7. Total cost is approximately [**insert \$ amount**] per semester or [**insert \$ amount**] per year (this cost covers tuition and required books), plus a **\$500** annual membership fee (July 1 – June 30). The annual membership fee for companies with less than 100 employees is **\$250**. If students are eligible for financial assistance, the credit will be applied to the student's account prior to the College invoicing the company.
8. Beginning wages are **\$8.00** per hour for recommended 15-20 hours per week (After completion of first semester, sponsoring companies may adjust the hourly wage). The Business & Industry Liaison will notify the company and the Intern, in writing, of the completion of the Intern's initial 90 days period.
9. Benefits are provided at the discretion of the employer
10. Wages are adjusted at the discretion of the employer
11. Ability to terminate sponsorship based on GPA and job related issues
12. The pool of employable technicians is increased.

## **Corporate Benefits**

- Expanding the pool of engineering technicians
- Participating in the student screening and selection process
- Providing opportunities through a cost-effective public-private partnership
- Offering an employee benefit that can help businesses attract, motivate and retain high quality employees
- Meeting local engineering technology employment needs
- Increasing community recognition

## **College's Responsibilities**

- Offering the ATE curriculum
- Organizing and facilitating the consortium
- Identifying financial aid opportunities to reduce the company's cost
- Managing consortium advertising to recruit students
- Advertising the ATE Option in college publications
- Testing and screening students
- Providing support to help ensure student success
- Reporting to the company the academic progress, and notifying the Intern and participating company of the completion of the Intern's initial 90 days
- Coordinating student recognition efforts.

## **Student's Responsibilities**

- Maintaining grade point average
- Exhibiting professionalism on the job
- Fulfilling company responsibilities
- Using support services to ensure academic success
- Allowing release of academic progress to the employer

## **Corporate Responsibilities**

- Recruiting and or selecting students
- Providing a scholarships
- Providing paid, work experience in a related field
- Supporting recruitment advertisements and student recognition activities
- Participating in the ATE Interns industry consortium
- Continuing to provide current employees, who become scholars, the company benefit package while the employees are students

I have received a copy of the Advanced Technological Education (SCATE) Interns Policy and Procedure manual

---

**Intern's Signature**

---

**Date**