



INDUSTRY INFORMATION SHEET



Thank you for your interest in the CEFGA Internship Program 2010!

Below is a step-by-step outline to help you understand the internship process.

1) Identify your needs

- a) How many potential intern positions would you like to fill?
- b) Where will the intern work?
- c) What kind of positions are they? (Engineering, Design, Metal/Welding, HVAC, Electrical, Plumbing, Carpentry, Masonry, Heavy Equipment)

2) Return Request form to CEFGA right away so students can be recruited in your area.

3) Interview

- a) It has been recommended that the student contact you for an interview. You may contact them directly if you wish.
- b) Interview and hire students as an employed intern.
- c) We ask that you pay the student a minimum of \$8.50 per hour. It is okay to pay more!
- d) You can interview your students for the eight-week summer 2010 internship during the spring.
- e) Let CEFGA know right away if you hire an intern.

4) The bona-fide student learner packet (The proper forms for the program have been combined into a packet)

- a) The packet will be mailed to you after CEFGA receives notification of whom you have hired.
- b) The packet must be filled out by your company and returned to CEFGA.
- c) A copy must remain in your HR department for your records.
- d) The CEFGA Internship Program satisfies the Federal Wage and Hour laws that apply for the construction industry.

5) Evaluation and Success Story

- a) Upon completion of the program (summer) or at least 320 work hours, please fill out and return the program and student evaluation forms to CEFGA (this is for school credit and program feedback).
- b) Let us know of our interns who are successful so we can highlight their accomplishment. You can view our current student Success Stories online at www.cefga.org.

Please understand that this is a recruiting opportunity. These are students coming to you to learn about our industry and develop skills. We want this experience to be a positive one for both your company and for the student. Interns are not to be left alone or to use equipment that they have not been specifically trained on. Please verify their skill if they have already been trained in their high school program.

We would like to remind you to:

- 1) Please place student with a mentor.
- 2) Please teach all safety on the job.
- 3) Please teach job-specific skills. (They are trying this job to see if they will like it)

The students need to learn accountability and responsibility through mentorship.

CEFGA – the Construction Education Foundation of Georgia – is a not-for-profit organization, supported by Leading Construction Companies and Trade Associations throughout the state. Please visit us at www.cefga.org.

Bringing the construction industry to students, and students to the construction industry ... since 1993.

Frequently Asked Questions

Q: What is the difference between this internship, youth apprenticeship, and job shadow?

A: The **CEFGA Summer Internship** is an opportunity for a student to work full-time in a construction related field for at least eight weeks during the summer. This is designed as a recruiting and mentoring time between the industry and student. This is an opportunity for the student to earn school credit while earning a minimum of \$8.50 an hour. Our objective is to give students positive exposure to the construction related industry, whether it is in the field or in the office.

A **youth apprenticeship** is an opportunity for a high school senior to work part-time during the school year. The student is paid and earns school credit. It typically leads into full, post-secondary apprenticeship training in the same craft.

Job shadowing is an unpaid opportunity for a student to spend a day with an industry mentor.

Q: Where are the placements?

A: CEFGA has industry partners throughout the state in a variety of construction related fields.

Q: How are placements determined?

A: CEFGA will identify the top students based on teacher recommendation, attendance, safety training and certification, and other criteria. We try to place qualifying students as close as possible to their home or school. Students have to pass an interview and a drug screen with their prospective employer. Students also need to demonstrate that they have or have access to reliable transportation.

Q: Who can apply?

A: Students, who have completed at least one year of your craft or architecture program, including Core Curricula or the OSHA 10 hour safety class, may apply for the CEFGA Summer Internship.

Q: Does the student need a separate work permit?

A: No. The bona-fide student-learner packet has all the legal forms and permits need for the student to work in the construction industry.

Q: How old are these students?

A. Most are 16- to 18-years-old.

Q. Am I able to work students under the age of 18?

A: Yes. Those under the age of 18 are prohibited from operating certain types of equipment unless they are bona-fide student learners; see www.youthrules.dol.gov. The 16- and 17-year-olds, that participate in the CEFGA Summer Internship Program are allowed to work on construction jobsites with a mentor.

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