

Southwest Mississippi Community College

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Industry Based Training shall be reimbursed at a rate not to exceed \$35 per hour. Industry based training is training done by the business or industry for the business or industry and the college only provides financial resources and coordination/planning services to the business or industry. All industry reimbursement for salaries requires wage validation by the requesting business or industry. Such validation must be kept on file at the college for monitoring purposes. The exception to the \$35 per hour must be approved by the Executive Director of the MCCB or designee.

Workforce Internship Program

SCOPE AND PURPOSE

The purpose of this policy is to detail the requirements and eligibility for the Community College Internship program. In an effort to promote an “Earn While You Learn” initiative, the goal of the internship program is to help eligible adults, dislocated workers, and Career and Technical students to gain practical work experience and sharpen their leadership skills while earning a wage. This initiative positively impacts all parties: business and industry are afforded an opportunity to make a hire that may be a better organizational fit based on the interns work performance, the students has an opportunity to gain valuable training and work experience while enrolled in a training program, and the college improves their partnerships with business and industry while improving their student placement rates.

Participant Eligibility

Internships/Apprenticeships/Paid Work Experiences are allowable intensive service for adults, dislocated workers, and Career and Technical students.

Individuals interested in the internship program must be in one of the following categories:

- a. Eligible students must have completed a minimum of 75 percent of a training program in an allowable pathway.
- b. Individuals interested in career exploration or individuals who have been out of the workforce for a period of time.

Staff must complete an initial assessment and have documentation in the participant file to establish internship need. Case notes are imperative for the internship program and must be in place for monitoring.

Employer Eligibility

The Mississippi Community College Workforce Education will target the following sectors:

- a. Advance Manufacturing
- b. Health Care
- c. Tourism and Film
- d. Other approved Sectors

Participating employers are required to pay 50 percent of the hourly wage match for trainees. The hourly wage maximum is \$16 per hour. Employers must agree to the terms and conditions outlined in the Worksite Agreement. 61

Parameters of Internship Program

- a. The maximum duration for each internship/participant is 240 hours.
- b. The maximum amount allowed per participant is \$1,920.
- c. Participant cannot exceed 40 hours per week.