



**WORK STUDY INTERNSHIP**

Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Type of Business \_\_\_\_\_

Date \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Expectations of the Student Work Study Internship Experience**

This program was created, and grant-funded by the State of Maine’s Department of Economic & Community Development to give students ‘paid meaningful work’ experiences. The students are looking to explore what these careers are like; therefore, to be effective we are seeking robust, hands-on experiences. Our Bath-Brunswick-Topsham Career Exploration Collaborative team understands that certain job duties can only be performed by professionally trained employees; however, we urge you to allow these students to help wherever they can in those processes.

Students are seeking to have 40-45 hours of on-site experiences in your company to see if this a field they want to get into. This is a great opportunity to showcase your business to a member of the future workforce. We understand this may not be a fit for all companies. The students will be given a monetary award after completing 40-45 hours of on-site experiences and then 15-20 hours of schoolwork. This award is made possible by the grant funds received through the DECD and administered by the Bath-Brunswick Regional Chamber. There is no expectation of payment from the business for this internship.

We would expect that these student interns would be treated just as any employee would in terms of expectations regarding breaks, safety trainings, etc. Additionally, the students should be supervised by an employee when performing tasks that require specific outcomes or safety standards. The student shall not be given special treatment but is allowed to participate in any corporate outings or functions (for example, if free lunch is not part of what you do for all employees, then you shouldn’t buy lunch for this student as that could be seen as a type of payment; however, if you buy lunch for the whole staff on Fridays then of course they can be part of that).

This should be more than a job shadow; however, we do understand a lot of it will be training and showing them how things work. With that said, integrating them into the work as much as you can is key to making this work study internship a success; please don’t have them sweeping floors for 45 hours, show them what it takes to make your business thrive. View them as a potential employee, because honestly, after these 45 hours are completed, you may want them to be.

What is the preferred time frame for the internship? (evenings, mornings, etc)

Is there an age requirement for this internship?  Yes  No If yes, what age? \_\_\_\_\_

Yes  No If yes, list the requirements: \_\_\_\_\_

Is there a dress code? \_\_\_\_\_



## WORK STUDY INTERNSHIP

Will the student be learning one specific role in the business, or multiple roles?

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Please provide a description of the what the student will learn and do while interning at your business:

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By participating in this Work Study Internship Program, you agree to the following:

- To provide 40-45 hours of meaningful work
- To conduct an onboarding interview with the student and a representative from the collaborative
- To conduct an exit interview with the student upon completion of the 40-45 hours
- To complete an exit survey

*Please note, we will be using experiences from the internships to help market and make the program better for the future.*

Signature \_\_\_\_\_