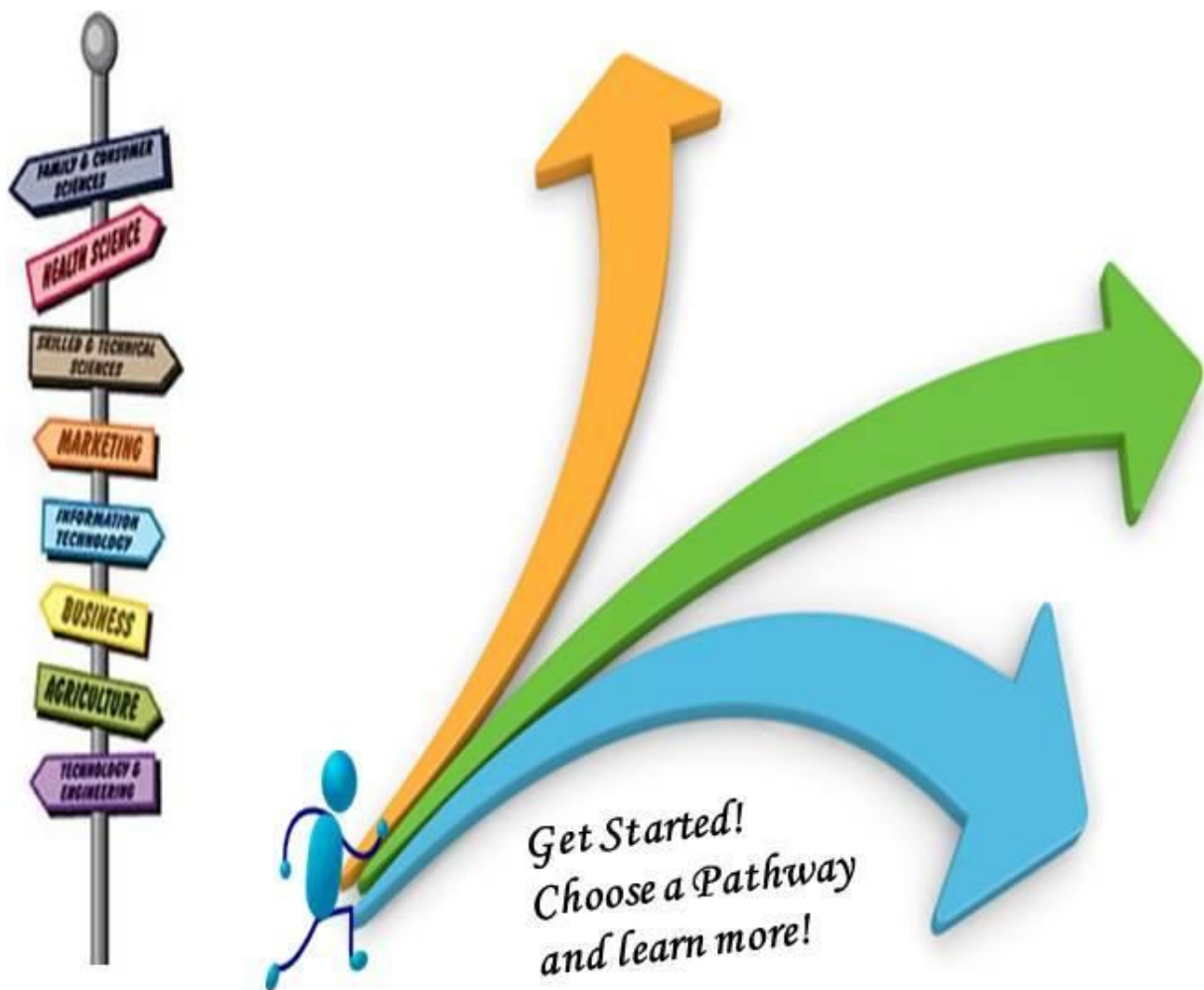


OJT

On The Job Training

SE Community Business Leaders

Creating pathways to employment and careers in Sleepy Eye, MN



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Program Description

This program has been developed by the Business Leaders and High Schools of Sleepy Eye, MN. The goal is to help create pathways to employment and careers which exist within Sleepy Eye. The program has been designed to combine both school and work based learning by involving the participating student classroom instruction and actual work experience, training and mentoring. Acceptance into this program is based more on work readiness than on academic performance. The program will assist the students in developing skills they will need for the competitive job market.

To participate in this program, the student will need to attend a 3 hour classroom training designed to help prepare the student on how to obtain a job. The program will consist of instruction on how to fill out an application, how to prepare for an interview as well as business's expectations of employees. Following the classroom training, the student will interview with the actual businesses which they would like to learn more about by participating in the job shadow/intern program. This program is not designed as a guarantee to students, but rather as a tool to assist in preparing students for life after high school.

This program is also designed to bring an awareness of the career opportunities which exist today in Sleepy Eye, MN. Upon graduation from High School, students can look within their own community for career opportunities for their future. These opportunities may be needed right out of high school or after for those who have completed their college degree and wish to return. Whatever the individual's situation is, the Business Leaders of Sleepy Eye, MN want their students to know they have a place to go for a career.

OJT Expectations - Students

- Students that are a part of the OJT Program must have their own transportation to get them to & from their place of employment.
- Every student that wants to be a part of the OJT Program must attend a 3 hour training session prior to interviewing for an OJT position.
- If a student sets up an interview and decides not to pursue a position with OJT, they must communicate that with the business that they were going to interview with & their school advisor.
- When students interview with a business for an OJT position they are NOT guaranteed a job offer/placement. Job offers/placements can and will be affected by the number of students that apply and which businesses they apply to. The businesses will determine out of the interviews they conduct which student(s) will be the best fit for the position.
 - We are committed to placing as many students as possible in the OJT program
- Students who interview with a business & get offered a position (for the upcoming school year) must communicate with the business & their school advisor ASAP if their circumstances change & they decide to not be a part of the OJT Program.
- It is the student's responsibility to get a school calendar to the business they are placed with for OJT.
- It is the student's responsibility to communicate with the business they are placed with if they will not be at work on any day they are scheduled. (ex: illness, snow day, revised school schedule, School trip, Mass days, late start, early-out, etc.).
- Students must follow all employer guidelines, including dress code, etc.



**128 East Main Street
Sleepy Eye, MN 56085
507-794-2424**

Business Description:

Anytime Fitness is a 24-hour health and fitness club. The company operates over 3,000 franchised locations in 20 countries. The gym facilities are open 24 hours a day, 365 days out of the year. Chuck Runyon, Dave Mortensen, and Jeff Klinger founded Anytime Fitness in 2002. Runyon is the CEO of the company. Anytime Fitness is based in Woodbury, Minnesota. According to *Forbes Magazine*, Anytime Fitness was the fastest growing health club franchise in 2014 and 2015. In 2015, *Entrepreneur Magazine* ranked Anytime Fitness first on its global franchise list.

Company Objectives:

Anytime Fitness wants to get you to a healthier place and lifestyle. We provide a safe and secured environment with state of the art equipment and many amenities to accommodate all your fitness needs and goals.

