I. Overview

The Ford Summer Internship Program provides students with hands-on, career-specific experience through full-time work during summer break from mid-May through the beginning of September.

Summer interns generally will have completed their junior year of an undergraduate program or one academic year of a master's program and expect to graduate the following year.

Individuals are selected for a summer internship because they are recognized as having top academic standing with exceptional leadership, communication and self-motivation skills.
Interns who prove themselves as exceptional may be invited back as interns the next year or offered full-time employment into our Ford College Graduate program or other developmental programs if an opportunity permits.

Sources of Summer Intern Candidates

Ford summer interns are selected from schools across the United States, with emphasis on geographic, cultural, and ethnic diversity. All functions do not recruit from all schools. Summer interns are a key source for future full time candidates.

Intern Start Dates

A communication will be sent to all summer interns regarding the process for selecting a start date from the options below. Please note that start dates are assigned on a first come first served basis. As dates reach capacity, they will be removed from the options in the start date form that you will be asked to complete once you have accepted your offer.

Start Date Options for 2018

- Monday, May 7th
- Monday, May 14th
- Monday, May 21st
- Tuesday, May 29th
- Monday, June 4th
- Monday, June 18th Tentative
- Monday, June 25th (California Schools and exceptions only)- Possibly remove

The majority of start dates are accommodated. However, under some circumstances (i.e., business need, corporate housing availability, etc.) we may not be able to honor your start date request and the company may select a start date for you. You will be notified by US Recruiting if your start date cannot be honored.

Intern End Dates

The duration of the Intern Program is 12 weeks; please see the schedule below. Please note that if you are eligible for corporate housing, your start date will dictate your move out date. Due to the lease agreement the company has committed to with our corporate housing vendor, there will be no exceptions to these guidelines.

All interns must be here for a ten week minimum and complete their internships by September 17, 2017.

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<thead>
<tr>
<th>Start Date</th>
<th>Move In Date</th>
<th>End Date (on or before)</th>
<th>Move Out Date (on or before)</th>
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<tbody>
<tr>
<td>May 7th</td>
<td>May 5th</td>
<td>July 27th</td>
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<td>May 29th</td>
<td>May 26th</td>
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Summary of Supervisor’s Responsibilities

- Attend supervisor training (mandatory for returning and new supervisors).
- Provide a meaningful and challenging work plan for each intern.
- Have a work station ready for each intern upon arrival (cube, PC, phone, IDs, etc.)
- Provide necessary training for the intern to accomplish job assignments.
- Accept the intern as a team member, including participation in meetings with other team members and customers.
- Give information and guidance regarding career paths in the industry.
- Give intern an overview of other work teams within the department and exposure to internal customers and management.
- Work with the intern to arrange the management presentation and guide the intern through the process. Evaluate the management presentation.
- Give the intern ongoing feedback on performance as well as a final performance review. An interim discussion about the intern's performance is mandatory. An honest assessment of work and potential as a Ford employee is key.
- Approve intern's time record electronically on the last day of each pay period.
- Complete intern termination in HR Online.

Summary of Intern's Responsibilities

- All interns attend New Hire Welcome/Orientation on the first work day.
- All interns obtain work plan prior to arrival.
- Obtain photo ID badge during the accession/orientation session on the first work day.
- Request, complete and submit a paper Travel Expense Report (TER) for trip to work location to your supervisor the first week. Original receipts are required for all travel and business expenses (cash or credit) in order to be eligible for reimbursement. Credit card statements are not valid receipts.
- Update Corporate Directory Record and voicemail message - second work day.
- Returning interns must review and update their "personal file" on HRONLINE - second work week.
- Complete and submit time record electronically - fifteenth and last work day of each month.
- Set up periodic meetings with supervisor to discuss work progress – ongoing.
- Participate in a performance review with supervisor at the end of internship.
- Complete a summer internship survey at the end of internship.
- Participate in final presentation to management.
- Obtain blank TER for return trip; pre-addressed envelope from supervisor for returning completed TER - final work week.
• Prior to your last day, go to your Personal Information in HR Online and update your current address to your new home address to ensure final paycheck and W2s will be mailed to the correct address.
• Return Ford ID and other company property to supervisor - last day.

