



Student Internship Program

2024-2025 School Year

What is it?

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

Student Employer

Students selected are employees of InterMountain ESD. IMESD will pay each student minimum wage and provide Workers Compensation.

High School Credit

In order to receive high school credit for their work experience, students must have a 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 Workforce Development 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 Workforce Development at the middle of the semester and at the end 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.

When is the timeline?

The selection process will begin in March 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?
 Anna Browne
 Workforce Development Specialist
 Port of Morrow
 annab@portofmorrow.com
 541.571.1624