

## Internship Basics – High School Students

### **Organization Information**

Business or organization name \_\_\_\_\_

Address where internship will take place \_\_\_\_\_

Primary contact \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_

Internship supervisor \_\_\_\_\_

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? \_\_\_\_\_

### **Internship timeframe**

When would you like to host? (Check all that apply)

\_\_\_\_ Summer      \_\_\_\_ School Breaks      \_\_\_\_ Before School      \_\_\_\_ After School

\_\_\_\_ During the School Day (am)      \_\_\_\_ During the School Day (pm)

What is the ideal duration? (Check all that apply)

\_\_\_\_ 4 weeks      \_\_\_\_ 6 weeks      \_\_\_\_ 12 weeks      \_\_\_\_ Semester

Ideal hours per week?

\_\_\_\_ Under 10 hours per week      \_\_\_\_ 11-20 hours per week      \_\_\_\_ more than 20 hours per week

### **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)

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**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](#))**

For youth internship participants (under age 18): review the information on the prohibited hazardous work activities in Iowa Code Sections [92.8](#) and [92.8A](#) to ensure youth participants will not be participating in prohibited work activities. Click here for more information on the [Iowa Youth Employment Waiver process](#) which is specific to youth ages 16 & 17.

Some work activities may be eligible to be worked under state law, but not federal law. **Employers are responsible for understanding if they are governed by federal labor laws or state laws, or both.**