

Delta College - MSME Program

Sample Internship Schedule (To be provided to the Teacher by Day 1)

DAY (64 Hours)	DATE & Start/End Times (Filled In By Business)	Business Discipline / Person's Name	Description
Day 1 (am)		Human Resources / <Name>	Organizational structure, Business Orientation to safety rules, expectations, review of two-week schedule, etc.
Day 2 (pm)		Plant Management/ Operations / <Name>	Overview of this manufacturing business, industrial sectors, products and services, and near and long-term business goals related to future skills & employment opportunities
Day 2		Business Activities – e.g., designing, milling, grinding, finishing, assembly, etc. / <Name>	Job shadow in any or all– Observe skill set(s) needed to complete the tasks/ job; Any hands-on activities, if possible
Day 3		Sales/Estimating / Inventory Control / <Name>	Customer Delivery System: The skills for sales/estimating - How technical must you be here? Etc.
Day 4 (am)		Project Management / <Name>	Customer Delivery System, Information Technology, Finance, Environmental, etc. The process required for each and the needed skill set(s).
Day 4 (pm)		Support Functions / <Name>	Customer Delivery System, Information Technology, Finance, Environmental, etc. The process required for each and the needed skill set(s).
Day 5		Product Development / Engineering / <Name>	Engineering and Detailing – Skills needed to create and solve issues
Day 6		Miscellaneous / <Name> Hands-on activity, if possible / <Name>	Process Improvement Efforts Business demands, competition, and culture Employment needs within the next 10- 15 years
Day 7		Determined by business	Hands-on activities
Day 8 (am)		Research and Development / <Name>	Local, national and/or global impact of business
Day 8 (pm)		Wrap up / <Name>	How middle school educators can support the manufacturing industry.