Job Description:

The students would have opportunities to learn the following:

1. Demonstrate knowledge and use of facility equipment
2. Facilitate Orientations
3. Demonstrate knowledge and use of Anytime Health
4. Maintain/clean facility and equipment regularly
5. Social media such a Face Book marketing and blogging
6. Coach clients
7. Assist in teaching/instructing live classes

The students will need to have a flexible schedule to accommodate the various tasks required. We will train on site. Interest and passion in the field is a plus! This is a fun filled and rewarding position for the person who likes to help others. Spreading the word about health and wellness is our goal.

Program Availability:

We will accept two students per semester

BIC Graphic



1000 3rd Ave. SW

Sleepy Eye, MN 56085

(507) 794-8000

www.bicgraphic.com

BUSINESS DESCRIPTION

BIC Graphic at our Sleepy Eye, MN facility has been a part of the Sleepy Eye community for over 50 years and is the largest printer of promotional calendars in North America. We ship more than 150 million items annually. We also manufacture and print sticky notes, scratch pads, and catalogs. After designing, printing and assembling our products, we personalize them for the customer using one of several techniques – including silk screening, pad printing, letter press, hot stamping, among others.

Our distributors serve the majority of the Fortune® 500 companies, as well as government organizations, educational institutions and thousands of other companies in diverse industries worldwide. In the US, we have facilities in Sleepy Eye, MN, Red Wing, MN and Clearwater, FL which is also the location of our North America Corporate office.

We are one of the largest employers in Brown County and the largest employer in Sleepy Eye with 400 full-time employees and an additional 150 seasonal employees for the last 6 months of the year. Our facility is 284,000 sq. ft. which is the size of 5 football fields. Our employees show their dedication and commitment to the company every day through their quality of work. Our staff consists of finance, IT, human resources, procurement, marketing, sales, customer service, order entry, graphic designers, pre-press operators, press operators, finishing machine operators, shipping, warehouse, maintenance, engineers, technicians and.....

BUSINESS FIELDS

PROFESSIONAL SERVICES

Our Professional Services team members provide support to our business in the areas of Human Resources, Finance, Marketing, and Sales. These individuals are responsible for everything from developing ideas for promoting our products to providing internal services for our employees. They drive sales, determine the types of products we offer, support our people initiatives, and keep our financial systems in order. Although there are several positions within this team, the student will concentrate on the following;

FINANCE

The student will learn the different roles that accounting/finance fills and how that role fits into a manufacturing environment. The student will see how the associates are paid through payroll, and how our supplier's bills are paid through accounts payable.

The student will also see how our customers are billed and finally how product costs are determined and why product costs are important

SALES

The student will experience top notch customer service. They will get an overview on how we price custom & coop calendars – estimates & costs. They will participate in program reviews and recommendations for the upcoming year to enhance sales. They will get involved with custom mock ups, holiday lists, picture selections and freight quotes.

OPERATIONS

The Operations Professionals work in Manufacturing Supervision, Engineering, Logistics, Facilities Management, Quality, Safety, and as Production Personnel. Employees work in a fast-paced environment on advanced, automated equipment. Our dedication to excellence has been rewarded on numerous occasions with the coveted Distributor Choice Award for calendars. Every day, an average of 598,000 calendars and paper products are shipped from Sleepy Eye, MN—that's more than 150 million items annually! It takes over 490 full semi-trucks to deliver the more than 13,844 tons of paper used in a year. That's equal to the mass of over 69 Boeing 747-400 jets without passengers or fuel.

Additional interesting facts about operations;

- In a typical year our presses use over 135,000,000 sheets of paper. Placed on the ground they would stretch 81,484 miles – or enough to make a road of paper from Los Angeles to Boston over 27 times!
- We use over 224,515 pounds of ink in a year. An equal weight of diesel fuel would be enough to drive an average locomotive (pulling an average-sized freight train) over 8,900 miles.
- In a year we use over 31,716 miles of spiral wire – enough to wrap around Earth at the equator almost 1.5 times.

Every member of our operations team is committed to quality, continued expansion, and technological innovation. Due to the machines which are used for operations, only those who are 18 years or older are allowed to work in these areas. The student in this area will concentrate on the following;

PRE-PRESS

PROOFREADING

The student will learn how our proofreaders check the product to ensure accuracy not only in spelling but also the color and punctuation. They will learn what items we are able to correct here on site and what needs to go back to the customer for verification. While viewing the editorial copy of the product, the student will again assist in ensuring correct grammar, spelling, and punctuation and will sometimes use the internet to verify the correct city, states and countries.

JOB PLANNER AND BUILDER

The student will observe and learn about Kodak UpFront which is the imposition Planning software that reduces the time spent planning impositions and producing Preps template and Preps jobs for any commercial, magazine, or book printer. It consists of two separate programs: Planner and Job Builder

PLANNER

The student will work with the production planner to ensure the layouts of the product are practical and efficient for both the bindery and the presses.

JOB BUILDER

The student will also learn how a job is started. This consists of using the Kodak UpFront Job Builder software to enter the job description. This tool is used by customer service representatives, the prepress department, etc.

CUSTOMER RELATIONS/GRAPHIC ARTS

At BIC Graphic we never underestimate the unique contributions and drive of our Customer Relations Professionals and Production Artists. Their team-oriented and customer-focused attitude allows them to process a large volume of calls and orders from

customers daily in our fast-paced and dynamic environment. They enjoy providing the outstanding, quality service that exceeds our customers' expectations.

Our customer service receives over 340,000 calls and 146,000 faxes a year. In an average year, we will receive around 280,000 calendar orders which have an average order size of 400 calendars. Our Graphic Designers create over 980 customer calendar mockups for presentation across the U.S. and Canada. With imagine being everything, our Photo Editors purchase over 1,750 pictures a year for both our stock line and customer calendars. In this area, the student will have a choice of the following;

CUSTOMER RELATIONS

GRAPHIC ARTIST:

The student will learn how to create a file using the customers imprint provided from a purchase order or electronic file.

PROOFREADING:

The student will proofread the imprint to ensure it meets the quality expectations.

ORDER PROCESSING:

The student will learn how to enter and edit an order within our business system.

CALL CENTER:

The student will have the opportunity to listen to live customer calls to obtain knowledge of the functions performed in the center.

PROGRAM AVAILABILITY

BIC Graphic in Sleepy Eye, MN can only offer this program during the 2nd semester due to production demands. We are able to accommodate 1- 2 students in the areas listed; Finance, Sales, Pre-Press and Customer Relations. Due to the complexity of our business, we may in order to give the student a better understanding of how our business works, allow students to rotate into areas that may partner with their chosen field. This will allow selected students to experience and learn about everything BIC Graphic in Sleepy Eye, MN has to offer.

Due to Federal and State laws we are not able to offer our program in the manufacturing area which consists of our largest machines, however, the student will have the opportunity to tour and observe this area. *Production demands may alter the OJT program at any time.*

Christensen Farms & Feedlots, Inc.



Passion Drives Our **Purpose**TM

23971 County Road 10
Sleepy Eye, MN 56085
(800) 889-8531
www.christensenfarms.com

BUSINESS DESCRIPTION

Headquartered in Sleepy Eye, Minnesota, Christensen Farms is one of the largest, family-owned pork producers in the United States.

