RPA
ENGINEERING

INTERNSHIP PROGRAM

LEADERSHIP. BY DESIGN.

Integrity. Innovation. Leadership. Fun.

RPA Engineering is a world-class engineering and consulting firm that prides itself on client satisfaction, superior design and recruiting talented individuals to engage, develop and mold into leaders throughout various areas of the firm. For over two decades, this philosophy has maintained long-term relationships with some of the largest companies on the planet.

As our firm and level of talent continue to grow, our mission is to prepare young men and women for a career in engineering and to help them understand the high standards and level of work ethic that will be expected from potential employers.

APPROACH

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The RPA Engineering Internship Program offers students a unique opportunity to experience all aspects of engineering while making the transition from college to company. In addition, we recognize that the internship must be viewed as a living process in order to be successful. While structure is needed, the internship must remain open to tailoring to enhance the strengths and develop the skills of individual participants.

LEARNING BY DOING

The aim of the RPA Internship Program is to provide students with comprehensive, engaging, and practical experiences in a setting where learning is the primary objective.

Aligned with the university's goals, we help our interns to interpret real-world experiences and apply theoretical knowledge to hands-on practice. Strategic, selected activities will be afforded within the depth and breadth of the engineering work they can expect in their future careers in a controlled and supervised setting. While interning at RPA, students will participate in activities directed towards their learning objectives and have access to open channels of communication, opportunities for increasing responsibility, and a professional network.

After going through the program, our interns will have completed activities and responsibilities expected of a professional engineer.

THE RPA DIFFERENCE

Our interns walk away from the RPA Internship Program with a sense of pride in their work and a firm understanding of what's to come. After completing the program, students will be able to:

» Apply technical skills while successfully completing assigned tasks.

» Demonstrate professional human relations and decision-making skills needed in a working environment.

» Identify a topic of interest related to his or her specific discipline.

» Publically present findings to the company.

» Display a firm comprehension of concepts and goals pertaining to their field of interest.

REQUIREMENTS

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At RPA, we recognize that success requires students to be more than academically proficient problem solvers. Not only must applicants meet the industry benchmark, but they must also demonstrate a personal standard of ethics, adaptability, leadership, and their potential as the individual beyond the student.

ELIGIBILITY

To ensure appropriate internship placement, students must demonstrate or provide:

PARTICIPATION

A willingness to participate in the evaluation process, supervision and mentorship contributing to professional development.

QUALIFICATION

Submit a qualified resume which highlights education, experience, and/or certification to RPA when applying for the Internship Program.

FEEDBACK

Provide feedback necessary to establish completion of his or her goals and assigned tasks in the form of a presentation.

LEADERSHIP

Be recognized by the University as a leader within his or her discipline.

ACADEMICS

Must maintain a 3.5 GPA within his or her major.

ADAPTABILITY

Be able to adapt in a setting and/or experience that offers various job responsibilities.

DISCIPLINE

Provide a specific concentration, emphasis, or interest area within a given discipline.

APPROVAL

Obtain written approval from the student's Faculty Intern Advisor, Internship Coordinator, and Department.

TIME REQUIREMENTS

Our typical program ranges from 16 to 40 hours per week. Flexibility of hours will be required and available to the intern, but typical work days are from 8:00am to 5:00pm Monday through Friday. Each individual's schedule will be determined, along with the internship team, to maximize the internship experience while being flexible to all parties.

INTERNSHIP TEAM

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To ensure a successful internship experience, we believe it is necessary to create a multi-level program which is focused on the intern. Throughout, the intern is supported by a network of employees and various facets of the business. This includes project operations, client relations, marketing, design and technical aspects. With a multi-level, team-based process, the RPA Internship Program provides checks, balances and a diversity of relevant experiences to benefit the intern.

TEAM FRAMEWORK

"In union there is strength."
- Aesop

A team approach distributes responsibility for educating the intern to multiple individuals and internal groups. While the intern is exposed to overall project operations and client relations, he or she is supported by and in constant communication with their team.

INTERN COORDINATORS

Facilitates the hiring process and engages the entire team to ensure the internship mutually benefits the company and the intern. Ensures balance is maintained between the intern's academic obligations and workplace responsibilities, with each reinforcing rather than negatively impacting each other. Leads the Professional Enhancement Meetings held throughout the Internship Program. In addition, this individual communicates the expectations for the internship and conducts an exit interview to collect feedback about the program.

CLIENT RELATIONS

RPA works with clients such as Johnson & Johnson, AK Steel, and GlaxoSmithKline. Interns will have a chance to communicate and network with our clients while working with RPA Project Managers and Resource Managers.

PROJECT OPERATIONS

Interns will work with their peers and fellow engineers on current projects for RPA clients. Interns will be expected to complete needed assignments, and will get a chance to witness a concept come to fruition by participating in all stages of the project process.

RESOURCE MANAGER

The manager of design, or lead, within the individual's discipline. The Resource Manager oversees the overall scope of work within his or her department.

MENTOR

Ensures intern's work experience is exposing him or her to the breadth of engineering activities our company supports. Provides overall guidance and support beyond the day-to-day operations. Encourages development and confidence so the intern can independently take initiative.

EVALUATION

It is critical to meet with our interns regularly to provide feedback concerning their performance. Each intern will meet with their Mentor on a weekly basis to establish personal goals and progress. A formal midterm review will be held with the intern's Resource Manager and Mentor. At the conclusion of the internship, each intern will present their progress and findings to the company.

During weekly meetings with his or her Mentor, interns will be able to:

» Report on the status of a project and ask questions about the project.