II. Preparation for Internship

SUPERVISORS:

Work Plan

Supervisors are to complete a work plan for each summer intern position prior to an intern assignment. Work plans are approved by the appropriate departmental manager and the intern coordinator. Once an intern is assigned to the work plan, the intern coordinator is responsible for sending it to the intern.

Check Lists

Supervisors should complete the Summer Intern Supervisor's Contact List & Check List.

Electronic Timekeeping System

Interns are supplemental employees and must submit their time cards in the Electronic Timekeeping System. Each intern must be added to the appropriate supervisor's electronic timekeeping approver list. This enables time statement approval so interns may be paid. Interns will NOT be paid unless this is done. Time statements MUST be approved on the official payday (no later than the end of the workday of the fifteenth and last day of the month). Not doing so WILL result in paycheck delays.

To enter an intern onto electronic timekeeping approver list:

• Log into the timekeeping system and check the main department's roster (screen 10). If you do not have screen 10, then your security coordinator must set you up as an approver. If you do not know who your security coordinator is, please email your payroll location and payroll department numbers to spayroll@ford.com.
• If intern's name appears in the alphabetic roster, type an A (for add) in the space next to the intern's name and hit ENTER.
• If an intern does not appear on a supervisor's roster, see your timekeeping administrator (spayroll@ford.com can provide the name of your department's timekeeping administrator).
• The approver's name will appear in the column next to the intern's name, giving access for approval of time statements.

Questions regarding Electronic Timekeeping, the above instructions, or status of paychecks should be directed to your Security Coordinator. If your intern has not been paid or is missing a check, first, check with your security coordinator. If the problems are still unresolved, contact spayroll@ford.com.

INTERNS:
Intern Corporate Housing

To be eligible for intern corporate housing, the intern's permanent AND school address MUST be 50 or more miles away from their assigned work facility.

The intern housing program covers the housing cost for only the eligible intern. If you wish to have your spouse and/or children accompany you, you will be responsible for the incremental housing and transportation costs. Interns bringing a spouse/child(ren) must inform the intern coordinator. No pets allowed in corporate housing. The details and registration process for intern corporate housing will be provided at a future date.

Travel Arrangements & Reimbursement

Ford Motor Company covers all reasonable and customary round trip travel expenses in the United States if the distance between an intern's address (as shown on the application form) and work location is greater than 50 miles. Interns traveling by plane are requested to make ROUND TRIP reservations no less than one month prior to actual report date. The Travel Coordinator will approve your travel and provide you with travel contact information to make your reservations.

Interns who drive will be reimbursed for reasonable and customary travel expenses. Mileage will be reimbursed at .54 cents per mile. It is imperative that exact mileage is recorded on Travel Expense Reports (TERs). Please provide driving route printouts from Mapquest or similar sites to show miles driven. Meals during travel are reimbursed as follows: $12 for breakfast, $18 for lunch and $30 for dinner. Overnight accommodations will also be reimbursed for every 500 miles traveled. Reimbursable expenses are for interns only. One round-trip will be reimbursed and is defined as travel to internship location and back to original departure point. REMEMBER TO REQUEST AND KEEP ALL RECEIPTS FOR SUBMISSION WITH THE TER. Original receipts are required; credit card statements are not valid receipts.

Supervisors can assist interns in completing a Travel Expense Report (Form 2888). All TERs should be submitted directly to a supervisor. Upon approval, the form should be sent to Accounting. If reimbursement has not been received after seven weeks, contact teradmin@ford.com to follow up.