With approximately 1,000 employees and 1,500 contract partners, our company spans across the Midwest to include facilities in Minnesota, Iowa, Nebraska, Illinois and South Dakota. We currently operate four feed mills, manage 145,000 sows on 44 farms, and oversee more than 350 nurseries and grow-finish sites.

As our company grew, we recognized the opportunity to improve our company's sustainability and increase quality and safety assurance for consumers. To achieve these aims we needed to expand our operation across the pork value chain – from farm to fork. This desire for a more integrated production model led us to become the largest shareholder of Triumph Foods, a producer-owned packing plant in St. Joseph, Missouri. To support further pork processing for specialized items such as bacon, ham and other premium products, Triumph Foods members own 50 percent of Daily's Premium Meats.

Through key packer and partner relationships, Christensen Farms markets nearly 3.5 million hogs per year with increased traceability, quality assurance and pricing stability for our company and our customers.

COMPANY OBJECTIVE

Christensen Farms understands the importance of building culture and community throughout the industry by targeting development and performance out of every employee and becoming the employer of choice. Christensen Farms would like to give student(s) the opportunity to have a hands-on learning experience in production and in various departments within Christensen Farms to not only build a relationship with the individuals, but to also help develop each student(s)' interest and knowledge of how a large company works in and out of the swine industry.

On-the-job training will give local students a chance to broaden their horizons and build onto their future.

BUSINESS FIELDS

OJT PRODUCTION STUDENT

The student will work in the sow or nursery production phase, where he or she will gain experience on caring for pigs in the different areas of production by working closely with experienced Christensen Farms professionals. The student will have the opportunity to gain a broad understanding of Christensen Farms' day-to-day logistics.

OJT OFFICE STUDENT

The student will work closely with industry leaders in various departments at Christensen Farms to complete several tasks and further his or her knowledge about how departments work together to be an industry leader. The student will have the opportunity to gain a broad understanding of Christensen Farms' day-to-day logistics.

PROGRAM AVAILABILITY

Christensen Farms will accept two OJT students per semester. One student will work in production and one student will work in the office for the duration of the program. The students will need to be at least 16 years old. The production student will need to follow a two-hour minimum per-day requirement; either working 6:00a.m. – 9:00a.m. or noon – 3p.m. The office student may use one class period. Weekends and holiday work may be available.



DIVINE PROVIDENCE COMMUNITY HOME

700 3rd Avenue NW
Sleepy Eye, MN 56085
507-794-3011

divine@sleepyeyetel.net

Enriching Lives through Quality Services and
Christian Care

BUSINESS DESCRIPTION

Divine Providence Community Home (DPCH) is a 53 bed licensed skilled nursing facility, owned and operated by the Daughters of St. Mary of Providence. This congregation of Sisters was founded by Fr. Aloysius Guanella, whose love for the poor and for those in need motivated him to spend his life creating “homes” in which all those being cared for were treated as members of a loving family, and made to feel as if they were truly in their own homes. This same tradition of care is continued in the mission of Divine Providence Home, and it constitutes the heart of our “corporate culture.”

DPCH provides on-site 24-hour medical care services. These services can be necessary over the short term for rehabilitation from an illness or injury, or they may be required over the long term for patients who need care on a frequent or around-the-clock basis due to a chronic medical condition.

COMPANY HISTORY

Divine Providence Community Home opened its doors in Sleepy Eye on October 23, 1960. It was the vision of Fr. Adrian along with a group of business men that Sleepy Eye has a Catholic nursing home to provide for the spiritual and material needs of its residents.

The original home had 40 beds, but within 17 years, the need was seen for expansion. In 1977, Mary Hall was built, providing room for 18 additional residents, as well as a large room for crafts and activities. Another addition was built in 1987, this time adding the Chapel, the Marian Conference Room and the Therapy room. Within another five years – as regulations and resident needs changed – the need was felt for a new nursing home. The structure was completed in 1993, and looks much as it does today. Once the residents were moved into the new section, renovations began on the old building, converting it into what is now Lake Villa Maria, with 21 apartments designed for senior independent living. In 2015, five beds were put on layaway status to arrive at the current 53 bed capacity.

COMPANY OBJECTIVES

Expose students to career paths in senior care and the joys of caring for older adults through hands on experiences showing the benefits and rewards of a career in aging services.

NURSING

The student will experience nursing staff consisting of RNs, LPNs, certified nurses’ aides (CNAs), and Feeding Assistants.

NUTRITION SERVICES

The nutrition services department provides nutritious and appetizing meals to meet each resident’s dietary needs, based on assessment by the registered dietician. Nutrition services staff make every effort to provide for each resident’s food preferences. Individualized dietary requirements, liberal diets, specialized diets, tube feeding, cultural or ethnic dietary needs, assistive devices, fluid monitoring or restrictions are provided.

THERAPEUTIC RECREATION

The student will experience and participate in engaging resident activities planned to promote skills of daily living & a joyful personal and social experience.

ENVIRONMENTAL SERVICES

The student will experience maintenance staff perform a variety of skilled and unskilled jobs within the maintenance of plumbing, heating, air conditioning, refrigeration, carpentry, roofing, painting and outside grounds-keeping. Students will learn about Preventive maintenance that is essential for all equipment within the facility. They will observe the daily routines of Housekeeping & Laundry staff.

ADMINISTRATION

Students will have the opportunity to perform a variety of tasks in the business office that assist the Business Manager and the Administrator such as Billing, Accounts Payable, Accounts Receivable, Payroll, HR, etc.

PROGRAM AVAILABILITY

DPCH can facilitate one student per semester. The student will have the opportunity to rotate through each department, providing exposure to a full range of services typical of a skilled nursing home. The available times at DPCH for students to participate in the program to have the best experience would be any time between 8:00 a.m. and 3:00 p.m.



A City Rich in Tradition and History!
200 Main St. East
Sleepy Eye, MN. 56085
507-794-3731
www.sleepyeye-mn.com

BUSINESS DESCRIPTION

The City of Sleepy Eye Administrative Office provides direction for all City and Public Utilities operations on a day-to-day basis. In addition to providing staff support to the City Council, Public Utilities, City boards and commission, the office also coordinates activities involving civic organizations and other government agencies. The administrative office also processes all supplies, materials, equipment needs and city budget and meeting agendas.

COMPANY OBJECTIVES

The City of Sleepy Eye would like to provide the students of Sleepy Eye with a valuable experience in the options of city office work. The city of Sleepy Eye would also hope that students would consider returning to the community and pursue a possible position as a city employee.

BUSINESS FIELDS

SECRETARIAL/RECEPTION/FRONT OFFICE

Students will learn how to properly greet customers, answer phone calls, provide information, and assist office personnel with digital archiving, record organization and filing, and may of the other day to day duties and responsibilities of a city office employee.

PROGRAM AVAILABILITY

The City of Sleepy Eye Administrative Office would accommodate one student per semester. Possible consideration would be given to student working after school hours and over the summer. Students will be required to be punctual and dress in business appropriate attire.

First Security Bank

Our business is your business



100 East Main Street
Sleepy Eye, MN 56085
507.794.3911
www.firstsecuritybanks.com

BUSINESS DESCRIPTION

First Security Bank is a full service bank, offering consumer and commercial products specializing in Ag banking and small business lending. Our product lines include savings accounts, checking accounts, multiple loan programs, e-statements, internet banking, bill pay, and more.

