



ONE VISION | ONE VOICE



Rock Internship Program – 2026 Employer Manual

Overview

The purpose of the Rock Internship Program is to accelerate personal and professional skills development and provide career-related exposure for rising high school seniors. This structured, earn-and-learn (paid internship) model provides students with a meaningful career pathway experience that serves as a foundational element of their Academic & Career Plan (ACP), positioning them for future academic and workplace success.

Students gain valuable interviewing, job searching, and resume-building experience; direct career exposure at a worksite; opportunities to develop or strengthen communication, critical thinking, leadership, and teamwork skills; and important professional networking connections.

At the same time, participating employers have the opportunity to cultivate and shape emerging talent. This program helps build, diversify, and strengthen the region's homegrown workforce while strengthening connections between employers, K-12 partners, and the broader community.

The Rock Internship Program is a collaborative talent development initiative supported by participating employers, Blackhawk Technical College (BTC), the County of Rock, Rock County 5.0, and the Southwest Wisconsin Workforce Development Board (SWWDB).

For program information, visit: www.YourRockInternship.com

Program Structure

The Rock Internship Program runs for six (6) weeks during summer 2026. Interns report to their assigned worksites weekly and may work up to 30 hours per week, with a minimum of 20 hours per week. Actual work schedules are determined by the intern worksite.

In addition to worksite hours, interns are required to attend a Signing and Orientation Day and a Graduation Day at Blackhawk Technical College's Central Campus.

Participation & Employer Eligibility

To participate in the Rock Internship Program, employers must meet the following requirements:

- Allow individuals under the age of 18 into their place of business for job shadowing and employment activities. Interns may not be assigned hazardous duties as defined by OSHA standards.
- Consult with their insurance agent in advance to understand workers' compensation and liability coverage, with SWWDB serving as Employer of Record.
- Provide financial and technical support for the program at a rate of \$1,750 per intern. Half (\$875) is due at or prior to Signing Day.
- Be in good standing and compliant with all applicable local, state, and federal workplace regulations.
- Maintain an established and documented safety plan.

- Possess a corporate culture that values professional growth and development.
- Demonstrate organizational capacity to host interns through prior or current experiential learning activities.
- Provide a comprehensive internship experience that extends beyond a single task or skill.
- Assign a primary intern worksite supervisor and a secondary backup contact.
- Participate in intern interviews, Signing and Orientation Day, and Graduation Day.
- Communicate regularly with the Internship Coordinator throughout the program.
- Agree to adhere to all Rock Internship Program policies and guidelines.

Program Calendar – 2026

Attendance and participation at all program activities are mandatory.

- February 2 – February 27, 2026: Internship applications open
- March 9 – March 13, 2026: Preliminary interviews (virtual)
- March 16 – March 31, 2026: Worksite interviews
- April 6 – April 10, 2026: Confirm placements with worksites
- April 13 – April 17, 2026: Confirm student placements
- Monday, June 15, 2026: Internship Signing and Orientation Day (paid workday)
- June 15 – June 19, 2026: Week 1
- June 22 – June 26, 2026: Week 2
- June 29 – July 3, 2026: Week 3
- July 6 – July 10, 2026: Week 4
- July 13 – July 17, 2026: Week 5 (Draft capstone presentations due)
- July 20 – July 24, 2026: Week 6
- Friday, July 24, 2026: Graduation Day and Capstone Presentations

Employer of Record & Payroll

Unless otherwise arranged, the Southwest Wisconsin Workforce Development Board (SWWDB) serves as the Employer of Record. Interns are paid \$13 per hour. SWWDB is responsible for payroll processing and workers' compensation insurance.

Timesheet submission procedures will be reviewed during the Signing and Orientation Day. Timesheets must be submitted in the prescribed format to finance@swfdb.org.

Attendance, Conduct & Termination

Attendance at all internship activities is mandatory. Vacations, athletic events, or secondary employment are not automatically excused absences.

