

Community College Engineering Pathways

Professional Internship Prep Program

*Creating Career Pathways for
Community College Students*

About PIPP

A training program to prepare community college students for an engineering internship

The ASME Professional Internship Prep Program (PIPP) is more than a student internship placement service. ASME provides community college students an opportunity to enhance their resume through a career-related summer internship experience. The PIPP is a comprehensive training program for Mechanical Engineering/Mechanical Engineering Technology/Engineering Technology students that culminates with an internship experience or project.

70% of employers offer full-time jobs to successful interns

85% increased chance of interns being employed after graduation

57% of internships result in full-time job offers

60%+ of companies pay their interns

16% more job offers received by students who complete an internship

Professional Internship Prep Program - PIPP

GOAL

To create opportunities for community college students to gain workplace-relevant knowledge and skills in the mechanical engineering and technology workforce through on-the-job learning experiences.



OBJECTIVE 1

Provide career readiness and professional development training for community college students to help prepare them for a summer internship or similar work-based learning experience.



OBJECTIVE 2

Connect community college students to employers offering a summer internship or similar work-based learning experience for community college students.

Why Participate in an Internship?

Internships complement a student's education with real-world practical application and are extremely valuable to understand how engineering theories are applied in the field. An internship offers engineering students the ability to gain significant technical experience in an industry setting

Internships provide opportunities for students to:

- **Gain** real world experience in a professional setting in their field.
- **Explore** potential careers to determine if they have an interest in a specific area
- **Create** a network of contact that significantly increases their ability to become employed.

Students who participate in an engineering internship have a competitive advantage when looking for a full-time position upon graduation. Employers seek engineering students with related job experience and use their internship programs to recruit entry-level talent.

Student Benefits

- ◆ Enhance engineering education with work experience.
- ◆ Gain workplace-relevant skills in engineering through on-the-job learning.
- ◆ Gain significant technical and professional experience in engineering.
- ◆ Explore career interests within field of study.



- ◆ Assess interest in engineering disciplines and various sectors.
- ◆ Network with corporate employees and fellow students.
- ◆ Become familiar with the corporate environment.
- ◆ Learn about employers and organizational culture before graduation.

Key Skills



Problem-Solving – As an engineer regardless of your specialty, you will be given problems to overcome daily. The ability to suggest solutions, identify inefficiencies, and deliver successful outcomes will be crucial.



Communication - Soft skills such as written and verbal communication are required skills that you will need to practice and sharpen. Employers are putting a stronger emphasis on these skills than they have previously.



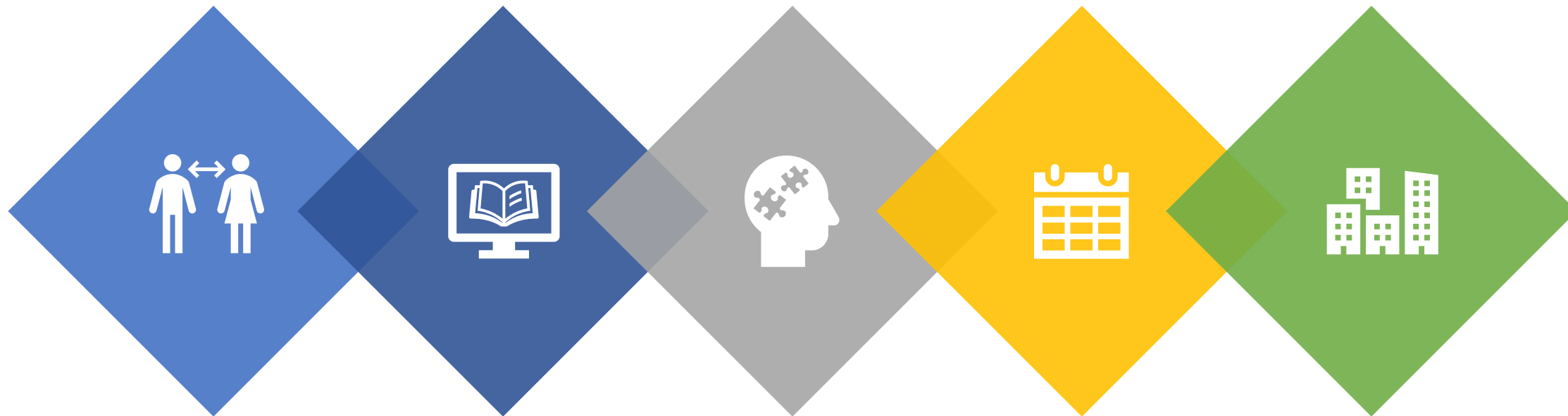
Creativity – Engineers are innovators, and you will be asked to create new systems, suggestions, and solutions that require thinking outside of the box.