COMPANY OBJECTIVES

First Security Bank would like to provide the students of Sleepy Eye with a valuable experience in the options that Banking would provide as a career. It would also hope that some of those students would return to the communities in which we have banks and possibly become employees of First Security Bank Systems.

BUSINESS FIELDS

TELLER

Duties include operating a cash drawer, including balancing customer transactions, business transactions, and working with staff to ensure compliance with state and federal laws regarding transactions.

BOOKKEEPING / ACCOUNTING

This will include the general and detailed understanding of the process of customer bank accounts with the process of clearing of personal checks within and outside of the First Security Bank. This will deal with banking software through outside providers and the Federal Reserve System.

LENDING

The student will have an understanding of lending documentation and the laws that apply to those areas. General loan underwriting (the granting of credit) and the file maintenance that goes along with lending. Students will work with all types of lending areas including: consumer (car loans types), Residential Real Estate (personal home

ownership), Commercial lending (operating, capital purchase financing and real estate) Ag lending (balance sheet preparation, operating financing for crops, livestock, capital purchase and real estate financing).

The student will have an understanding of some government programs including state programs such as Rural Finance Authority loans, Best Management Practices programs and Federal government programs such as FSA (Farm Services Agency), SBA (Small Business Administration). Students may also be exposed to the legal aspect of collections regarding accounts.

GENERAL MARKETING AND SALES

The students may accompany bank staff on sales calls and community functions. They may work with advertisement campaigns that promote banking services and products.

Students will be exposed to a variety of computer systems that perform normal banking functions (Fin pack, an Ag balance sheet and cash flow software, Precision Banking software, used for account balancing, Laser Pro and Deposit Pro, systems used to create loan and deposit paper work) as well as more general computer systems such as Excel and Word.

PROGRAM AVAILABILITY

First Security Bank can accommodate one student per semester.

Haala Industries



1201 Highway 4 South
Sleepy Eye, MN 56085
507-794-5821

www.haala.com

About Us

Haala Industries, Inc. was founded in 1974 and grew its first roots servicing the metal fabrication and repair needs of the local community. It has since developed into a leading innovator and manufacturer of metal fabricated products for a variety of customers.

Haala Industries works closely with many Engineering Firms, the Department of transportation, the Department of Natural Resources, and Ducks Unlimited, in both product development and design. We continually look for ways to improve utilization and application of all of our products. Haala Industries strives to be competitive in the market by using the latest technology of high definition plasma cutting, robotic welding and 3D wire forming to provide customers with specialized products. We provide in house design with the use of Solid Works.

As a company we understand the importance of being committed to our industry as well as our customers. This commitment is demonstrated in our participation with the ACPA

(American Concrete Pipe Association), NPCA (National Pre-cast Concrete Association) and the World of Concrete.

Haala Industries, Inc. currently employs over 30 employees and has developed strong business relationships with various customers around the country.

COMPANY OBJECTIVES

Haala Industries would like to provide Sleepy Eye students with a hands on experience in a shop production environment, along with showing them [some of](#) the different opportunities we have to offer.

Area of Opportunity

Welding Department

This would be a shadowing position learning basic operation and technique with an opportunity for students to weld some of our smaller parts and learn the trade.

CNC High Definition Plasma Cutting Table

The plasma table operator plays a critical role in making sure sheet stock is cut into a proper precise part for another department to manufacture into its final part. Students would be able to assist in the machines operation and controls while also assisting in changing consumables. Duties would also include pulling, cleaning, and stacking parts in a timely manner.

Threading Department

Duties in this department would include shadowing/assisting in chamfering raw stock rod in preparation to be threaded. The threading aspect would be a shadowing opportunity only.

The second part of this position would be the Assembly department where students would be able to assemble the final product and prepare for shipment.

PROGRAM AVAILABILITY

Haala Industries would be willing to accommodate up to 2 students per semester.

Kibble Equipment



Minnesota Locations: Belle Plaine, Bird Island, Blue Earth, Hollandale, Mankato, Marshall, Minnesota Lake, Montevideo, Owatonna, Redwood Falls, Sleepy Eye, Tyler, Wabasso, Wheaton

Iowa Locations: Northwood and Osage

South Dakota Locations: Brookings, Garretson, Huron, Madison, Milbank, Watertown

1201 Main Street East

PO Box 367

Sleepy Eye, MN 56085

(507) 794-5381

www.kibbleeq.com

Business Description

Kibble Equipment is a family-owned business and has been serving our farming communities for over 35 years. We work with operations big and small, and take pride in the work we do.

With Kibble Equipment you can count on top-notch service and support, combined knowledge of highly trained people and a solutions-based approach. With 8 stores to draw upon for parts, service and sales, you get immediate access to our experience and efficiency. Our goal is to be your go-to John Deere equipment dealership.

Whether your tractor or combine equipment needs to be inspected, you need a part for a sprayer, or you're ready to buy the best farming equipment to gear up for your best

season yet, our team is ready to help. Kibble Equipment — Driven by Innovation. Focused on Your Solutions.

Company Objectives

Kibble Equipment's objective is to offer students the chance to explore career opportunities in our industry. Students will be provided the possibilities of job shadowing as well as hands-on experience within a number of different positions to show what career opportunities might be available should they chose to stay in the industry.

Business Fields

Parts

Since customer service is one of the most valuable aspects in our industry, the student will receive training in the importance of customer service and completing customer transactions accurately and timely. The student will learn how to transfer parts and the process of shipping and receiving of parts. They will learn how to provide quality service to both the internal and external customers. Through job shadowing and some hands on experience, the student will help complete multiple tasks that happen throughout the day in the parts department.

Sales

The student will continue to receive training in the importance of customer service in the sales department. The student will get to job shadow the salesperson and learn about selling farm and lawn equipment. They will get an overview in the sales department processes and their day to day job duties.

Service

The student will be able to job shadow our Service Technicians. They will learn basic service for farm and lawn & garden equipment. Due to the liability, the student will not be given any hands-on opportunities in this area.

Program Availability

Kibble Equipment can accommodate one student per semester. In order to give the student a better understanding of how our business works, we would like to structure our OJT program to rotate between the above areas to allow the student to experience

and learn about all the roles that it takes for our business to function successfully.
NOTE: Customer demands may alter the OJT program at any time.

Mark Thomas Company

Serving America's Funeral Directors
since 1991

Mark Thomas

120 Pine Street NE

Sleepy Eye, MN 56085

(507) 794-5100

www.markthomasco.com

BUSINESS DESCRIPTION

Mark Thomas Co. is a family-owned business dedicated to serving America's funeral directors. We serve thousands of funeral homes across the US and are a leading supplier of funeral industry products. Mark Thomas Co. products include memorial folders, service bulletins, acknowledgements, register books, prayer cards, bookmarks, cremation urns, crosses and crucifixes. We also offer a grief information series as well as many other memorialization items. We print and manufacture the majority of our products in Sleepy Eye. We also have a woodshop on site where we build cremation urns, memorial crosses and other hardwood products.

COMPANY OBJECTIVES

Mark Thomas Co. markets directly to funeral homes across the country, bypassing the distributor level in an effort to keep our prices as low as possible. We try and offer a small company atmosphere where customers are given special treatment and know that their business is very much appreciated.