A copy of both the completed TER form and attached receipts should be kept for future reference. The following additional tips are provided for timely processing:

- A reference number is required on the RECR line (upper right corner) of the Expense Report. Use the date the form is completed as this number.
- Social Security Number must be included.
- Double check that all receipts attached equal the expenses indicated on the form.
- Original receipts are required. Credit card statements are not adequate documentation.

Orientation

All interns working within Southeast Michigan will be required to attend a New Hire Welcome/Orientation Program on their first day of work to complete all necessary paperwork. Interns in other locations will complete paperwork on site.

Interns will also receive information about Ford Motor Company, Standards for Professional Conduct, Safety Practices, Timekeeping, and more.

Location:
Ford Conference & Event Center (CEC)
You will receive an invitation to the orientation approximately one week prior to your start date. You will be advised to bring certain documentation to your orientation. We will not be able to hire you or add you to the payroll system until you provide the requested documentation.

III. Compensation and Benefits

Corporate Salary Guidelines

The hiring starting salary guidelines for college students are established annually by Ford Motor Company’s North American Compensation Office. Salaries are based on competitive rates.

Individual summer intern salaries are based on the type of degree. For example, someone pursuing a master's degree would be paid a higher salary than someone pursuing an undergraduate degree.

Summer interns are paid for each hour worked. Summer interns are NOT paid for holiday time, vacation time, or sick days.

Classification and Salary Grade

All summer interns are supplemental employees and classified as supplemental employees with the title of Summer Intern at salary grade 53, non-exempt status.

Overtime Pay Practices

Typically, most intern positions do not require overtime work. Transportation arrangements should be considered when overtime is required. All overtime must be pre-approved by the immediate supervisor. The first 40 hours worked in a week will be paid at the straight hourly rate. Overtime premium of time and one half will be paid for hours worked in excess of 40 hours per week. Daily overtime (work beyond 8 hours in a day) will be paid at a straight time rate until 40 hours have been worked in a week.

The Fair Labor Standards Act makes it illegal for an intern to work any casual overtime. All overtime work must be compensated.

Electronic Timekeeping System

Interns are supplemental employees and must use the Electronic Timekeeping System to record hours worked on a daily basis. Supplemental employees are not paid for holidays. Two holidays fall within the program dates: Monday, May 29 and Tuesday, July 4.

Questions regarding the Electronic Timekeeping System or status of paychecks should be directed to spayroll@ford.com. Information on the U.S. Salaried Timekeeping System will be distributed at the Intern Accession/Orientation meeting. You can also find information online at HROnline/Policies and Programs/Pay and Timekeeping.
Summer interns are responsible for submitting a time record electronically to their supervisor on the 15th and the last work day of the month. The supervisor must be a designated approver for the appropriate department and location. Interns' names must be added to their supervisor's electronic timekeeping approver list in order for the supervisor to approve an intern's time record and ensure the intern is paid. Interns will not be paid unless this is completed. Interns may view the employee audit trail (screen 9 in timekeeping) to make certain that their time statements are approved on time.

Time statements MUST be approved on official paydays (fifteenth and last day of the month). Not doing so WILL result in paycheck processing delays. After the intern's start date, he/she should check out the payroll website.

**New Vehicle Purchase Plan (A-Plan)**

Summer interns are eligible to participate in the New Vehicle Purchase Plan (A-Plan). Full details, including eligibility, products, and pricing are available at [www.axz.ford.com](http://www.axz.ford.com). Interns are eligible to use the A-Plan on their start date but will not have access to the site for two to four weeks. Early PIN numbers can be requested through the intern's offer coordinator.

**Service Credit**

If a full-time offer is extended upon completion of the intern program, a portion of time worked as a summer intern within the 12 months before the full-time start date will be credited as Ford service time, in accordance with Human Resources guidelines.

**Time Off**

Interns are NOT paid for time taken for company designated holidays, vacation, illness or personal business.

Most manufacturing and assembly plants close for two weeks in July. Interns should check with supervisors regarding their work schedule.

