



Workforce Education and Training Funds
Internship Grants-2016

Internship Programs FY 2016

Post-secondary Programs

Brattleboro Development Credit Corporation The Six College Collaborative will use grant funding for an Internship Coordinator, travel expenses, and marketing expenses in order to connect more students to the strong internship opportunities that have been developed with our prior year's grant. This support will help the program achieve its stated goals:

- i. To provide students with enriching, paid, and potentially credit-bearing local internship opportunities.
- ii. To expose students to the exciting career opportunities that exist in the region—thereby meeting Southeastern Vermont's need for a more youthful and well-educated workforce and to support area college students remaining in the state as part of the workforce.

The program's third year will serve as an opportunity to organize and conceptualize the feasibility of a viable apprenticeship program, building on the existing strong relationships of the *Cooperative Internship Program*.

Norwich University Experience has shown that the cost of travel to and from an internship is a significant hurdle faced by students. On average, 92% of the Norwich student population receives some form of financial aid; consequently, we are working with a population in need at the onset. Norwich will accommodate interns who incur extra costs for daily travel costs. As such, they will reimburse commuters for travel to and from their internship site at \$.575/mile for daily mileage with a cap of \$800 for the semester. These reimbursements should cover the out of pocket fuel expenses that often impede student participation.

ReSOURCE's internship opportunities serve youth, 16-24 years old, including: high school students, college students, and youth that have dropped out of high school but are looking for the opportunity to complete their degree while learning job skills. While these youth come from a variety of backgrounds, many are from low-very low income families, others face developmental and/or physical disabilities, and some are refugees and asylees trying to assimilate to a new culture. ReSOURCE internship opportunities provide customized programs to help targeted populations overcome barriers to finding and keeping a job. In addition, ReSOURCE offers professional development internships for area college students. The following chart describes the various internship opportunities across ReSOURCE's training programs and formal college internship positions.

Vermont Adaptive Ski and Sport offers competitive and unique internships in the growing fields of therapeutic recreation, outdoor education, adventure recreation, environmental education, event planning, marketing, fundraising, volunteer coordination, and public relations. Our internships are designed to provide learning, knowledge, hands-on experience and professional networking to prepare students for employment opportunities, particularly with Vermont Adaptive or community partners in Vermont.

Vermont Businesses for Social Responsibility's Vermont Intern Program will continue to serve Vermont's employers, college students, recent graduates and residents who attend college out of

state. Participation in the program is not restricted to membership of VBSR; approximately 25% of participating businesses are not VBSR members. As a statewide program, the Vermont Intern Program will coordinate with regional partners, including business organizations, other beneficiaries of state funding, and all of Vermont's colleges and universities. This will help the program serve areas and audiences that are currently underutilizing the program in comparison to Chittenden County and other areas of the state.

With an established identity and participant base coupled with growing need, the Vermont Intern Program will continue to grow in both reach and number of internships filled. **In 2016 we will list at least 300 internships (a 50% increase from our 2015 goal) and place upwards of 65 interns (a 23% increase from our 2015 goal).** All interns are paid at least the state minimum wage. Colleges may also issue academic credit at their discretion.

Secondary Internship Programs-Statewide TIPS Programs

The **Upper Valley Business and Education Partnership (UVBEP)** will continue to support the statewide network of Training Interns and Partnering for Success (TIPS) that regional partners have established over the past eight years. TIPS is a high-quality, effective internship program for high school students. The program meets the Vermont Gold Standards for Work-based Learning and consists of: 1) pre-employment skills lessons; 2) a credit-bearing unpaid internship of 40 hours and 3) a chance for future employment. Regional partners are requesting the following grant amounts to coordinate TIPS statewide:

UVBEP has delivered the TIPS internship program for Vermont students and employers in the Upper Valley as a regional partner for eight years and coordinated the statewide network since April 2015. In addition to delivering the TIPS programs to Vermont students and employers in the Upper Valley region, UVBEP will:

- a) convene regional TIPS partners by facilitating conference calls and face-to-face meetings;
- b) offer technical assistance to TIPS partners as needed;
- c) provide training and ongoing professional development for regional TIPS internship coordinators in accordance with the Vermont Gold Standards for Work-based Learning;
- d) align the TIPS pre-employment skills curriculum with the Partnership for 21st Century Skills and distribute to all regional partners;
- e) develop workplace host training tools for employers participating in TIPS;
- f) sustain existing and create new partnerships with other related organizations and agencies; and
- g) coordinate public relations opportunities for TIPS programs statewide.

Program Description: The TIPS internship program provides teens (ages 16+) with an opportunity to learn work-readiness skills, participate in an internship with a local business, earn high school credit and potentially gain paid employment. The main goals of the program include: enabling students to identify their own interests, making the connection to a potential career field, and gaining transferrable skills in a real work environment. The pre-employment skills class is typically taught as a class in the regular school-day schedule, happening the last block of

the day. However, for out-of-school students, the course is scheduled depending on the needs of the cohort; some regions offer after school or summer TIPS courses.

During the course, participants examine their strengths, interests and work style and learn how to utilize these to pursue their career goals. The TIPS curriculum emphasizes building and practicing 21st century skills, especially effective communication, networking, problem solving, flexibility, creativity and innovation. Lessons also include:

1. finding, applying for, and keeping a job
2. dressing appropriately for the workplace
3. writing a dynamic cover letter and resume
4. acing an interview
5. working with other generations and people different than you
6. knowing which jobs are growing and emerging in Vermont (i.e., labor market statistics)
7. using social media to brand and market yourself
8. managing your personal finances to help live the life you want (financial literacy)

Once students have completed the class, they transition into a 40-hour unpaid internship in a career field of interest. These internships placements are based on a balance between student interests and abilities and available internships. The internship is framed around a training plan, which outlines goals comprised of a combination of foundational skills (aka soft skills) and skills specific to the industry. They work closely with the internship supervisor to develop this plan. The TIPS coordinator checks in with the student and supervisor during and after the internship to evaluate the experience. When the internship is completed, the student can be considered for an extension of their internship, volunteering and/or paid employment – depending on the circumstances. TIPS internship coordinators continue to track and support youth who participate in the program with additional career planning and job placement assistance as needed.

Program Scope: Regions participating in the statewide TIPS network include:

- a. Bennington County via Bennington County School & Workforce Partnership
- b. Chittenden County via the Lake Champlain Regional Chamber of Commerce
- c. Franklin & Grand Isle Counties via the Franklin Grand Isle Workforce Investment Board
- d. Rutland County via the Rutland Regional Workforce Investment Board
- e. Upper Valley via Upper Valley Business and Education Partnership
- f. Washington County via Capstone Community Action

Statewide, regions predict a combined total of approximately:

- h) **# of interns served:** more than 230 students
- i) **# of schools, alternative programs:** at least 30 schools, tech centers, and alternative programs
- j) **# of employers:** over 200 businesses

Internship Awards 2016		
Applicant	Town	Award
ReSOURCE	Burlington	\$ 28,000.00
Norwich University	Northfield	\$ 12,000.00
Brattleboro Development Credit Corp	Brattleboro	\$ 48,000.00
Vermont HITEC, Inc	Williston	\$ 43,000.00
Vermont Adaptive Ski & Sports	Killington	\$ 24,000.00
VBSR	Burlington	\$ 56,000.00
TIPS Programs		
Capstone	Barre	\$ 20,000.00
Franklin Grand Isle WIB	St. Albans	\$ 25,000.00
Rutland Region Education Corp	Rutland	\$ 22,000.00
Bennington County School & Workforce Partnership	Bennington	\$ 12,000.00
Upper Valley BEP	Hanover	\$ 38,000.00
Lake Champlain Reg. Chamber	Burlington	\$ 22,000.00
		\$350,000.00