We believe strongly in developing and fostering career development in our community school systems. We take pride in offering summer employment to many college and high school students, as well as after school employment to high school aged students.

It is along these same lines that we as a local business have a strong interest in offering an on the job training opportunity to local students.

BUSINESS FIELDS

Mark Thomas Co. is a printing and manufacturing company. We operate various types of printing, binding, folding, cutting and assembling pieces of equipment. Below are job functions that many students have performed for us in the past and would be available for students in this program.

The students will be asked to do some, if not all of the job functions listed below:

ACKNOWLEDGEMENT BOXES

The student will do hand filling envelopes into acknowledgement boxes. This job requires good eye-hand coordination.

SHRINK-WRAPPING

The student will be operating a shrink-wrap tunnel sealing products into shrink-wrap poly. This job requires a person to pay attention to detail and the ability to follow set procedures.

RIVETING

The student will operate our riveting machine attaching spine mechanisms to our register books. This job requires good eye-hand coordination.

URN SHELF FILLING

The student will take a visual inventory of cremation urn inventories on our shelves and then retrieving the correct amount of urns required to fill the shelf. This job requires math skills and some visual inspection of product.

BOOK CORNER PAINTING

The student will paint all four corners of our register books with a special paint. This job requires good eye-hand coordination.

All of the above job duties may be performed by the student on any given day. These jobs have been performed by after school students for many years. The skills required to do all of the above tasks require a certain amount of focus and attention to detail. The student will be working with finished products that will end up in our customer's hands.

PROGRAM AVAILABILITY

We feel we could facilitate one or two students at a time for this program. Our goal and mission for this program would be to expose local students to various job functions and job opportunities in a printing and manufacturing company.

Miller Sellner

Our focus:

Service, Value, and Quality



Sleepy Eye
507-794-2131

Bingham Lake
507-831-1106

Slayton
507-836-8571

www.millersellner.com

22024 State Highway 4 South

PO Box 409

Sleepy Eye, MN 56085

(507) 794-2131

BUSINESS DESCRIPTION

MILLER SELLNER is a family-owned, family-focused Case IH dealership with three locations in Southern Minnesota. Miller Sellner's roots go back to 1926 when Evan Implement was started. When owner Art Miller retired in 1963, International Harvester insisted that the dealership move to Sleepy Eye. Glennis "Bud" Miller, Art's son, and Norb Sellner, a long-time mechanic at Evan Implement, went into business together founding Miller Sellner Implement in a brand new building on the south edge of Sleepy Eye where it has provided service to the public since that date. In 1997, Miller Sellner Implement merged with Darfur Implement. The Darfur Implement facilities in Darfur and Windom were consolidated, and in 1998 a new facility was built in Bingham Lake. In 2012, Miller Sellner acquired Slayton International. In 2014 Miller Sellner celebrated 50 years as the partnership continues as the third and fourth generations carries forward the traditions and customer service.

Our business has been built on customer service. This extends into every part of our operation - new and used farm equipment sales, parts sales, snowmobile and ATV sales, lawn equipment sales, and the service of the equipment we sell. A constant effort is made to assure that the high level of public respect and confidence we have earned over the years is maintained. Ethical business practices and the provisions of good customer service for all these years have worked in building the success and progress that we now enjoy. Our community is still growing, and we want to make sure that our business is operated on the principles that will keep it growing too. Management strongly feels that Miller Sellner's greatest assets for future growth and progress are our employees and customers.

COMPANY OBJECTIVES

Miller Sellner's goal is to offer Sleepy Eye student the opportunity to explore several of the career opportunities that support our business. Students will be afforded the possibilities of job shadowing as well as hands-on on-the job experience within a number of different positions to show what opportunities might be available should they chose to stay in or return to Sleepy in the future.

BUSINESS FIELDS

OFFICE SUPPORT

Because customer service is the most valuable aspect in our business, the student will learn the importance of proper communication and people skills. This portion of the training will be hands-on after some job shadowing.

The student will gain exposure to the variety of functions within the Accounting / IT department. Timing and economy will be a factor in how much

the student will be able to observe. This training will be more observation and job shadowing with very limited, if any, hands-on opportunities.

The student will gain exposure to the variety of functions within the Human Resources / Environmental Health and Safety department and participate in various administrative tasks.

PARTS

The student will receive instruction in the importance of customer service and completing customer transactions. The student will also learn how to physically and electronically transfer parts internally and the process of shipping and receiving of outside products. Because of the complexity due to our massive inventory and variety of product as well as lifting restrictions, most of this training will be more of an overview the department's processes through job shadowing with only limited hands-on opportunities.

SALES & MARKETING

The student will continue to receive instruction in the importance of customer service. Job shadowing opportunities will be in farm equipment, recreational equipment, and marketing. The student will assist with the fall or spring open house, learn about advertising in hardcopy and online, and have the opportunity to assist and/or design a display on our sales floor.

SERVICE

The student will be given the opportunity to observe and ask questions of our Service Technicians with time allotted in the recreational area, tractor area, and combine area. If the opportunity arises, the student may be able to observe a DOT inspection. Due to the liability, the student will not be given any hands-on opportunities in this area.

The student will learn through job shadowing a different type of customer service in applying product warranty through interactions with the corporate Case/IH team, Service Technicians, and customers, and the importance of customer satisfaction.

PROGRAM AVAILABILITY

Miller Sellner can facilitate one student per semester and up to two if in different departments. An OJT position in the Service Department will need to be the last hour of the school day due to work involved, while any other position is preferred either the first hour or the last hour to give the student the best OJT experience. *Note: Customer demands may alter the OJT program at any time.*

Schwartz Farms, Inc.



Schwartz Farms

*Producing quality pork and creating
opportunities for rural communities*

32296 190th Street
Sleepy Eye MN 56085

507.794.5779

www.schwartzfarms.com

BUSINESS DESCRIPTION

Founded in 1978, Schwartz Farms, Inc. (SFI) is a family-owned company committed to animal, environmental and socio-economic stewardship. Known for its quality pork production, SFI operates with integrity, respect, excellence, innovation and adaptability, values which held true in the “good ole days” and hold true today in a progressive family pork operation. Schwartz Farms is also a proud advocate of rural communities, employing over 400 full-time employees and working with more than 150 independent farm families across Minnesota, Iowa, South Dakota and Nebraska.

COMPANY OBJECTIVES

As part of our commitment to rural communities, and the future of agriculture, Schwartz Farms, Inc. offers two different opportunities for high school students to gain exposure to the agricultural industry. The first opportunity offers students exposure to various areas of production, including breeding/gestation and farrowing. A second option available would provide students exposure to the variety of functions within our Human Resources department. It is our hope to increase students’ awareness of the numerous careers supported by agriculture.

BUSINESS FIELDS

BREEDING AND FARROWING

The primary objective of the OJT Specialist is to gain awareness and working knowledge of the breeding and farrowing production phases within the pork community. Incumbent will gain exposure by working alongside staff and assisting in daily tasks. Student will learn about breeding, farrowing, building & equipment maintenance and additional tasks as needed to run a successful operation.

HUMAN RESOURCES

Student will gain exposure to the variety of functions within the Human Resources department and participate in various administrative tasks.

