



*...the Region's #1 Resource for Manufacturers*  
*Connecting Manufacturers to Each Other and the Community*

**The VMA supports the development of internship opportunities for both high school and college students in a manufacturing related program. Annually, \$5000 will be set aside to support a matching grant for VMA members employing interns.**

**CRITERIA FOR AN INTERNSHIP TO BE FUNDED BY THE VMA**

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship by definition, all the following criteria must be met:

1. The experience must be an extension of a manufacturing related program, a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other manufacturing employment settings.
3. An active training agreement between student, school/college and employer is in place.
4. The experience spelled out in the training agreement includes: a defined beginning and end, a job description with desired qualifications and clearly defined learning objectives/goals related to the student's program coursework.
5. There is supervision by a professional with expertise in the field of the experience with routine feedback to the student.
6. There are resources, equipment and facilities provided by the host employer that support learning objectives/goals.
7. Students are employed in accordance with the Child Labor Laws.
8. Employer has Workman's Compensation insurance.

**QUALIFICATIONS FOR REIMBURSEMENT**

1. Employer must be VMA member.
2. Pay intern \$8.10/hr or higher.
3. Request for up to 50% match not to exceed \$1,000.
4. Only one internship reimbursement is allowed per company per year.
5. Funds are on a first come first served basis.

**DOCUMENTATION TO SUBMIT WITH APPLICATION**

1. Payroll records.
2. Timesheets.
3. Training agreement.
4. Student and employer feedback on the experience via survey.