



**Earn and Learn Program**  
**Sponsored by the Whirlpool Foundation**  
**Program Overview**

The Earn and Learn Program is funded by a \$500,000 gift from Whirlpool Corporation and the Whirlpool Foundation. The program was established during the Lake Michigan College *Fulfill the Dream* Advancement Campaign and is administrated by LMC through the Career and Workforce Education Division.

The program is designed to encourage LMC students to participate in, and local businesses to support, student internship programs.

The goals of the Earn and Learn Program are to:

- Help students obtain summer jobs and gain hands-on experience in their chosen field
- Provide business with a source of employees at little or no cost
- Help attract students to the College seeking to advance their education and career skills simultaneously
- Encourage students to remain with a business or in the area following graduation
- Foster education and training partnerships between the College and businesses

**The annual allocation from the endowment will provide 70% of up to \$12 per hour pay rate for the student interns, for 20 hours a week over a period of 12 weeks. The remaining 30% of the student's pay is to be assumed by the employer. Any additional weekly hours are assumed by the Employer.**

**Qualifying Criteria:**

**Students must:**

- Have completed one academic year or earned at least 24 credit hours and earned a cumulative grade point average of at least 2.5 or if a transfer student, completed one semester at Lake Michigan College.
- Be enrolled no later than April 15 for the following fall semester at Lake Michigan College, or complete a co-op requirement for graduation. In co-op cases students must make arrangements with the appropriate faculty member and the Dean, Career & Workforce Education.
- Approved resume and cover letter on file with [workandlearn@lakemichigancollege.edu](mailto:workandlearn@lakemichigancollege.edu)
- One letter of recommendation from a Lake Michigan College faculty or staff member.
- Demonstrate financial need for the following academic year by April 15.
- Application packet submitted to [workandlearn@lakemichigancollege.edu](mailto:workandlearn@lakemichigancollege.edu) by April 30.



**Employers must:**

- Complete and submit a signed application to the Career and Workforce Education Division Dean.
- Interview intern applicants as they are identified.

**Selection Process:**

- Students submit resumes and cover letters to the Career & Workforce Education Dean by April 30.
- The Career & Workforce Education Division and Financial Aid confirm student eligibility.
- The Dean, Career & Workforce Education will notify businesses of student candidate availability and amount of funds available for student salaries.
- Lake Michigan College will select candidates for inclusion in the candidate pool based on available funds.
- Residents from the City of Benton Harbor will be given first preference.
- The pool may be expanded when/if original student candidates are not selected by a business.
- The business arranges interviews with candidates of interest.
- The business extends offer of employment to student(s).
- Students may accept more than one interview, but may accept only one job offer, and may accept the offer of his/her choosing.

**The deadline for submission of applications to the Dean, of Career & Workforce Education will be April 30, with selections made by May 15. Since there are limited funds available each year for the program, employer/intern opportunities will be available on a first-come, first-served basis. Final decisions regarding intern employment will be made by the Career & Workforce Education Dean.**

**For more information contact:**

Ken Flowers, Ph.D.  
Dean, Career & Workforce Education  
2755 E. Napier Ave, Todd Center, Office 1212  
Benton Harbor, MI 49022  
Ph (269) 927 4103  
[flowers@lakemichigancollege.edu](mailto:flowers@lakemichigancollege.edu)



## **Earn and Learn Internship Program Employer Agreement**

This agreement is by and between Lake Michigan College and the Earn and Learn Program, hereafter called "Program," and the employer, hereafter called "Employer". The Program, to fulfill the objectives of its educational program, desires the privilege of providing a professional experience with the Employer. The parties desire to set forth the essential points of their agreement in writing and it is understood and agreed between the parties as follows:

### **I. The Program**

- Recognizes the Internship experience with the Employer is an essential component in the student's program of study.
- Is responsible for the selection of students for Internship placement, subject to the approval of the Employer. The Program will advise students of the expectation that they fulfill certain obligations to the Employer during the period of placement.
- Will serve as an advisor to the student. Part of the advisor's duties will include appropriate on-site visit(s) with the student and Employer when necessary.

### **II. The Employer**

- Agrees that once the student is hired, he or she is considered an employee and subject to all policies, rules and regulations of the organization and any applicable federal, state or local laws and ordinances.
- Agrees to provide the student with a work experience that builds student's skills analysis, management, communication and decision making, while giving practical applications to build on and enhance the student's academic coursework.
- Will provide the use of its facilities and resources appropriate to meet the students' learning objectives.
- Will provide students with an orientation to the Employer's philosophy, policies, and procedures.
- Agrees to provide a Supervisor for the Internship student. The Supervisor is responsible for providing sufficient supervision of the student, including an end-of-the semester evaluation of the students' work.
- Agrees to notify the Dean, of Career & Workforce Education if any issues with the student arise.
- The Employer agrees to maintain workers compensation insurance coverage for the internship student for the duration of the student's assignment with the Employer. The Employer further agrees to save and hold harmless and to indemnify the Program from any



and all claims, demands, liabilities, or judgments made or asserted against the Program arising out of the student's employment with the employer.