PROGRAM AVAILABILITY

Production position: Due to biosecurity guidelines, as well as travel, the Production position will require students to work a minimum time period equivalent to two class periods; this may include starting at 7am and working through the first hour of school or working through two class periods that are back-to-back during the day. Times are approximate. Students may have the opportunity for additional work on holidays and weekends, pending availability.

Human Resources position: Depending on students’ availability, the work schedule can be flexible within our regular business hours of 8am-5pm. The Human Resources position only

requires a minimum time period equivalent to one class period. There may be the option of additional hours after school.

Sleepy Eye Chamber of Commerce



115 2nd Ave. NE

Sleepy Eye, MN 56085

(507) 794-4731 www.SLEEPYEYECHAMBER.com

BUSINESS DESCRIPTION

The Sleepy Eye Area Chamber of Commerce is a local organization which strives to strengthen and represent the business community of Sleepy Eye. Its goal is to preserve, promote, and encourage participation in business, education, and community growth and development.

COMPANY OBJECTIVES

The Sleepy Eye Area Chamber of Commerce would like to provide Sleepy Eye students with an opportunity to experience a business office environment along with being involved in the promotion and development of Sleepy Eye through event and program planning.

BUSINESS FIELDS

RECEPTION & VISITOR / CUSTOMER ASSISTANCE

Reception consists of answering phone calls and providing information on CITY attractions, celebrations and events; referrals to Chamber member businesses; resource for various questions.

FRONT OFFICE, SALES & PROMOTING, PUBLIC & MEDIA RELATIONS

Duties include inventory of various visitor and vacation locations and requesting new brochures, pamphlets, etc.; maintaining database of Chamber certificates and printing certificates per requests; maintaining database of invoices and printing invoices as needed; gathering information, designing pages and formatting monthly newsletter; formatting and printing letters, posters and materials as needed for events, promotions and celebrations; greeting visitors and assisting with purchases and providing information; updating website and Facebook on a regular basis with current information.

The student will have an understanding of what a Chamber of Commerce and Convention & Visitors Bureau roles are in the community; the importance and value of chamber membership; the techniques of communication, referrals, promoting, and organizing events, celebrations, and networking activities; and the importance of customer relations and business interactions.

PROGRAM AVAILABILITY

The Sleepy Eye Area Chamber of Commerce would accommodate one student per semester. Students will be required to be punctual and dress in business appropriate attire.



Sleepy Eye Herald-Dispatch
119 Main Street East, Suite C
Sleepy Eye, MN 56085
507-794-3511
www.sleepyeyenews.com

Business Description

The Sleepy Eye Herald-Dispatch is the community's newspaper. The Herald-Dispatch is published weekly on Thursday. The company also publishes the Brown County Reminder and does all production work for the St. James Plaindealer and Shopper.

Company Objective

Provide the community with local and area news. Provide advertisers a print medium to promote their business, organization, events, etc. The Herald-Dispatch will provide students with knowledge and experience in print journalism, news photography, along with exposure to publishing and advertising sales and how all parts of the business model work together.

Business Fields

News reporter and photographer: Conduct interviews to gather information for news articles about local events, businesses, meetings and issues; take appropriate photos and write articles.

Sports reporter and photographer: Same as news reporter focusing on local sports.

Program Availability

The Herald-Dispatch would take one student per semester. The student could also work outside of the program regular hours to gain more experience. Business casual dress is appropriate. Punctuality and reliability is important.

Sleepy Eye Medical Center

**“People you Know, Caring for
People you Love”**



400 Fourth Ave. NW

Sleepy Eye, MN 56085

(507) 794-3571

www.semedicalcenter.org

BUSINESS DESCRIPTION

Sleepy Eye Medical Center (SEMC) is an independent hospital and clinic owned and operated by the City of Sleepy Eye. SEMC Hospital is a licensed critical access hospital with 18 available in-patient beds. The SEMC Clinic is a Medicare-certified rural health clinic with 15 exam rooms. SEMC also operates clinics in Morgan and Comfrey, Minnesota. SEMC is

designated as a Level IV Trauma Hospital by the Minnesota Department of Health and is a part of the Minneapolis Heart Institute Level One Heart Attack Protocol.

COMPANY HISTORY

The original 28-bed Sleepy Eye Municipal Hospital got its start in March of 1941 when the city council passed a resolution for a \$75,000 bond issue for its construction. The hospital opened in 1942. An addition to the hospital was built in 1961, and in 1991 the ambulance entrance was renovated and the first floor was redecorated. On January 1, 2002, the hospital purchased the Sleepy Eye Medical Clinic from the physicians and the Sleepy Eye Medical Center was created. In 2004 an addition to the hospital was built that houses a new clinic, laboratory, radiology department, business office, and health information management department. A new physical therapy and cardiac rehab department was built in the lower level of the addition in 2007.

The Medical Center is governed by a seven member board of directors, appointed by the mayor and approved by the city council. SEMC has over 100 full and part-time employees. The SEMC medical staff consists of six physicians: five family practice physicians, one general surgeon and a family nurse practitioner. In addition, six specialty physicians see patients in our clinic and/or perform surgical procedures at SEMC: two podiatrists, an internist with a specialty in cardiology, and orthopedic surgeon and a urologist.

COMPANY OBJECTIVES

As a local business serving the community and surrounding areas we have an interest in offering students an opportunity to experience the many different careers in the healthcare field.

CLINICAL FIELDS

NURSING

The student will experience the environment of a nursing professional where an evidence-based systematic approach is applicable to nursing in any setting. These standards reflect the values and priorities of the nursing profession and are intended to provide a direction encompassing all significant actions taken and forming the foundation of clinical decision making. In our system, a nurse delivers a competent level of nursing care involving assessment, diagnosis, outcome identification, planning, implementation and evaluation.

LABORATORY TECHNOLOGIST / TECHNICIAN / PHLEBOTOMIST

The student will observe the various tests and procedures performed by a technician and phlebotomist in a hospital laboratory environment and gain an understanding of the protocols involved in testing. The technologist is a four-year Bachelor of Science degree and the technician is a two-year Associates of Science degree. The phlebotomist is an on-the-job trained professional who does blood draws and obtains other samples. Technologists and technicians have direct patient contact and work closely with nurses, physicians and other medical staff. In the laboratory they operate the analyzers and perform testing to provide the physician with information that will help to diagnose patients.

RADIOLOGY DEPARTMENT

Radiology is a career in which technology is constantly changing. There are vast opportunities for professional growth, as there are many different modalities in which to specialize. At SEMC, students will shadow a radiologic technologist in areas such as general x-ray, computed tomography (CAT scan), and EKG (electro cardiogram), along with observing outreach services such as ultrasound and MRI (magnetic resonance imaging).

PHYSICAL THERAPY DEPARTMENT

Students will have the opportunity to experience the physical therapy workplace as well as the duties performed by the staff. They will observe the daily routines of the physical therapy staff and can begin to further identify career interests within the field. Students can expect to gain awareness of academics, technical and personal skills required of physical therapists and physical therapist assistants.

INFECTION PREVENTION

Infection prevention works with all departments to assess potential infection risks for patients and staff and to minimize the risk of infections or the spread of infectious disease. The student will gain an understanding of how infections are spread, where the pathogens (bacteria, viruses) come from and the transmission methods; such as by air, by touching surfaces, or through water, etc. and the steps we take to mitigate such instances.

