



2016 Internship Program

Name of Intern:

Intern Email:

Name of Intern Supervisor:

Supervisor Email:

Responsibilities of Business:

- 1.) The internship should be related to an educational purpose
- 2.) Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives
- 3.) Orient the Intern to the business rules, policies, procedures, methods, and operations
- 4.) Evaluate Interns performance
- 5.) Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to your business
- 6.) Allow Intern to attend events hosted by HCEDC as scheduled. If intern is a paid intern provide pay for those events if they are during intern's regular working hours. If Intern is not paid please consider providing transportation or mileage compensation for events hosted by HCEDC
- 7.) Please provide feed by to HCEDC director as needed

Business Name

Authorizing Signature/date