Unexcused absences, habitual tardiness, or failure to participate may result in disciplinary action, including termination. Interns receive a maximum of three strikes before removal from the program.

Immediate termination may occur for serious misconduct, including but not limited to:

- Substance use
- Theft, vandalism, or violence
- Weapons possession
- Fraudulent reporting of hours
- Harassment or discriminatory behavior

Personal mobile devices are prohibited during work hours unless otherwise approved in writing.

Conflict Resolution

Conflicts must be addressed through a facilitated resolution process involving the Internship Coordinator and relevant parties. Failure to participate may result in termination.

Intern Worksite Supervisor Responsibilities

Supervisors are responsible for providing meaningful work-based learning experiences, assigning age-appropriate tasks, offering regular feedback, and approving intern timesheets.

Appropriate Intern Tasks

Examples include administrative support, project assistance, research, inventory, marketing, logistics, and technology support.

Interns should not exceed 30 hours per week, replace full-time staff, work unsupervised, or travel without written parental permission.

Program Contact

Program-related questions:

Molly Markley, Internship Coordinator
mmarkley4@blackhawk.edu | 608-757-6329

Payroll questions:

finance@swwdb.org

Rock Internship Program Participation Agreement

The purpose of the Rock Internship Program is to accelerate personal, as well as professional, skills development and career-related exposure for rising High School Seniors. This structured, earn-and-learn (i.e., paid internship) model will provide students with a meaningful, career pathway experience that will serve as a foundational element of their Academic & Career Plan (ACP); thereby, positioning students for future academic and workplace success. As such, students will gain valuable interviewing, job searching and resume building experience; direct, career exposure at a worksite; opportunities to develop or improve communication, critical thinking, leadership, and teamwork skills; and important networking connections.

The Rock Internship Program is a collaborative talent development offering supported by participating employers, Blackhawk Technical College (BTC), the County of Rock, Rock County 5.0, and the Southwest Wisconsin Workforce Development Board (SWWDB). While SWWDB serves as the program's Employer of Record, BTC is providing daily administrative and program management functions. As such, Molly Markley (mmarkley4@blackhawk.edu / 608.757.6329) is the Internship Coordinator and the main program contact for both interns and their intern worksites. Meanwhile, Rock County 5.0 is providing program marketing and financial underwriting services.

It is agreed that _____ (Enter Student's Name) **will perform**
the duties and responsibilities of a High School Internship with _____ (Enter
 Organization's Name).

The Employer agrees to do the following:

- Provide a meaningful, experiential earning-and-learning and mentoring environment for the intern; and adhere to the program's daily / weekly hours of employment regulations.
- Provide financial and technical support, as outlined within the Employer Internship Manual.
- Identify and assign a primary intern worksite supervisor and a secondary worksite contact; and agree to a participation background check (if requested).
- Immediately inform the Internship Coordinator of any concerns or issues that surface.
- Provide weekly feedback, as well as an end of program evaluation, unless otherwise agreed upon.
- Perform and provide payroll related services, if that is the agreed upon arrangement between the host worksite and the Internship Coordinator.
- Participate in the Internship Signing and Orientation Day, and the Graduation Day.
- Comply with all applicable local, state and/or federal workplace discrimination, environmental and/or safety regulations.

The Student agrees to do the following:

- Follow the (worksite supervisor's) employer's policies, practices, procedures, dress code, and/or standards of conduct, as well as any additional requirements outlined within the Student Internship Manual, as applicable. If I do not understand any of my employer's requirements, I will request clarification.
- I understand that my performance as an intern will be measured primarily by the worksite supervisor, and feedback from the Internship Coordinator will be taken into consideration, as well.
- I understand that program participation, beginning with the Signing and Orientation Day and then continuing through to the Graduation Day, is mandatory. Any pre-program related activities – such as interviews, training, or testing – may also be considered mandatory, as well.
- I understand that I am responsible for accurately reporting and timely submitting the payroll time sheets, as more fully explained and/or demonstrated during at program's training session or its Signing and Orientation Day.
- I understand that I am required to complete and submit signed Intern Log Worksheets, as described during the Signing and Orientation Day event.
- I understand that I may be required to complete, and pass, a background check to participate in this program and/or to work at a specific intern worksite. Additional worksite requirements might apply, as well

