

# POLICY ON MRC INTERNS

Revised January 31, 2007

## Selection Process

The MRC and the UT Office of Professional Practice (OPP) will assist in the matching of interns to companies, based on information provided by all parties as to needs, interests, geographical preferences, etc. The MRC and OPP will make a good-faith effort to insure that matches comply with both the companies' and the students' desires as closely as possible. Companies may elect to interview the proposed student, either by phone or in person, at the company's expense. Normally, returning interns will be assigned to the same company where they previously worked if both parties agree. Companies and students each have the right to reject the proposed matching if they have significant reasons. In such cases, the MRC and OPP will make a good-faith effort to develop another, more acceptable match for both the company and the student.

## Salaries

The MRC recommends minimum salaries for all interns, based on their years of experience. These salaries are adjusted each year to be competitive and to reflect the added value of previous experience. The MRC requests that all companies consider the published salaries in order to minimize differences. In some cases, competitive factors or cost-of-living considerations may prompt companies to pay more than the published salaries, but in no case should a company pay less than the published salaries.

## Summer Housing

Finding adequate short-term housing is often a major problem for summer intern students. The MRC expects that each company will assist the intern in finding an adequate, safe and reasonably priced place to live during their intern experience. The MRC encourages companies to do everything possible to minimize the cost to the interns, as their net for the intern period is normally applied to their next year's tuition and housing in Knoxville.

## Transportation To and From the Work Assignment

Traveling from Knoxville to the intern assignment and returning to Knoxville for school can be a significant expense and travel time consideration to the student, depending upon location of the assignment (e.g. work assignments in California, etc.). The MRC expects interns to be responsible for their own travel to their work assignment up to a 100-mile radius of Knoxville. For assignments that require travel beyond a 100-mile radius of Knoxville, the MRC expects companies to provide some reasonable level of reimbursement to the intern to cover out-of-pocket expenses. As a minimum, reimbursement should cover actual costs for 1) food, 2) lodging, and 3) fuel if traveling by car or airfare if traveling by air.

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## Intern Training (aka Boot Camp)

All first year and second year interns are required to attend a one-week overview of Maintenance and Reliability Concepts. This training is normally held during the first week of their thirteen (13) week internship, immediately following the MRC Annual Conference (MARCON), and immediately preceding their reporting to the actual intern work assignment location. The training is considered a part of their internship and the employing company pays the intern for 40 hours work to attend the training. The one-week training is optional for third year interns, but recommended by the MRC. The MRC will discuss specific cases with the company to determine if a third year intern participates or not in the training.

## Administrative and Training Costs

Although there is significant cost in administrating this program and providing the training overview, the MRC currently waives the previous Administrative and Training Fee charges for each intern that is placed with a company. As a benefit to those companies hiring interns, one additional “free” seat per intern is offered to the company for one of their current employees to attend the training. Typically, the intern’s mentor or supervisor would utilize this “free” seat, but there is no specific requirement as to whom the company can send. Additional participation in the training overview beyond the intern and the “free” seat is available through paid registrations.

EOP –Revised Dec. 20, 2002

Revised February 7, 2003

Last Revised January 31, 2007