Potential Internship Locations



Expectations

Students are expected to:



Openly communicate with ASME regarding issues, conflicts, challenges, successes

Complete a series of online training webinars

Participate in live, virtual workshops and mock interviews

Complete and submit all assignments by deadline

Once placed, complete the internship assignment

Student Eligibility Requirements



Must be a current ASME student member in good standing.



Must be enrolled at a community or technical college in a Mechanical Engineering/Mechanical Engineering Technology/Engineering Technology or closely related program.



Have completed Calculus, Physics, & Intro to Engineering by May 2024.
Recommended completions of 3D Software Design, Electrical Circuits, Statics, Dynamics



Must have a cumulative GPA of 2.0 or higher.



Must be a US citizen or authorized to work in the US.



Be able to work 20-40 hours per week for length of internship.



Be able to pass a background and drug test, if required by company where placed.



Be eager to learn, reliable, and dedicated.

Program Design



ASME assisting in the vetting process by conducting career readiness training and ensuring students meet expected professional standards.



ASME will provide student application, resume, cover letter, and transcripts to companies.



ASME will provide program engagement information such as attendance, participation level, etc. to companies.



All students will be guaranteed at least 1 interview with the companies.



Students who complete all the required activities and events will be guaranteed a summer internship experience dependent upon economic conditions.



Student would have the option to drop out of the program at any time up to time of placement by submitting a written notification.

Online Training

From January through March, you will participate in webinars and activities that are designed to help prepare you for your work-based learning experience.

◆ **Resume & Cover Letter Writing**

◆ **Interviewing Techniques**

◆ **Professionalism**

◆ **Communication Skills**



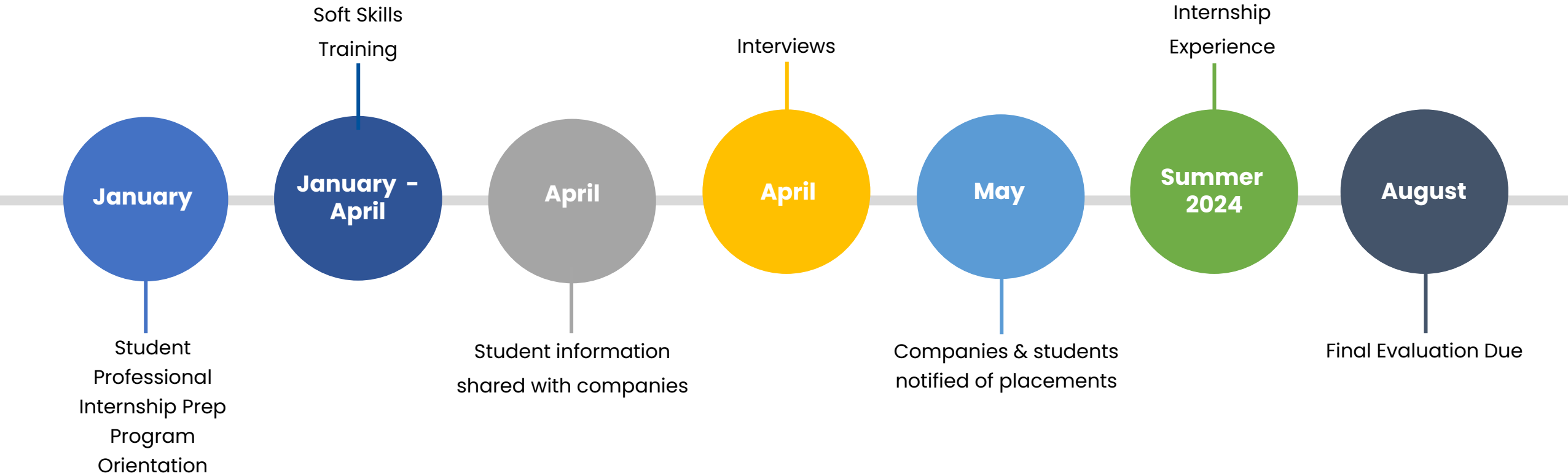
◆ **Teamwork**

◆ **Conflict Resolution**

◆ **Problem Solving & Critical Thinking**

◆ **Time Management**

Program Timeline



Student Testimonials



Relocating for an internship was a challenge, but that's what I wanted. I was met by kind people who wanted to see me succeed, gave me opportunities to learn and provided a memorable and meaningful experience. I also took advantage of the change of scenery by exploring the attractions and nature in my free time. Now as I return to complete my final semester of college, I feel that I've gained additional knowledge and skills that will help me with my coursework and the needed work experience to secure a full-time job in the engineering field.