- I will provide current, and complete, personal, and family contact information, to the Internship Coordinator and the worksite supervisor, at all times during the internship. This information will be submitted, by using the Internship Contact Information Form, at the Signing and Orientation Day event.
- I understand that my intern worksite and/or the supervisor is counting on me to complete my assigned work accurately and on time. I will notify my worksite supervisor and Internship Coordinator immediately if I will be absent due to illness or another serious circumstance. I will immediately contact my worksite supervisor and/or a designated alternative contact, and the Internship Coordinator, if I experience harassment, discrimination, workplace violence; sustain a worksite injury and/or any other improper workplace incidents.
- I will conduct myself professionally at all times. This includes, but is not limited to:
 - ✓ Maintaining confidentiality regarding employer information, relating to clients, customers, patients, employees, products, services, and other non-public information, which is proprietary to the employer.
 - ✓ Reporting to work on time and in proper attire; providing an outstanding work product; working cooperatively with the worksite staff.
 - ✓ Using appropriate written, oral, and electronic communication in all interactions with worksite staff, clients, customers, patients, and the Internship Coordinator.
 - ✓ Completing all orientation, training, or testing as required by the Rock Internship Program; and observe all safety rules, procedures, and policies.
- Engage in positive, professional, and legally compliant behavior; and accept responsibility and accountability for my actions; and ensure that I conduct myself with dignity and respect toward every person with whom I interact.

The Internship Coordinator reserves the right to terminate the internship if it is decided the student is not performing satisfactorily; if program (conduct and participation) rules have been violated; and/or the experience fails to meet the expectation of both the student and the employer. The worksite supervisor may also request removal of the student, at its discretion and without prior notice.

Students participating in the Rock Internship Program may maintain, if they choose and at no cost to any of the participating and/or sponsoring organizations, comprehensive health and medical or student accident insurance. Upon request, evidence of such insurance shall be provided to Internship Coordinator.

The Internship Coordinator agrees to do the following:

- Coordinate the Internship experience, serving as the primary contact and resource for interns and their intern worksites.
- Lead and/or manage the intern and intern worksite selection processes.
- Provide and conduct intern onboarding, basic pre-employment training and exposure to other relevant workplace topics.
- Monitor intern journals and facilitate access to supplemental career and/or higher education resources.
- Identify, address and/or resolve any SWWDB payroll related issues.
- Identify, address and/or resolve any disciplinary or conflict resolution issues.
- Conduct pre-and-post and/or current intern worksite visits.
- Communicate with participants and partners for the purposes of conducting formal program assessment and evaluation related activities.
- Collaborate with Rock County 5.0 regarding any media, public and/or stakeholder reports, updates, etc.

The SWWDB Agrees to do the following:

- Serve as the Employer of Record for this program unless other arrangements have been mutually agreed to in advance by the host worksite and the Internship Coordinator.
- Be responsible for handling all payroll and workers' compensation insurance items associated with this program; and serve as said resource as it concerns these topics (see also above).

By signing below, you are confirming that all information you have provided on this form, and all other related Rock Internship Program forms and/or materials is accurate, complete and truthful; and you certify that you have read and understand the program's terms and conditions; and you agree to hold harmless the Intern Worksite Employer and/or its staff; Blackhawk Technical College and its Internship Coordinator; Southwest Wisconsin Workforce Development Board and staff; and Rock County 5.0 and/or any of its member or partnering organizations, its contributors, independent contractors for all liability claims; for any direct or indirect damages, and/or outcomes associated with participation in this internship program. Additionally, you agree to and understand that certain participant information will be collected, maintained, and potentially shared – in an electronic / hardy copy format – among the above organizations strictly for approved and acceptable emergency, payroll or regulatory related purposes. You further acknowledge that you are authorized to sign this Agreement; and understand this section shall continue beyond the expiration or termination of this Agreement.

