



Program Overview for Businesses:

Work Study/Apprentice Scholarship Program

On-the-Job Work Experience

As a participating business in our Work Study/Apprentice Scholarship Program, you have an opportunity to provide a local, high school senior or college student with hands-on job experience during the school year.

The student works at your business for a few hours daily or weekly, while completing his or her school semester. The schedule is determined in a coordinated effort among the business, student, school, and Nex-Generation. Work can be performed at your business or remotely, depending upon your projects.

Participating students who demonstrate successful completion of the program are eligible for a \$500-per-semester Nex-Generation Work Study Scholarship, payable directly to the student. (While this program is designed in lieu of pay, a business may hire the student and pay them a wage.) Students who participate as Nex-Generation summer interns are eligible to continue as Work Study.

Application Process & Program Overview

To be eligible for participation, your business must be located in one of the following 28 Kansas counties: Barton, Cheyenne, Cloud, Decatur, Ellis, Ellsworth, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Ottawa, Phillips, Rawlins, Republic, Rooks, Rush, Russell, Saline, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace.

Students must be high school or college students, age 16+, who are from, living in, or attending school in one of these counties, as well. The student application is available online at www.nex-generation.org.

Students applying to the program are required to obtain a letter of support from the business. If you are asked to provide a letter of support, please indicate within the letter the name of the student and that you are in favor of hosting him or her during the semester to which they are applying. Please provide the letter to the student to include with his or her application (an emailed copy is also acceptable).

Businesses can apply at any time to be on a regular list of participating businesses. Please complete and return the Business Application included with this overview (or on our website at www.nex-generation.org/internships). (The form is the same for our summer internship program. Please select the program(s) to which you are applying.) Nex-Gen will notify the schools about the opportunity.

Performance/Learning Objectives

One of our goals is to provide students with valuable, hands-on work and job shadowing experiences in a professional setting. Once a business agrees to host a Work Study student, we will ask you to identify a series of tasks or projects prior to the student's first day on the job. (*We will provide a Performance/Learning Objectives form and an example for your use.*) In addition, we will ask that you

assign one employee who will be responsible for coaching and mentoring the student through the planned projects and assisting him or her in skill development.

We will have the business evaluate the student's progress at least once each semester, using a form we provide. A copy should be given to the student, Nex-Generation, and the high school superintendent, principal, or counselor. (It may also be given to a collegiate academic advisor at the discretion of the student.)

End-of-Program "Success Story"

At the end of the program, we require a one-page summary or short presentation from the student about his or her experience. We recommend he or she document work/projects by taking notes, photos, and videos (as approved by your business), throughout the semester. This can be showcased through a short video, PowerPoint presentation, or short essay (or a combination thereof).

Professionalism/Dress Code/Confidentiality

Students are expected to follow high standards of professionalism and confidentiality at all times, and dress in clothing appropriate for your business environment. Students should be reminded that they represent your business, their school/community, and Nex-Generation.

Please contact us with questions or to return your application:

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