» Learn how their work is contributing to the organization.

» Participate in an evaluation of their strengths.

» Discuss areas needing growth and development.

» Get a sense of what work lies ahead.

The Internship Team will also be able to evaluate professional growth in the following areas:

» Communication

» Team Work

» Problem Solving

» Initiative

» Time Management

FEEDBACK

Equally as important is the intern's feedback regarding his or her overall experience at RPA. At the end of the internship, there is a feedback form that is critical to evaluating how RPA engaged and enhanced the young men and women who experienced our program. We will then use this feedback to continue to improve the internship program for future interns.

STARTING THE PROGRAM

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The cornerstone of a successful program is to get all parties off on the right foot by setting expectations early and providing the necessary support. As soon as our interns begin the RPA Internship Program, they will work alongside their mentors during the first week to establish their personal and professional goals, and throughout the course of the internship for assistance to complete these goals.

INTERN WORK PLAN

INTERNSHIP PACKAGE

FINANCIAL PACKAGE

When a student begins the Internship Program, he or she will be given a general work plan to follow. Factors such as the intern's open jobs, scope of ability, overall knowledge, budgetary constraints and time lines will be considered while creating his or her work plan. Team members will work to adjust the plan as needed in case unforeseen events should occur.

All interns will receive a copy of an internship package, which becomes a focal point for documenting the team's activities supporting the intern's progress. After the intern first meets with their Mentor and Resource Manager, each will sign a copy of the intern's work plant to acknowledge everyone understands their active roles and duties in the success of the internship.

The RPA Internship Program is a paid internship. The intern will receive an hourly compensation of $15 per hour. The placement will start at the end of the academic Spring Term and is funded for 13 full-time weeks. The intern may investigate obtaining college credit through their academic institution.

Interns are required to fill out their own work plan stating his or her learning objectives, action steps to complete written objectives, as well as timelines to complete each action step. They will work alongside their mentors during the first week to establish their objectives, and throughout the internship for assistance to complete their goals.

Tasks an intern will encounter in a normal work day include:

TASKS

» Designs, drawings, and construction bid documents.

» Client, company and Professional Enhacement Meetings.

» Shop drawing review.

» Estimates of construction costs.

» Feasibility studies.

» Preparation of operation and maintenance manuals.

» Assistance in startup and operation of facilities.

» Construction oversight.

» Field Investigations and data collection.

SCHEDULE

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The purpose of the RPA Internship Program is to challenge, teach and motivate young professionals for as long as they are a part of the RPA family. Once accepted, our interns immediately begin working with their peers, team managers, and other RPA employees on current projects. For the length of the internship, interns will be active participants in the engineering process.

NETWORKING

Throughout the Summer semester, students will participate in a number of company activities to not only futher their development, but build lasting professional relationships with their peers as well as RPA employees.

SPRING SCHEDULE

Although individual schedules will vary from intern to intern, all program participants will be expected to attend most if not all of the following activities:

» Weekly company wide meetings

» Weekly meetings with Mentors

» Professional Enhancement Meetings

» Intern networking mixers

» Final Internship Program presentations

ORIENTATION

RPA dedicates the first day to acclimate all new and returning interns to key policies and position information. Interns will be introduced to their team and will receive handbooks regarding processes and procedures.   These procedures include but are not limted to:

» Team introductions

» Company overview

» Time, absence and payroll

» HR policies and standards

» On-site tours and site safety

» Work stations and engineering technology and software

INTERNSHIP EVENTS AND REQUIRED PROJECTS »

» Final Proposal Project:

This project will require you and a partner to complete a full authentic proposal including cost estimate. When complete you will present your proposal to the Internship Staff and mentors. The group with the closest number is awarded.

» Design Software Academy:

RPA will provide several courses on the drawing and design software that you will use throughout your professional career.

» Group Project:

Intern class will brainstorm an engineering project to construct. The group will submit a full plan and budget for the project that will be approved by the Internship Staff.

» Lunch & Learn:

Throughout the Program, interns will have the opportunity to participate in Lunch & Learn classes that take place occasionally over the summer.

» On-Site:

RPA has multi-decade relationships with some of the largest companies in the world. Interns will have the opportunity to visit a number of these companies and see what contributions our engineers have made.

FREQUENTLY ASKED QUESTIONS

The following FAQs are designed to better prepare students interested in joining the RPA internship program. While we have made every effort to provide accurate information in this handbook, students should contact RPA Engineering directly at **info@rpaengr.com** for guidance on specific circumstances.

Q: How does the hiring process work?
A: Once an application is submitted, it is reviewed against the requirements for the position. If your skills meet the necessary requirements for the position, you will receive a call from RPA and will be interviewed by the Recruiter for the position. An offer will be extended to the strongest candidate for the role.

Q: When should I apply?
A: RPA accepts internship applications approximately 4-6 months prior to the start of the Summer program. If you are applying outside of these application periods or for a Co-Op position, write to info@rpaengr.com for additional information.

Q: How long is the RPA Internship Program?
A: The RPA Internship Program typically lasts the duration of a summer semester from mid-May to mid-August, but individual work schedules will be determined on a case-to-case basis.

Q: If I am accepted, what kind of work will I be doing?
A: This will depend on your disipline, qualifications and interests, as well as the mentor and department to which you are assigned. A work plan outlining individual expectations is prepared and discussed with the intern before any internship begins.

Q: Once accepted, do interns have to find their own way to the office?
A: Yes. Once interns have been accepted, they will be responsible for any travel expenses related to their arrival and departure.

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