



YOUTH SKILLS TRAINING PROGRAM INTERNSHIP EXPECTATIONS

Aggressive Hydraulics is excited to provide valuable hands-on work experience in the manufacturing industry to high school students. To ensure a successful and rewarding experience for both the student and the company, we have put in place some workplace expectations for interns to adhere to. While you are a student and approved for the program, you are also a direct employee of the company.

- **Scheduling:** To provide a beneficial mentorship and a variety of experiences within the company, students need to be available to work hours primarily during our first shift operations. An ideal student schedule would be 12pm – 4pm or 1pm – 5pm, Monday - Friday. We have found that 20 hours per week is best for students to gain experience, however, because school is the priority we may provide some flexibility to scheduling. In most cases, students will not be permitted to remain in the program if they do not work on average 15 hours per week or more.
- **Attendance & Punctuality:** Interns are expected to adhere to their assigned work schedule. They are to arrive on time and be prepared to start their shift at their scheduled time. If the intern is going to be absent, they must notify their immediate Supervisor with as much notice as possible and then submit the time off request in the AHI Eddy system.
- **Conduct:** Interns should always maintain a professional attitude. Respectful communication with supervisors, coworkers, and fellow interns is essential.
- **Learning & Development:** We expect that interns take an active role in their learning experience. Ask questions, seek feedback, and show initiative in all tasks assigned. Be open to learning new skills and improving your existing abilities. The internship is a learning opportunity—make the most of it by being proactive in seeking out knowledge. Consider how the skills and experiences gained during your internship can contribute to your long-term career goals.
- **Safety & Compliance:** Always prioritize safety. Follow all safety protocols and procedures, including wearing the required personal protective equipment (PPE). Working in the manufacturing industry during high school comes with limitations. You are not able to operate all the same equipment as staff over the age of 18. Your Supervisor is cognizant and aware of what you are permitted to utilize, so do not take it upon yourself to work outside of your designated projects without prior approval. Immediately report any safety concerns, accidents, or injuries to your supervisor. Your safety is our top priority.
- **Work Ethic:** Complete all assigned tasks to the best of your ability. Take pride in your work and strive for accuracy and quality in everything you do. Approach challenges with a positive attitude. Effectively manage your time and prioritize tasks to meet deadlines. Learning to balance multiple responsibilities is a key part of the internship experience.
- **Feedback & Evaluation:** Be receptive to constructive feedback from your supervisor and mentors. Use this feedback as an opportunity to grow and improve. Participate in regular quarterly check in evaluations with your supervisor. These evaluations will help track your progress and set goals for the remainder of your internship. Additionally, this information is shared with you, so you are aware what information is shared back to your respective school.

We are thrilled to provide this opportunity. With the high demand, and limited internship opportunities, it truly is a unique privilege to be a part of this program. These expectations are designed to guide our interns in making the most of their experience while contributing positively to the company. We look forward to working with you and supporting your growth throughout this internship.