

**BWidge**

**Internship Policy & Procedures**



## **Purpose**

BWidge periodically employs interns for specific periods whether they are in school or during summer session. Depending on the need we will also employ grad interns who have a possibility to be hired at the end of their tour. The purpose of this policy is to outline responsibilities and to ensure such student workers have a productive stay with this company.

## **Procedures**

- **Authorization.** Hiring managers who plan to add interns for specific assignments must complete a Company Requisition Form. The following must be included on the requisition form: a) hours of work, b) duration of the expected work, and c) proposed rate of pay for the student worker. Requisitions for these positions will be routed to human resources (HR) after department head approval has been obtained.
- **Orientation.** An intern will be provided with an abbreviated orientation program that will highlight key aspects of the position the intern will be engaged in as well as all company policies with which he or she will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including many of the benefits plans, which do not apply to specific-term employees.
- **Facilities department notification.** The HR department, on receipt of the requisition form, will notify the facilities department, which will coordinate workstation issues, including telephone and Internet capabilities, with the IT department to ensure that the workstation is fully operational prior to the intern's start date.
- **Department orientation.** Each new student worker will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.

- **Progress report.** Due to the short-term assignment of student workers, and in accordance with school/university reporting requirements for students, the department manager will be responsible for providing a narrative report of the student worker's assignments and progress at the close of each month the student is engaged. A copy of the monthly Progress Report will be forwarded to the HR department for record-keeping and reporting purposes. This will be in accordance with all Graduate Interns as well.
- **Final report and out-processing.** In the week in which a student worker's assignment comes to a close, the department manager will provide a Final Progress Report in addition to any report required by the educational institution the student attends and will; advise the HR department to schedule an out-processing interview to be conducted on the day preceding the student worker's last day of work.