I/We agree to comply with the conditions of this Agreement.

Student Intern (Print and Sign Name)	Date
Student Parental and/or Guardian (Print and Sign Name)	Date
Employer/ Intern Worksit Supervisor (Print and Sign Name)	Date
Rhonda Suda, Southwest Workforce Development Board (Print and Sign Name)	Date
Molly Markley, Internship Coordinator (Print and Sign Name)	Date

ROCK INTERNSHIP CONTACT INFORMATION FORM

Student Intern Name _____ High School _____

Student Telephone _____ Student Email _____

Emergency Contact Name (Student's Parent and/or Legal Guardian) _____

Emergency Contact Phone Numbers (work and cell) _____

Emergency Contact Emails (work and home) _____

Intern Worksite Supervisor Name _____ Job Title _____

Address _____ Work & Cell Phone Numbers _____

City/State _____ Zip Code _____ Email _____

Alternative Worksite Contact _____ Job Title _____

Phone _____ Email _____

Internship Title and Description of Duties (If available, please attach a job description)

Date Internship begins at Worksite: _____ Date Internship ends at Worksite: _____ Maximum Worksite Hours / Week 30

Worksite Schedule: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

FREQUENTLY ASKED QUESTIONS

When is the Rock Internship Program Offered?

This paid, earn-and-learn talent development program will be offered countywide summer 2025.

How long is the internship?

The internship program is six (6) weeks. The program kicks-off with a June 10th Signing and Orientation Day and then interns report to their worksites on June 11th. July 25th is the final worksite report date and then the entire program concludes with a July 26th Graduation Day.

How much do the interns get paid and who is responsible for paying them?

Interns will be paid an hourly rate of \$13 per hour and the Southwest Wisconsin Workforce Development Board (SWWDB) will be the Employer of Record – unless direct hire arrangements have been made and approved by the Internship Coordinator. Financial and technical support for this internship program will derive from participating intern (employer) worksites, Blackhawk Technical College, the County of Rock, Rock County 5.0 and the SWWDB.

Employers are responsible for covering their financial, as well as technical, support for this program.

Participating employers will be invoiced via electronic and/or hard copy format and payments should be sent to the following address:

Rock County Internship Program
C/O Forward Foundation
14 South Jackson Street
Janesville, WI 53548

Is there an age limitation to participate in this internship program?

Yes, interns need to be at least 16 years old; a resident of Rock County, WI; and entering their senior year of High School.

Is this offering available to any employer, regardless of industry sector or product/service?

Generally speaking, the answer is yes – pending an employer allows individuals under the age of 18 years old into their place of business (e.g. job shadowing, employment, etc.). Additionally, employers must have the capacity and/or experience to serve as an intern worksite – as documented by its participation in other comparable earn-and-learn activities. These activities may include, but are not limited to apprenticeships, (college) internships, mentoring, etc.

What assignments, tasks or jobs can the intern perform?

Interns may perform any function within their capacities and related skill sets. Worksite supervisors must have a safety plan and related programming in place to ensure that an appropriate working and supervisory environment exists.

What about workers' compensation and general liability insurance for the interns?

Although interns will be covered as employees under the SWWDB, participating intern worksites are strongly encouraged to consult with their insurance agents and then communicate with SWWDB regarding these issues. The Internship Coordinator can also serve as a resource, as well.

Well-supervised interns will not present a problem, provided they are not assigned to "hazardous" duties (as defined by OSHA). Intern worksites must have a safety plan and be in good standing with all local, state and/or federal workplace rules and regulations.

How will interns report to work?

Interns are responsible for providing their own transportation, to the worksite and BTC.

What type of preparation do you need to perform before the interns are placed and they report for work?

For questions or to discuss this topic, contact the Internship Coordinator (Molly Markley at 608.757.6329 or mmarkley4@blackhawk.edu) and/or review the [Rock Internship Employer Manual](#).