- The Employer agrees to maintain weekly timesheets for interns and submit copies of those timesheets to the Dean, of Career & Workforce Education with their re-imbursement requests. Such request should be made on or before June 30 and again at the end of the 12 weeks. **No re-imbursement can be made until timesheets are submitted.**

III. The Employer shall have the right to terminate a student whose performance may be unsatisfactory, following company termination procedures. The Employer will notify the Dean, of Career & Workforce Education if such a situation arises. The Program shall have the right to remove a student from placement if it is determined to be in the Program's and/or the student's best interest.

IV. This agreement constitutes the entire agreement between the parties.

In witness whereof, under authority of their governing bodies, the parties hereto have affixed their signature.

Employer:

\_\_\_\_\_  
Employer Representative

\_\_\_\_\_  
Date

Program:

\_\_\_\_\_  
Dean, Career & Workforce Education, Lake Michigan College

\_\_\_\_\_  
Date



**Earn and Learn Internship Program sponsored by the Whirlpool Foundation  
Frequently Asked Questions:**

**What is the Earn and Learn Internship Program?**

The program provides the opportunity to link your business with outstanding Lake Michigan College students for summer jobs at just a fraction of the cost normally associated with the hiring of summer interns.

**How does the program work?**

The program will fund up to 70% of a student's hourly wage (based on \$12 per hour) for up to 12 weeks. The company will be reimbursed mid-program and at the end of the program. On or about July 1 and at the end of the 12 weeks, the company must provide a record of the student's earnings and the College will reimburse the company for up to 70% of the student's earned wages (up to \$12 per hour).

**Who is eligible?**

To be considered for the Earn and Learn Internship Program, sponsored by the Whirlpool Foundation, a student must comply as follows:

- Have completed one academic year or earned at least 24 credit hours and earned a cumulative grade point average of at least 2.5, or if a transfer student, completed one semester at Lake Michigan College.
- Be enrolled for the following fall semester at Lake Michigan College or a transfer school or sign an *Intent to Enroll* form for the fall semester, or complete a co-op requirement for graduation. In those cases, students must make arrangements with the appropriate faculty member and the Program coordinator.
- Have an approved resume and cover letter on file with the Program coordinator.
- Obtain a letter of recommendation from a Lake Michigan College faculty or staff member.
- Demonstrate financial need for the following academic year.

**How are students selected?**

- Students must submit their resume and cover letter to the Program coordinator and must have met with the Coordinator to discuss interview skills and soft skills.
- The Program coordinator and Financial Aid will confirm student eligibility.
- The Program coordinator will notify interested businesses of student candidate availability and the amount of funds available for student salaries.
- Lake Michigan College will select candidates for inclusion in the candidate pool based on available funds.
- Residents from the City of Benton Harbor will be given first preference.
- The pool may be expanded when/if the original student candidates are not selected by any business.
- The College provides interested businesses with resumes on Earn and Learn candidates.
- The businesses arrange interviews with candidates of interest.
- The business extends offer of employment to student(s).
- Students may accept more than one interview, but may only accept one position, and may accept the offer of his/her choosing.



**Can a company retain a student for more than 12 weeks?**

Yes, however, after 12 weeks the company is responsible for all wages and benefits.

**Can a company pay more or less than \$12 per hour?**

Yes, however, if wages paid are less than \$12 per hour the program will only reimburse the company for 70% of the hourly amount actually paid, with an hourly wage cap of \$12 per hour. The employer must submit the intern's time sheets in a timely manner, twice during the internship to be reimbursed.

**When would students be available to start work?**

Usually April 30; negotiable between employer and intern; please inform the Director, Workforce Outreach

**Is the student an employee of the College or the company?**

Once hired a student is considered an employee of the company and subject to all the policies, rules and regulations of your organization and any applicable federal, state or local laws and ordinances.

**How can my company participate in the Whirlpool Earn and Learn program?**

Complete the Employer Agreement and Company Information sheet included with this packet and submit these forms to:

Ken Flowers, Ph.D.  
Dean, Career & Workforce Education  
2755 E. Napier Ave, Todd Center, Office 1212  
Benton Harbor, MI 49022  
Ph (269) 927 4103  
[flowers@lakemichigancollege.edu](mailto:flowers@lakemichigancollege.edu)



# LAKE MICHIGAN COLLEGE

## Earn and Learn Internship Program Company Information Sheet

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Profile: \_\_\_\_\_

Position(s) for which an Earn and Learn student/intern is being sought:

Briefly describe the duties the student will be performing: \_\_\_\_\_

What is the anticipated number of hours per week the student will be working? \_\_\_\_\_

What are the hours the student will work? \_\_\_\_\_

What is the pay per hour? \_\_\_\_\_

What is the approximate start date for employment? \_\_\_\_\_ End date? \_\_\_\_\_

Is there a possibility employment may be extended? \_\_\_\_\_

Please provide us with any additional information that you believe will help students to know more about your company and the position you have available. \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Signature

I have received a copy of the Whirlpool Earn and Learn Internship Program Overview and understand the employer responsibilities under the program