

E.Y.E

Emery's Young Entrepreneurs
A Career Internships Program

1100 47th Street, Emeryville, CA 94608
510.601.4907

Worksite Career Internship Proposal

Name of Company

Type of Business

Street Address

City, State, & Zip Code

Office Phone Number

FAX Number

Emeryville Chamber of Commerce member?

€ YES

€ NO

Primary Contact Person

Contact's Position

Contact's Email Address

Contact's Phone Number (& Extension)

***Please complete a separate proposal for each category of internship that you intend to offer.
Submit this document to Jennielyn Dino-Rossi, the Worksite/Intern Manager at jdinorossi@gmail.com***

Title & number of internship positions to be offered	
Supervisor's Name & contact information	
Position/project description and responsibilities	
List any prerequisite skills, attributes and/or prior experience needed.	
Are there additional screenings and/or required documents?	
Describe any training that the intern will receive.	
Describe expected outcomes, learning and skill development.	

PROPOSED WORK SCHEDULE

Interns are authorized to work between May 1 and September 30, 2009 for a total of 200 hours.

Start Date _____ End Date _____

Work Days & Hours:

€Monday _____ €Tuesday _____ €Wednesday _____

€Thursday _____ €Friday _____ €Saturday _____

€Sunday _____ €Other (Please specify) _____

Notes _____

Please use this space (or extra attached sheets) to express anything else our program needs to know or understand in order to support the interns in having a positive, enriching internship experience with you.

WORKSITE & SUPERVISOR AGREEMENTS

- *Summer internships for Emeryville youth and students are intended to provide the interns with meaningful exposure to and training in career-related fields of interest with the intention of inspiring their motivation to pursue further education and training to insure personal life and career success.*
- *Worksite Supervisors must attend a mandatory Worksite Orientation meeting as scheduled.*
- *Worksite Supervisors must hold regularly scheduled work performance evaluations with their interns and work deliberately with the program's Worksite/Intern Manager to insure a positive experience for all parties.*
- *Timely submission of all signed timesheets and performance evaluations is required so that the interns can be reimbursed for their work. If the individual listed as the "Supervisor" is not the person responsible for insuring so, please list that person's name and contact information below.*

Name

Position

Email Address

Office Phone Number

FAX Number

AUTHORIZATIONS

Name of Authorizing Person, printed

Position

Signature of Authorizing Person

Date