PROGRAM AVAILABILITY

At this time, we can accommodate two student interns. The student will rotate through each department, providing exposure to a full range of services typical to a medical center of our size and community location. The available times at SEMC for students to participate in the program to have the best experience would be any time between 9-10:15 a.m.

Sleepy Eye Online

Your One Stop Hometown
Information center



Sleepy Eye, MN 56085

www.sleepyeyeonline.com

BUSINESS DESCRIPTION

Sleepy Eye ONLINE is a One Stop Hometown Information Center. News, Sports, Photos, and a Whole Lot More!

COMPANY OBJECTIVES

Our goal is for this web site to be a resource for our community, a place to connect with all that's happenings.

JOB DESCRIPTION

The students set their own schedule and would be responsible for the following tasks:

- § Interviewing / Writing Stories about their school
- § Write a Blog
- § Writing Senior Profiles and Senior Athlete profiles for your School
- § Photographing school events including sports at all levels

The student must be self-motivated with the ability to work on their own time to meet deadlines. Working some evenings and an occasional weekend to photograph events would be a necessity. We provide the training and the camera for taking photos. Your school will provide the computer necessary to complete your work.

PROGRAM AVAILABILITY

We will accept no more than two students per semester.



Sleepy Eye Public Utilities (PUC)

Business Description

The Sleepy Eye Public Utilities (PUC) is an enterprise fund of the City of Sleepy Eye. Under the direction of the Public Utilities Commission the PUC operates the Electric and Water distribution systems within the city of Sleepy Eye. The PUC employs five electrical linemen, two water operators, a billing clerk and a bookkeeper. They operate and maintain the electric and water systems, process all customer billing, and manage all accounts payable and receivable.

Company Objectives

Sleepy Eye Utilities would like to provide students of Sleepy Eye with ground floor experience in the operation of water and electric utilities. We would also hope if a student is inspired to pursue this type of career that they would consider returning to the community for possible employment with us.

Business Fields

Electrical Lineman/Water Operator

Students will learn firsthand what it takes to operate and maintain a water and electric distribution system. They will have the ability to participate in meter reading, data entry, updating mapping systems and equipment maintenance. They will also get to witness (from a safe distance) Electrical line work, generating of electricity, repairing a water leak and operating computer control systems.

Program Availability

The PUC would accommodate one student per semester. Possible consideration would be given to student working after school hours and over the summer. Students will be required to be punctual and dress in appropriate attire.

Sleepy Eye Repair

300 Main Street East

Sleepy Eye, MN 56085

(507) 794-3168



Business Description

Sleepy Eye Repair is a local independent auto and truck repair shop. Founded in 1986, Sleepy Eye Repair has been providing repair services for 32 years at 300 East Main Street.

Company Objectives

Our goal is to provide customers with a wide range of auto and truck repairs to Sleepy Eye and surrounding area.

Job Description

Students would be responsible for the following tasks:

- Observing the many job tasks being provided in the shop
- Learning and hands on general repair tasks and diagnostics
- Observing ordering of parts and bookkeeping techniques

Program Availability

Sleepy Eye repair will accept one student per semester.

SouthPoint Financial Credit Union

*Where your financial future is the
point!*



920 Main St. East

Sleepy Eye, MN 56085

(507) 794-6712

www.southpointfinancial.com

BUSINESS DESCRIPTION

SouthPoint Financial Credit Union (SPFCU) is a member owned financial institution. We offer checking and savings accounts as well as consumer, real estate and business loans. We are owned by the people that use our products and services. We strive to provide exceptional service and guidance to our members in all areas of their financial lives. As a credit union, we

promote thrift, savings and financial education and truly keep the best interests of our members in mind at all times.

COMPANY OBJECTIVES

SouthPoint would like to offer the students of Sleepy Eye with the opportunity to explore some of the many career opportunities that are available in a financial institution. In doing so, the students will be able to experience “a day in the life of” many different positions within the Credit Union and could possibly become employees of SPFCU. This program will be geared to show the students some of the opportunities that are available should they chose to stay in or return to Sleepy Eye for their future careers.

BUSINESS FIELDS

MEMBER SERVICES REPRESENTATIVE (TELLER)

Perform transactions for members, balance a cash drawer, learn about and follow state and federal compliance regulations. This portion of the training will be hands on and will be the primary focus of the semester. The student will have the opportunity to rotate through 5 other departments at SPFCU to gain additional insight into many different career opportunities within our organization. (see below)

FINANCIAL SERVICES REPRESENTATIVE

Receive an overview of account opening and consumer lending (ex: car, boat, personal loans, etc.) procedures and compliance. Included in this will be some discussion as to what is all looked at when making an underwriting decision as well as how to properly handle a situation in which a loan request is denied. The student will also get training in what shows up on a credit report, how a credit score is generated and what affects a credit score positively and negatively. The student may have the opportunity to get hands on experience performing some of these functions.

ACCOUNTING/BACK OFFICE

Receive an overview of what all goes on “behind the scenes” in our Accounting/Back Office department. This includes how funds move between different financial institutions, how automatic (ACH) payments & deposits work, corporate balancing of the branches, etc. This portion will be mainly shadowing.

LOAN PROCESSING & UNDERWRITING

Get some insight into what it takes to process a mortgage loan application and what all is looked at when looking at a loan request to determine if it is a loan that the member can be successful with. There is a lot more that goes into both of these functions than just looking at numbers! This portion will consist of shadowing and discussion.

IT

SouthPoint has its own, in-house, IT Department! Students will be able to get some insight into what a typical day is like for an IT Specialist as well as have some

open discussion about IT careers. This portion will be mainly discussion and possible shadowing.

MARKETING

SouthPoint has its own, in-house, Marketing Department! The student will be able to talk with our Marketing Specialists and shadow them to get a feel for the types of things that they work on to help support the growth of the credit union.

AG & COMMERCIAL LENDING

Get a feel for how lending differs between consumer lending & Ag/Commercial lending. The student will gain some insight by observing/shadowing and having discussions with employees in this department.

PROGRAM AVAILABILITY

SouthPoint Financial Credit Union can facilitate one student per semester.

Sleepy Eye Senior Living Campus

Volunteers of America help the most vulnerable and under-served people achieve their full potential.



**Sleepy Eye Senior Living Campus
1105 3rd Avenue S.W.
Sleepy Eye, MN 56085
(507) 794-7995
www.sleepyeyecare.org**

BUSINESS DESCRIPTION

Sleepy Eye Care Center is part of Sleepy Eye Senior Living Campus, a Volunteers of America senior living and care community offering a full continuum of care, from independent living options to in-home and community-based health services. The Sleepy Eye Campus

includes Countryside Retirement Community, Sleepy Eye Area Home Health and Sleepy Eye Adult Day Services.

If a loved one is unable to return home due to chronic illness, physical limitations or the frailties of age, our program for long-term care residents is designed to maintain your individuality and integrity in a friendly, social environment that becomes a home. The Sleepy Eye Care Center is continually evolving to meet the changing health needs of this community.

Sleepy Eye Area Home Health provides a wide variety of medical services all under the guidance of a registered nurse and your personal physician. Our goal is to maintain your independence and health in your own home. Sleepy Eye Area Home Health offers Home Care Services at Countryside Retirement Community, Ross Park Apartments and in the community of Sleepy Eye.

