

## 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)

**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.**