**Fitness Facilities**

Interns working in Dearborn may use the Dearborn Fitness Facility and interns working in Livonia may use the Livonia Fitness Facility. For access, you must have your supervisor send an email to [fitness3@ford.com](mailto:fitness3@ford.com) confirming your intern status and internship dates.

Interns are not eligible to participate in other company benefit programs.

**IV. General Information**

**Use of Your Personal Vehicle for Company Purposes**

If a personal vehicle is used for company business, and its use was pre-approved by the immediate supervisor, the intern will be reimbursed at .54 cents per mile. To receive reimbursement, the intern will need to complete a Travel Expense Report (TER), and the supervisor's signature will be required. Payments usually take approximately six weeks.
Use of Company Electronic Mail System

Everyone is expected to exercise the same care and judgment in the preparation and transmittal of electronic mail (e-mail) communications that they use in preparing other professional communications.

These systems are to be used for business purposes only. Information transmitted or stored in Company e-mail systems is the property of Ford Motor Company. The Company may monitor e-mail transmissions and notelogs without prior notice to the users, except when notice is required by local regulations or agreement. Misuse could result in disciplinary action up to and including termination.

The Office of the General Counsel (OGC) searches the network periodically for information pertaining to issues in litigation and to respond to government inquiries. Accordingly, all users should be aware that the contents of electronic mail messages that are relevant to matters in litigation or government inquiries may be disclosed to third parties.

Company Dress Policy

This section is an excerpt from a Ford Motor Company official policy.

The Ford Motor Company Dress Policy is business casual attire. At employee discretion, casual business clothing may be worn in the workplace, five days per week. At the same time, traditional business attire is also appropriate.

The Company expects employees to use good judgment and dress appropriately for the business environment and work requirements.

What to Wear

Acceptable dress in the workplace includes suits, sweaters, blouses, skirts, sport shirts, slacks and business appropriate jeans. Unacceptable attire includes sweatshirts, tank tops, T-shirts, shorts and spandex items. Athletic shoes and sandals are also considered inappropriate for the workplace. Training and FAQs are available to provide additional guidance.

When meeting with external contacts, for example, dealers, suppliers and candidates being interviewed for employment, employees should wear traditional or business casual attire.

Exception to the Policy

Exceptions, aligned to a business case, may be granted with the approval from the Skill Team Leader, HRBO Director and Director, Personnel Relations.

Violations of the Policy

Supervisors should ensure their team members are adhering to the policy. Violation of policy may result in disciplinary action.

Contacts for Additional Information

For general policy information contact your on-boarding specialist (contact information is in your offer letter).
V. Completion of Internship

Performance Review

Supervisors are required to administer one mid-point performance discussion and one performance review at the conclusion of the internship assignment. Supervisors will be notified of what form must be used for the performance review and where to upload it at the end of the internship. Interns will be rated on accomplishment of their objectives and the ONE Ford Behaviors. Interns may request a copy of the end of the assignment feedback form for their own records. Supervisors are requested to make recommendations for the intern's:

- Return/non-return to the next year's Summer Intern Program (if applicable), or
- Inclusion/non-inclusion in the full-time offer process (if applicable).

These forms should be submitted directly to the appropriate intern coordinator for processing.

Termination Process/Last Day Worked

Interns should return their photo ID badge and other Ford property to their immediate supervisor on the last day of work.

To assure receipt of final paycheck, interns are responsible for having their supervisor approve their final time statement. It is also the responsibility of the intern to update their current address in HRONLINE under "Personal File", to reflect their permanent address. This will ensure receipt of W-2s after year-end.

Supervisors are responsible for termination of the intern's employment in the Manager's Toolbox in HR Online.

Completion of Intern Survey

Interns are encouraged to complete an evaluation of their particular work assignment, impressions of Ford, and the resources provided. The intern survey will be sent to the intern's personal email address towards the end of the program.