

261—104.10 (15) Application content and other requirements.

104.10(1) Applicants must complete an application for internship assistance and submit it to the department. Successful applicants must enter into a contract with the department prior to posting or advertising the internship.

104.10(2) If an award is made, the business shall secure an intern within the time period stated in the contract between IDED and the business.

104.10(3) The application shall include, but not be limited to, all of the following:

- a.* The dates and location of the internship.
- b.* A statement of duties the intern will be performing at the business site. The intern is to be involved in a substantive experience in one or more of the following areas: research and development; engineering; process management and production; product experimentation and analysis; product development; market research; business planning and administration. The application shall also include information regarding the intern's work space (i.e., access to telephone, computer, and other necessary items).
- c.* The name of the business's representative who will train and supervise the intern.
- d.* A statement of the anticipated workforce needs at the business, which shall include an explanation of the current workforce shortage and identify the intern's potential for prospective employment with the business following graduation.

104.10(4) The department reserves the right to require additional information from the business.

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