



# Intern Program

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## About The Program

Intern positions at American Battery Solutions (ABS) are 12-week temporary paid positions, providing students with practical, on the job experience. ABS may offer Intern positions to students with or without academic credit attached. Students are encouraged to explore the possibility of earning academic credit through their school when participating in ABS Intern program.

### Benefits for the Intern:

- Add experience to your resume.
- Gain industry insight to help assess career fit.
- Apply skills to real-life situations.
- Build additional relevant skills.
- Develop or broaden your network.

### Benefits to ABS by Employing Interns:

- Receive short-term technical support to complete a pre-identified project.
- Creative ideas and diverse viewpoints.
- Utilize innovative skills.
- Engage students as ambassadors for the organization.
- Upcoming professionals energizing the ABS workplace and ready to learn.
- Provide leadership development opportunities for mentors.

### Intern Requirements:

- All Interns must be actively enrolled in school. Proof of enrollment in classes will be reported to the Human Resources Department before receiving an employment offer.
- Summer Internships require a minimum of 30 hours per week up to maximum of 40 hours a week.
- Interns require a minimum 3.0 GPA to enter the program.
- College transcripts must be submitted with the application and show completed academic credits for consideration.

The ABS Intern program typically employs students during the Summer for a 12-week period from May-August. In unique cases, Internships may be approved outside the summer program. Interns may be eligible to return to ABS in subsequent years. Interns are not eligible for transfer to Co-op positions, and a Co-op student is not eligible for an internship, as each student program has its own unique requirements.

The Intern Program provides opportunities and marketable skill development for students to enhance their resume. Internships are temporary and in certain circumstances may lead to future full-time employment. An Intern interested in a full-time employment at ABS should frequently visit [www.americanbatterysolutions.com/careers](http://www.americanbatterysolutions.com/careers) to view and apply for open positions.



## How to Apply

ALL student applicants must complete the online application process by applying for Intern position (s) of interest posted at [www.americanbatterysolutions.com/careers](http://www.americanbatterysolutions.com/careers).

## Intern Coordinator

The Intern Coordinator and will perform the following duties:

- Attend and/or coordinate support for recruiting events to bring awareness of opportunities.
- Advertise/publish the organization's Intern opportunities.
- Coordinate the recruiting and screening of Intern applicants.
- Assist in the selection of Interns.
- Promote Intern opportunities within the organization.
- Review and revise the organization's Intern procedures as needed.
- Serve as a liaison between students, supervisors, managers, executives, and colleges/universities.

## Intern Pay Schedule

<b>Academic Standing</b>	<b>Hourly Rate</b>
Undergraduate Freshman	\$19.00
Undergraduate Sophomore	\$20.00
Undergraduate Junior	\$21.00
Undergraduate Senior	\$22.00
2nd Year Undergraduate Senior	\$23.00
Master's Program	\$24.00

## Responsibilities

Interns will be required to:

- Follow all ABS policies, procedures, and rules governing professional behavior and expectations outlined in ABS Employee Handbook.
- Arrive to work at the time specified by management.
- Work the hours required to be eligible for the Intern program and the work schedule as set by management.
- Notify designated management if unable to attend work as scheduled.
- Respect the confidentiality of the workplace, clients, and employees.
- Discuss any problems with their Supervisor/Manager and/or the Intern Coordinator.
- Submit school enrollment to Human Resources.
- Complete an end of the summer project for their respective department.



Our internships help bridge the gap between the academic and working world by providing hands on experiences by assigning a defined project with specific deliverables to each Intern.

### **Intern Status and Benefits**

- All Interns will be employed on ABS payroll as temporary student employees.
- Interns are not eligible for ABS employment benefit packages.
- Interns are not eligible for PTO (PAID TIME OFF).
- Interns may be eligible for holiday pay based on their established work schedule.
- Interns have the same legal rights as non-temporary employees regarding protection against discrimination, harassment and other protections outlined in ABS Employee Handbook.

### **Supervising an Intern**

ABS Departments will identify needs for interns based on the following:

- Is there a project with specified outcomes at the end of the 12-week period that will provide a quality working and learning opportunity for an Intern and a valuable work product to ABS?
- Do they have a management representative with the ability to commit time to developing a student?
- Only teams answering yes to these questions, have signed up for the opportunity to mentor an Intern for the summer.

Each Intern will be assigned a management representative who possesses expertise in the area the Intern will work in and will be responsible for providing onsite orientation, day to day supervision, and overall guidance for the Intern. The management representative will possess qualities such as leadership, effective communication skills, and patience.

Because the Intern program is defined as a learning experience, proper supervision of the student is essential. The designated management representative serves as a mentor, teacher, and critic. Team members in the department may also assist with an Intern's development and learning opportunities.

The management representative is encouraged to meet with the Intern to review project progress, key deliverables, and provide feedback weekly.

For students receiving academic credit, the management representative must complete the evaluation form provided by the student's college/university.

**American Battery Solutions in an Equal Opportunity Employer.**