



Monroe-Brown Internship Program

How the Monroe-Brown Internship Program works

The Monroe-Brown Internship Program provides high quality internships with hourly wages, valuable networking opportunities and at least \$6,000 in scholarship funding to all student participants. The program is open to in-coming juniors, seniors and graduate students at Kalamazoo College, Western Michigan University, Michigan State University, University of Michigan and second year students at Kalamazoo Valley Community College. Students attending MSU and U of Michigan must have attended high school in the Greater Kalamazoo area.

Hiring Talent

Students apply for Monroe-Brown Internships directly through the participating companies. Those chosen for the program will be announced in Spring 2010. There will be a minimum of 25 internship positions available for the 2010 program. The employers will each work independently to hire their interns, using the criteria and hiring methods they choose. Based on availability, each participating company may have up to two internship positions per program year.

The Internship

Once the intern is hired, he or she will work for the company for a minimum of 400 hours between May 1 and August 31, 2010. (This is typically full-time for ten weeks, but can be customized to suit the needs of the individual companies and interns.) During that time, the companies pay the interns at least minimum wage.

Upon successful completion of the internship, as decided by the employing company and the Monroe-Brown Foundation, the company and the Monroe-Brown Foundation will each pay the intern a \$500 bonus – a total of \$1,000. Additionally, the Monroe-Brown Foundation will provide two additional payments of \$2,500 at the end of the next two semesters following the internship period. For tax purposes, all payments from the Monroe-Brown Foundation must be made directly to the school and applied to the student's account.

Frequently asked questions:

Who is eligible?

The program is open to all in-coming juniors, seniors or graduate students at Western Michigan University, Kalamazoo College and students going into at least their second year at Kalamazoo Valley Community College. Students who graduated from one of the Kalamazoo area approved schools that are in-coming juniors, seniors or graduate students at Michigan State University or University of Michigan are also eligible. All eligible candidates must be full-time students in good standing with their schools.

If I was chosen as a Monroe-Brown Intern for 2009, will I be able to participate in 2010?

YES! Students are allowed to participate in the program if they meet the following requirements.

1. The student must be hired as an intern at a company that decides to reapply for another year of inclusion in the Monroe-Brown internship program. That company must then be selected for participation.
2. The employing company must then choose to keep the student on as an intern for that year.
3. The student must remain in good standing as a full-time student at his or her school. He or she must also still fall under the eligibility requirements of the program, which are as follows: All in-coming juniors, seniors or graduate students at Western Michigan University or Kalamazoo College and students going into at least their second year at Kalamazoo Valley Community College. Students who graduated from one of the Kalamazoo area approved schools that are in-coming juniors, seniors or graduate students at Michigan State University or University of Michigan are eligible.

If a student meets all of these requirements, then, yes, he or she may continue on in the program. Students who meet these requirements are also allowed to continue the program if they transfer and/or graduate and begin graduate school as long as they remain a full-time student in good standing at Western Michigan University, Kalamazoo Valley Community College, Kalamazoo College, Michigan State University or University of Michigan.

How are the interns selected?

Each participating company chooses their interns using their own hiring methods and criteria. Interested students should contact the companies directly and ask them how to apply for a Monroe-Brown Internship.

How much money is awarded in the Monroe-Brown Internship Program?

Students receive at least minimum wage from the company for working 400 hours during the summer. They are then given a \$1,000 bonus (\$500 from the company, \$500 from Monroe-Brown) upon completion of the internship and two payments of \$2,500 – one payment at the end of the next two semesters following the internship. The payments will be made to the school in the student's name. Altogether, interns selected to participate in

the program will receive \$6,000 plus the hourly wage paid by the employer, totaling at least \$8,000.

Why is \$5,500 of the \$6,000 scholarship paid directly to the school and not to the intern?

The \$6,000 scholarship is broken up into four payments. Upon successful completion of the internship, the employer pays the student \$500. The Monroe-Brown Foundation then provides another \$500 that must be paid directly to the school in the student's name. Then, two \$2,500 payments will be also be made to the school in the student's name at the completion of the student's first and second semesters following the internship.

This money is paid directly to the school so that it can be classified as nontaxable income for the student. Additionally, because the Monroe-Brown Foundation is a nonprofit, 501(c) 3 organization, it cannot provide any funding directly to the student.

What if my schooling is already paid for? Will I still receive the \$6,000 scholarship?

YES! Each payment of the scholarship from the Monroe-Brown Foundation must go through the school, regardless of whether the student owes money or if the account is paid in full. Scholarship money will be applied to any outstanding balances or fees in the student's account. In the case that there is no remaining balance to be paid on a student's account, the school will issue a check for the surplus directly to the student.

In addition to the money awarded by this program, what benefit do students receive?

Students chosen to participate in the Monroe-Brown Internship Program will build valuable relationships within the Kalamazoo Region's business community, not only at their workplaces, but also at program events and activities exclusively for this group of students.

Additionally, Monroe-Brown internships incorporate hands-on learning of the skills and experience necessary for success in life science and advanced manufacturing careers.

What employers are participating in the Monroe-Brown Internship Program?

We are currently finalizing our list of participating employer organizations. Please check the Southwest Michigan First website for more information:

http://www.southwestmichiganfirst.com/monroe_brown_internship_program.cfm