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 <u>92.8</u> and <u>92.8A</u> to ensure youth participants will not be participating in prohibited work activities. Click here for more information on the <u>Iowa Youth Employment Waiver process</u> 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.