

# North Seattle College Nanotechnology Program



## 2016-2017 Internship Site Information Form

Instructions: Please fill out this form and submit to Kristine Schroeder, SHINE Center Director at [kristine.schroeder@seattlecolleges.edu](mailto:kristine.schroeder@seattlecolleges.edu). Thank you!

<b>Date:</b>	<b>Organization:</b>
<b>Contact at Organization (name):</b>	
<b>Best email:</b>	<b>Best phone number:</b>
<b>Internship Duration:</b> <input type="checkbox"/> One quarter (10 weeks) <input type="checkbox"/> Two quarters (20 weeks)	
<b>Internship Start Quarter:</b> <input type="checkbox"/> June/July 2016 <input type="checkbox"/> January 2017 <input type="checkbox"/> April 2017 <input type="checkbox"/> June/July 2017	
<b>Internship Location (Address):</b>	
<b>Internship Supervisor(s):</b>	
<b>Please describe the internship selection process:</b>	
<b>Brief description of internship position:</b>	
<b>Paid or Unpaid Internship?</b> <input type="checkbox"/> Paid (wage: _____)        Unpaid <input type="checkbox"/> <b>Paid Internships:</b> The employer will pay the student at least the minimum hourly wage as established by the Department of Labor and the Washington State Department of Labor and Industries. The employer shall place the student in the same employment status as that of comparable employees with regard to Social Security, the Industrial Insurance Act, and compliance with labor laws where applicable, and shall not displace a regular employee. <b>Unpaid Internships:</b> Unpaid internships are exempt from the above requirements, except that the intern must not displace a regular employee. All unpaid internships at for-profit organizations must comply with federal FLSA regulations as listed on the Washington State Labor and Industries website. Payment toward L & I insurance (approx. 7 cents/hour) is recommended.	
<b>Anticipated projects or tasks the intern will complete:</b>	
<b>Would you like digital copies of the NSC Internship Agreement and Evaluation Forms to be emailed to you before selecting an intern?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Thank you for submitting internship site information. We will contact your organization within three business days to follow-up and verify all information received. If you have any questions, please contact the SHINE Center Director.