**Internship Employer Participation Form** (WBL coordinator to fill in own name and contact information)

Internships are opportunities for students to work in and learn about a particular industry, employer, and career while building essential workplace and career skills. An internship is typically the culminating high school experience after several years of work-based learning (WBL) activities, such as workplace tours, career fairs, and job shadows. An internship can be a powerful learning experience for the student but also for the employee who supervises the intern’s work and strengthens his or her leadership skills.

Internships run from ## to ## weeks starting (when). Some employers are able to pay wages to their interns or contribute to stipends paid through the district or school, but not all internship hosts are able to do so (or explain expected financial commitment).

Please complete the following information and return it to the WBL coordinator noted below. If you cannot yet identify all of the specifics about the internship you are willing to provide, they can be filled in later. The WBL coordinator will confirm receipt, send you more information about hosting an intern, and work with you to plan an outstanding internship experience.

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| Company/organization: |
| Industry: |
| Location: | Number of student internships: |
| Preferred start date and duration of internship: | Able to pay wages or contribute toward stipend? |
| Part of organization where student will work (department or function): |
| Nature of the work the student will perform (detailed job description and work/learning plan to be developed later): |
| Main contact name: |
| Phone: | Email: |
| Signature: |
| Work-based learning coordinator name, phone, and email |

Your support of internship opportunities is a valuable complement to classroom learning and truly makes a difference in the lives of our students. Thank you!