



# Student Internship Program

## 2021-2022 School Year

### What is it?

The industry led high school internship program is open to high school juniors and seniors who qualify.

### Student Employer

Students selected are employees of InterMountain ESD. IMESD pays each student minimum wage and provides Workers Compensation.

### High School Credit

In order to receive high school credit for their work experience, students must have 90% attendance with their host employer at the end of the semester.

### Employer Responsibilities

The responsibilities of the host employer include:

- Identify an appropriate supervisor for the student (Supervisor role provided)
- Provide an orientation for the student during their first day. (Example available)
- Develop a position description and duties that the student will complete during their internship.
- Work with the intern on a schedule that best fits both the business and student's needs.
- Notify the Workforce Training Manager immediately if there are concerns or changes to the students work environment.
- Provide feedback to the student on their performance throughout the semester.
- Ensure student is informed on safety, confidentiality, and other employer guidelines.
- Meet with the Workforce Training Manager the middle and end of the semester to discuss the student's performance and any changes that need to be made moving forward.
- Sign off on the student's monthly time card.

### How does it work?

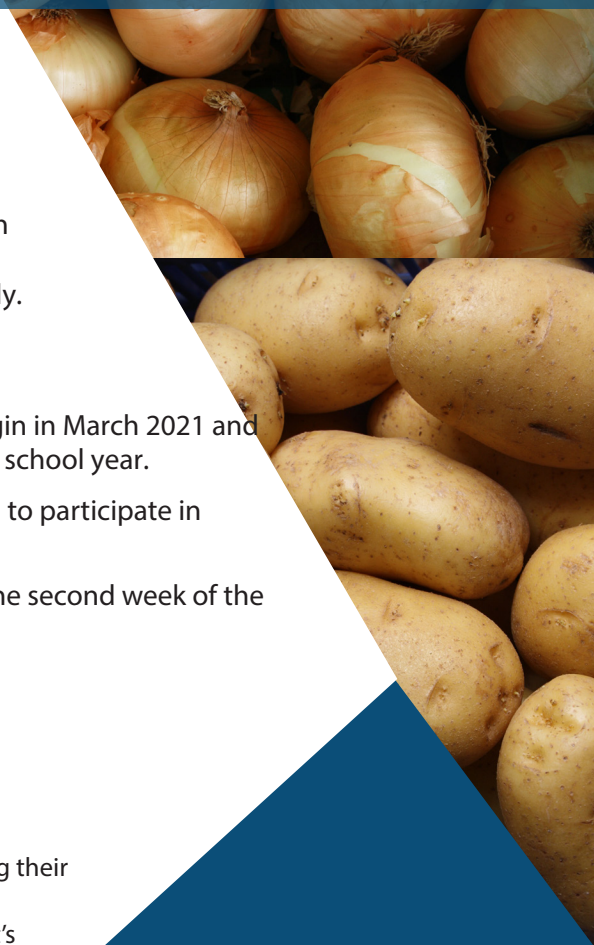
Each internship will consist of the student working with the employer on an agreed schedule that will run the length of the semester. Students can work between 5-15 hours weekly.

### What is the timeline?

The application process will begin in March 2021 and be completed by the end of the school year.

Host employers are encouraged to participate in the interview process in May.

Students will start internships the second week of the school year in the fall.



### Questions?

**Kalie Davis**

Director of Workforce Development  
kalied@portofmorrow.com  
541.571.1624