In our Adult Day Services program, we offer social, recreational and supportive services to seniors who live alone, or as a dependent relative. Our clients enjoy nutritionally balanced meals and snacks, and a variety of activities including discussion groups, community outings, guest speakers, crafts, exercises, games, movies and parties.

COMPANY HISTORY

Volunteers of America was founded in 1896 by Maud and Ballington Booth. Their commission was to reach and uplift all people and bring them to the immediate knowledge and active service of God. As a product of the social gospel movement, Volunteers of America's emphasis has always been on the unity of the message. The movement now embraces nearly all aspects of the Christian faith, reflecting a doctrine of pluralism that affirms the central truth of Christianity, but acknowledges the many paths that have developed to experiencing that truth. At Volunteers of America, we are more than a nonprofit organization. We are a ministry of service that includes nearly 16,000 paid, professional employees dedicated to helping those in need rebuild their lives and reach their full potential.

COMPANY OBJECTIVE

As a local business serving the community we have an interest in offering students an opportunity to experience the many different careers in healthcare.

OUR MINISTRY OF SERVICE

Volunteers of America is a church without walls that answers God's call to transform our communities through a ministry of service that demonstrates to all people that they are beloved.

BUSINESS FIELDS

CLINICAL

Registered Nurses - RNs monitor patients, develop patient care plans, implement treatments and provide guidance. RNs who provide in-home care or who work in a care facility can supervise the work of licensed practical nurses (LPNs), nursing assistants or home care aides. RNs monitor a patient's vital signs and symptoms, maintain records, deliver medication and implement other treatments.

Licensed Practical Nurses – LPNs administer nursing care in a long-term care environment under the supervision of a registered nurse; participates in the delivery and evaluation of patient care, ensures the health, comfort, and safety of patients according to facility guidelines.

Certified Nursing Assistants – nurses' aides and assistants can monitor patients, as well as feed, clothe, change linens and assist with personal hygiene.

PHYSICAL THERAPY DEPARTMENT

Students will have the opportunity to experience the physical therapy workplace as well as the duties performed by the staff. They will observe the daily routines of the physical therapy staff and can begin to further identify career interests within the field. Students can expect to gain awareness of academics, technical and personal skills required of physical therapists and physical therapist assistants.

ADMINISTRATION

Students will have the opportunity to experience various departments such as: administration, payroll, billing, human resources, receptionist, health information technician, dietary, housekeeping, laundry and maintenance as well as the duties performed by the staff which are integral parts for operating a senior living healthcare facility. They will observe the daily routines of the department staff and can begin to further identify career interests.

PROGRAM AVAILABILITY

Students will have the opportunity to rotate through each department, providing exposure to a full range of services typical to a full continuum of care in a senior living environment. The available times for students to participate in the program to have the best experience would be Monday thru Friday between 8:00 a.m. to 4:00 p.m.



COMMENTS FROM PAST STUDENT OJT PARTICIPANTS

- *It is going great! I am learning a lot of the behind the scenes responsibilities and activities that I didn't realize were part of the business.*
- *OJT is teaching me so much about the financial world and how managing money works. I think it will definitely benefit my future!*
- *OJT is going great! I love going over to intern every day, it's always fun and interesting! I honestly am so glad I got the opportunity to do this- I truly love it!*
- *So far, this internship is more than a worthwhile experience as I've already learned and done so much in the 3-4 weeks I've been there. I look forward to going every day, and it has been benefitting me in many ways. The experience I am getting will benefit me in many aspects of my life.*
- *It is nice to have other employees there that are so friendly and truly are so willing to help and answer any of my questions. They make the experience that much more rewarding!*
- *I think OJT is going very well. I'm really enjoying it, and I'm learning a lot. I am really glad to have this opportunity. So far it has been a valuable experience!*
- *I appreciated getting the training and information on interviewing and the other details at the training session.*
- *I definitely think this is a worthwhile experience since I want to go to college for something in the medical field.*
- *I have been exposed to many different things offered at this business. It has really opened my eyes to options for different careers within this field.*

Student Name _____ **Business Name** _____

Student Report Out

Business fields I focused on during my internship:

Business field I am most interested in:

Education I would need to pursue in this field:

Personal qualities I would need to be successful in this field:

Three main points I will remember from my internship here are:

The thing that most surprised me about this business:



Contact Information

Anytime Fitness (507) 794-2424	Colleen Braun	colleenbraun80@hotmail.com
BIC Graphic (507) 794-8000	Ann Schotzko	Ann.Schotzko@bicgraphic.com
Christensen Farms, Inc. (507) 794-8594	Kelsey Seidl	KSeidl@christensenfarms.com
Divine Providence (507) 794-3011	Jayna Groebner	divine@sleepyeyetel.net
First Security Bank (507) 794-3911	Tom Goetz	tgoetz@firstsecuritybanks.com
Haala Industries, Inc. (507) 794-5821	Chris Fahey Steve Haala	chrisf@haala.com steve@haala.com
Herald Dispatch (507) 794-3511	Deb Moldaschel	dmoldaschel@sleepyeyenews.com
Kibble Equipment (507) 794-5381	Chadd Hollerich	chadd.hollerich@kibbleeq.com
Mark Thomas Company (507) 794-5100	Joe Bruggeman	jbruggeman@markthomasco.com
Miller Sellner (507) 794-2131	Kathi Gruenhagen	kathig@millersellner.com
Schwartz Farms, Inc. (507) 794-5779	Danielle Havemeier Emily Krzmarzick	dhavemeier@schwartzfarms.net ekrzmarzick@schwartzfarms.net
Sleepy Eye Chamber (507) 794-4731	Christina Andres	director@sleepyeyechamber.com
Sleepy Eye City Office (507) 794-3731	Mark Kober	mkober@sleepyeye-mn.com
Sleepy Eye EDA (507) 794-5636	Kurk Kramer	eda@sleepyeye-mn.com
Sleepy Eye Medical Center (507) 794-3571	Connie Dahlberg	cdahlberg@semedicalcenter.org
Sleepy Eye Online (507) 227-1787	Shari Hittesdorf	shari@sleepyeyeonline.com
Sleepy Eye Public Utilities (507) 794-4371	Bob Elston	belston@sleepyeye-mn.com
Sleepy Eye Public High School (507) 794-7903	Nathan McMullen Shane Laffen	nathan.mcmullen@sleepyeye.mntm.org shane.laffen@sleepyeye.mntm.org
Sleepy Eye Repair (507) 794-6138	Dan Neid	sleepyeverepair@sleepyeyetel.net
SouthPoint Financial Credit Union (507) 794-8828	Randy Reinarts	randy.reinarts@southpointfinancial.com
St. Mary's High School (507) 794-4121	Peter Roufs Rachel Moldan	mr.roufs@sesmschool.com rmoldan@sesmschool.com
Starry Night WoodWorking (507) 227-0823 (507) 227-0825	Joe Steffl Nicole (Steffl) Fuchs	joesteffl@hotmail.com nsteffl@hotmail.com

VOA, Sleepy Eye Senior Living Campus

Sleepy Eye Care Center (507) 794-7995 Jeannette Naumann
(Two adjoining facilities)

jnaumann@voa.org