

DEPARTMENT OF CISE & ENGINEERING, JAMES MADISON UNIVERSITY  
Madison Automotive Apprentices, Student Intern Position Description

### AUTOMOTIVE RESTORATION INTERNSHIP

A student will engage in daily restoration activities and projects for vintage Porsches, Volkswagens and other classic automobiles. This student will help in the fundamentals of the business operation, track in and out-going vehicle parts, display leadership skills, follow directions under the executive director, apply his or her skills to replicate and restore these vehicles for client needs, as well as manage and record data analysis for each project through an online photo file system. The hands-on learning will give this intern the ability to perform in a typical environment in the field in which they would like their career to go.

### PURPOSE

The objective of the internship is to provide students with an opportunity to develop and apply their knowledge in a real working company. They will be able to hone in on specific skills needed in the automotive and business industry, thus creating opportunities for employment and connections. This student will work along-side one other student-intern, while working with the executive director, shipping parts, documenting and photographing damages and posting to an online file system. In addition to the hands-on experience, the internship is meant to create more chances to form relationships with employers and give them a path to success. They will be able to come up with multiple areas where they can apply their business leadership to this position. Formal and informal feedback between the intern, the workplace supervisor, and employers will enhance the evolution of this student's expertise. This will create a better understanding for the student where he or she would like to go with their skills and how to get there.

### OBJECTIVES

1. Develop working knowledge of the industry and gain insights on the engineering aspect of the vehicle they will be working with in the real world,
2. Test their interest in, and aptitude for, a particular career before making a permanent job commitment,
3. Complete related work (and/or projects) that satisfies organizational needs and objectives and client standards.
4. Enhance interpersonal skills and work habits,
5. Define their personal career goals and expand their skills,
6. Increase knowledge on special parts and technical aspects of the vehicles.
7. Prepare and organize events, which bring in more people, as well as touring anyone who comes to the shop,

## REQUIREMENTS

Students who want to intern with Madison Automotive Apprentices should have the following requirements:

1. Must be a student enrolled at James Madison University
2. Have a GPA of 2.8 or higher
3. Be a CISE or Engineering major
4. Completed the Internship application on the website, emailed or brought into MAAP
5. Have some knowledge of cars or interest in working in the industry
6. Know how this business runs and operates

## INTERNSHIP ITEMS

- Cover letter
- Automotive Restoration Internship Application filled out and returned
- Current Resume
- Copy of student's transcripts from MyMadison

## ABOUT THE INTERNSHIP

MAAP is a non-profit affiliated with JMU, creating bridging opportunities for students in the automotive industry, sharing the love of the automobile with the next generation, providing internships, institutes and events for surrounding community as well as students. Internship held at 1070 Virginia Ave. Pay is \$15/hour.

We educate and support students with their academic endeavors, while cultivating special relationships and allowing the student to grow their skills and knowledge in the industry. The student-intern is an asset in this company, completing tasks and connecting with clients on a daily basis. It is imperative that clients are satisfied with the student's work and continue coming back to the shop. The two full-time employees, Cole Scrogam and Claire Wayand, will be monitoring the intern as well as looking after the shop. This student must comply with the shop safety rules and make sure that everything is in order.

Weekly and daily activity logging is also required of the intern. He or she must log their hours and list a comprehensive description of what they did during that time.

\_\_\_\_\_ hours Semester you will be registered for, and complete, your internship?

-----

I CERTIFY that, to the best of my knowledge and beliefs, all of my statements related to this application are true, correct, complete, and made in good faith.

----- Student Signature

----- Date (month / day / year)