

## Winternship Project Proposal

**Organization/Company:**  
Wyoming Sugar Company

**Location:**  
Worland, WY 82401

**Please provide a brief description of your organization/company:**

Wyoming Sugar Company is a Wyoming Processing Cooperative owned by growers from Washakie, Big Horn and Fremont Counties. We are a single factory facility located in Worland, Wyoming that has processed sugarbeets for the Southern Big Horn Basin and Fremont County for over 100 years. The process involves technical skills such as blueprint reading, design output and computer graphing to ensure the quality of sugar making.

**Project Description:**

**Remote:**  **On Location:**

For 3 weeks, student(s) will develop skills for solidworks and technical writing, by reviewing and developing standard operating procedures (SOPs), for managing control systems and processing. Student will also become familiar with the sugar production process by working with factory personnel. This will be paid internship without college credit, but this can be negotiated.

**Project Responsibilities:**

Responsible for review and writing of procedures and policies, maintaining a library of documentation, analyzing documents to maintain continuity of style and content.  
Responsible for developing, editing, and managing documents used within the manufacturing process. These documents will include but are not limited to SOPs and work instructions.  
Gather information, interview process employees, and conduct research. Review existing SOP documents.  
Edit, clarify, and proofread documents.  
Identify content gaps and propose ways to solve them based on the process or data.  
Plan and write support content that is easy to find, use, and understand.  
Contribute to the ongoing evolution of process documentation design and implementation.  
Create summaries of improvement opportunities for the organization.  
Create and implement an electronic filing system for SOP management.  
Manage aspects of the SOP document control and approval system and processes.  
Support the communication and training of SOPs to operational teams.  
Outline and draft new technical training documents and operational procedures as required.  
Organize data related to key performance indicators (KPIs). Investigate events above/below associated targets for review.

**Desired Qualifications:**

**Current Undergraduate or Graduate student, preferably junior or higher education level, pursuing an engineering degree.**  
**Experience using AutoCAD**  
**Some knowledge of using SOPs.**

**Skills, knowledge, and experienced to be gained by applicant:**

Ability to learn about new techniques and technologies. Understand the application AutoCAD and utilize it in designing. Develop technical skills and knowledge of SOPs.

**Preferred Contact Information for Applicants:**

Hannah Arnold, Human Resources Manager: (307) 347-3261 ext. 106. Or contact by email: [harnold@wyosugar.com](mailto:harnold@wyosugar.com)