



POLICY ON RMC INTERNS

Revised September 25, 2013

Selection Process

The RMC will assist in the matching of interns to companies, based on information provided by all parties as to needs, interests, geographical preferences, etc. The RMC will make a good-faith effort to ensure that matches comply with both the companies' and the students' desires as closely as possible. The RMC Intern Coordinator will assist in recruiting of students interested in RME, will recommend students that match company needs, and facilitate interviews. Companies may elect to interview students, either by phone, Skype, or in person, at the company's expense. Students may be assigned to the same company where they previously worked without an interview, if both parties agree. When a company selects a student, they make an offer of employment. If that offer is rejected, they may make additional offers until the position is filled. Companies and students each have the right to reject the proposed matching if they have significant reasons (i.e. economic constraints, failure to meet employment requirements, illness, etc.). In such cases, the RMC will make a good-faith effort to facilitate another, more acceptable match for the company and/or the student.

Salaries

The RMC recommends minimum salaries for all interns, based on their years of experience. These salaries are adjusted each year to be competitive and to reflect the added value of previous experience, and will be published in a letter to the RMC membership. The RMC requests that all companies consider the published salaries in order to minimize differences. In some cases, competitive factors or cost-of-living considerations may prompt companies to pay more than the published salaries; however it is **highly recommended that a company not pay less** than the published salaries. Keep in mind that you are competing with other companies for the top students.

Summer Housing

Finding adequate short-term housing is often a major problem for summer intern students. The RMC expects that at a minimum, each company will assist the intern in finding an adequate, safe and reasonably priced place to live during their intern experience. Companies may also choose to provide housing or offer a monthly housing stipend. The RMC encourages companies to do everything possible to minimize the cost to the interns, as their net for the intern period is normally applied to their next year's tuition and housing in Knoxville.

Transportation To and From the Work Assignment

Traveling from Knoxville to the intern assignment and returning to Knoxville for school can be a significant expense and travel time consideration to the student, depending upon location of the assignment (e.g. work assignments in California, etc.). The RMC expects interns to be responsible for their own travel to their work assignment up to a 100-mile radius of Knoxville. For assignments that require travel beyond a 100-mile radius of Knoxville, the RMC expects companies to provide some reasonable level of reimbursement to the intern to cover out-of-pocket expenses. As a minimum, reimbursement should cover actual costs for 1) food, 2) lodging, and 3) fuel if traveling by car or airfare if traveling by air.

Revised September 25, 2013

Intern Training (a.k.a. “Boot Camp”)

All first year and second year interns are required to attend a one-week Overview of Modern Reliability and Maintainability Concepts. This training is normally held during the first week of their thirteen (13) week internship, immediately preceding their reporting to the actual intern work assignment location. The training is considered a part of their internship and the employing company pays the intern for 40 hours work to attend the training. The one-week training is optional for third year interns, but recommended by the RMC. The RMC will discuss specific cases with the company to determine if a third year intern participates or not in the training.

Project Planning and Mentorship

Companies should be thoroughly prepared prior to their intern’s arrival at the work site. Work/projects should be planned for the duration of the summer to ensure that the intern and the company get maximum benefit from the program. In addition, each intern should be assigned a mentor within the company. The mentor should be on-site and accessible to the student and may or may not be their supervisor. The mentor should be available to answer any questions the intern may have and should give guidance and advice throughout the term. The goal is to provide challenging projects and sound mentorship that will complement their academic curriculum and help ready the interns for the workforce.

Additional Program Requirements

At the beginning of the work term, students are required to meet with their supervisors to discuss assignments, expectations, and measures for success. The student will be provided a form on which to record this information and a copy should be submitted to the RMC. If the company already has this information captured in another format, a copy of that document may be submitted instead. Mentors and supervisors should provide feedback to the student throughout the work term, but at a minimum the supervisor must complete the Supervisor Evaluation Form and discuss it with the intern prior to the completion of the term. A copy of the completed form should be sent to both the RMC Intern Coordinator and Engineering Professional Practice (coop@utk.edu). Two weeks prior to the end of the term, the interns will be required to complete the Student Work Report, which will also be submitted to both offices, in order to receive a credit hour for the work term. Interns are also encouraged to submit pictures of themselves at work and copies of any final reports or presentations that they may give.

Administrative and Training Costs

Although there is significant cost in administrating this program and providing the training overview, the RMC currently waives the previous Administrative and Training Fee charges for each intern that is placed with a company. As an additional benefit, companies hiring interns may earn “free” additional seats for their current employees to attend the Overview of Modern Reliability & Maintainability Concepts training. Companies may earn one free company seat in the training per intern sponsored, up to the maximum allowed based on level of company membership. Although there is no limit as to how many interns a company can employ, companies may earn up to 2 free training seats for small company memberships (less than 1,000 employees), 3 free seats for medium company memberships (1,001 – 4,000 employees), and 6 free seats for large company memberships (over 4,000 employees). Typically, the intern’s mentor or supervisor would utilize this “free” seat, but there is no specific requirement as to whom the company can send. Additional participation in the training overview beyond the intern(s) and the “free” seat(s) is available through paid registrations.