-Blaizon Reiserer, Engineer Sophomore, Montgomery County CC



"ASME's internship program allowed me to enhance my communication skills, create professional reports and presentations, and meet new people. The company fosters a transparent and welcoming workplace culture that encourages individuality while maintaining professionalism. I had the privilege of meeting executives and directors who shared their vision of expanding ASME globally while promoting diversity in engineering. ASME's internship program provided the education and training that helped secure an internship. The internship experience allowed me to enhance my communication skills, gain an understanding of professional expectations, and meet new people."

-Rashan Leigh, Engineering Senior, NYC College of Technology

Partner Testimonials



“The Institute for Advanced Learning and Research thoroughly enjoyed hosting an intern from the ASME program. Our intern came to IALR with extraordinary professionalism, technical ability and work ethic. Participating in this program provided great value to IALR and we are already excited for our next opportunity to host!”

- Tim Robertson, COO of Manufacturing Advancement, IALR

Internship/Work-Based Learning Models

In-person, on-site 20-40 hours per week paid position.

**IN-PERSON
INTERNSHIP**

Online, 20-40 hours per week paid position.

**REMOTE/VIRTUAL
INTERNSHIP**

Online group or individual project to solve real-world company problem, 20-40 hours per week with stipend.

**REMOTE/VIRTUAL
CAPSTONE PROJECT**

**IN-PERSON/
HYBRID
REMOTE/VIRTUAL
SUMMER
WORK
EXPERIENCE**

Rotation to increase awareness & knowledge of business units & opportunities with the company, and complete a small project, 20-40 hours per week with stipend.



What You Might Do

- Analyze data
- Complete math computations
- Conduct research
- Write a design specification
- Design and sketch a prototype
- Test and evaluate a product
- Provide a solution to a problem

Student Selection & Placement



Students complete an application and must be accepted into the program.



Students complete career readiness and professional development training to ensure students understand and meet expected professional standards.



Companies will complete a questionnaire to identify needs, requirements, etc.



Based on information in the student application and company questionnaire, CCEP program staff will provide companies with best match candidates for interviews. Companies will be expected to interview all best match candidates.



Prior to the interviews, companies will receive each candidate's application, resume, cover letter and program engagement information such as attendance, participation level, etc.



Companies will provide feedback and selected candidate(s) to CCEP program staff to ensure availability. Company will provide official hiring offer and conduct onboarding.

Sample Application

Application questions include the following:

Program of study and current grade level.

Overall GPA

Expected graduation date. (MM/YY)

List any engineering-related certifications you hold. (CAD, PMP, Six Sigma, etc.).

List any other trainings, workshops, seminars you have taken that you feel are relevant for an engineering-related internship.

Engineering Area of Interest.

List the ASME activities and events you have participated in since August 2022.

List any honors or awards you received while enrolled in college.

List any organizations you are a member of, other than ASME.

List any volunteer or community service you have done over the past year. Please include length of involvement.

How many hours per week are you can commit to working?

What shifts would you be available to work?

Have you previously held an internship position?

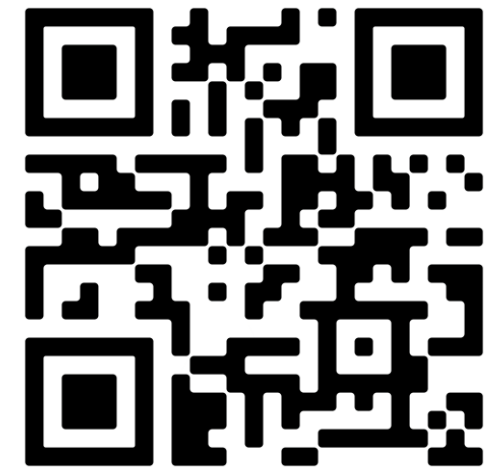
Will you be available from May 20 through August 9, 2024, for the internship work experience?

Interested? Apply Today!

- **Must be an ASME Student Member. Membership is Free!**
- Students must meet the eligibility requirements and submit a completed application by the stated deadline.
- The application must be completed at one time. It cannot be saved to complete later.
- The application will be shared with our company partners so students should submit a high-quality application, using correct grammar and spelling, and complete sentences when applicable.
- Applications will be accepted on a first-come, first-served basis.

Both Internship & Membership application can be accessed by scanning the code.

SCAN HERE



Questions

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