

Internship Basics - Adult Participants (ages 18 and older)

Organization Information

Organization name _____

Address where internship will take place _____

Primary contact _____

Email _____

Phone number _____

Internship supervisor position _____

About our business (Please briefly describe your business/industry sector):

Internship Structure

General occupation _____ Rotating experience _____ Project based _____

Does the internship include remote work? _____ Yes _____ No _____ Hybrid

Is the internship paid? _____ Yes _____ No

If the internship is paid, what is the wage? _____

List any requirements (Qualifications, transportation, etc.)

Internship timeframe

When does the internship start _____ When will the internship end? _____

Duration? How many weeks will the internship last? _____

How many hours per week is the internship? _____

Internship Opportunities

How many interns would you like to host? _____

Is there an opportunity for continued employment for the intern following a successful internship?

_____ Yes _____ No

How many interns would you like to hire? _____

List any credentials earned during the internship? _____

Please list any support your business can provide (Such as assistance with transportation)

Prepare an Internship Job Description to include with this document for high school partnerships. If you need assistance preparing a job description, click here ([Link to Job Description Help](#))