

2022 BBEDC In-Region Internship Program

Intern Request Information

Program Overview

The In-Region Internship Program is an innovative way to offer a resident practical experience related to their interests and career goals. Many of the interns go on to complete their education and training or obtain full-time employment within their field of expertise. BBEDC, in agreement with partnering entities, will work to create internships within various technical and professional occupations. Interns have the opportunity to work in a variety of areas depending on the individual's strengths, or BBEDC and a partner entity may work with an individual to determine the field of interest and set up a specific internship for them.

The BBEDC Intern Request must be completed and submitted by each company seeking to hire an In-Region Intern under the program. Each request will be evaluated by BBEDC staff to determine if the position(s) meets the guidelines established for this program.

An organization may request more than one In-Region Intern. However, a separate request is required for each position. Filling out a request form does not guarantee that BBEDC will fund an In-Region Intern position.

The organization requesting the position is the employer, not BBEDC, and all employer personnel policies will apply. The employer will supervise the intern and ensure that all labor laws are being followed, including payment of all wages, taxes, insurance and all other costs of employment. The wage offered to employees should be consistent with entry-level positions generally offered by the employer, and must be posted in advance but, at the discretion of the employer, wages may be supplemented during the internship if warranted.

BBEDC will reimburse the employer for all direct costs of such internship (except for supplemental payments) upon receipt of an invoice at the completion of employment. All invoices must be received no later than 30 days after the employment ends. The employees must be referred to BBEDC for an exit interview and the employer must submit a written report reviewing the intern's performance based on the established learning plan upon completion of the internship. The employer should also prepare the intern to summarize the internship experience during the BBEDC exit interview. Failure of the employer to submit a written report upon completion of the internship may result in a denial of placement of future interns.

Note: Intern applicants in default in any BBEDC programs are no longer eligible to participate in additional BBEDC programs or services until fully compliant.

PO Box 1464 ♦ Dillingham, AK 99576 ♦ Phone: (907) 842-4370 or (800) 478-4370
Fax: (907) 842-4336 or (888) 325-4336 ♦ Website: www.bbedc.com

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Program Requirements

- A. A **separate** detailed budget for the requested position must be submitted, including the suggested entry-level wage to be paid to the intern.
(Complete Employment Budget Worksheet)
- B. The application proposal must include a **separate** detailed job description including the duration (start & ending dates) of the internship.
- C. The entity requesting the intern must identify an immediate supervisor and contact information. The supervisor must be someone working with the intern on a daily basis.
- D. Interns must fulfill the BBEDC residency and program requirements. BBEDC will assist the employer with the recruitment and interview process for an intern after a request for applications has been submitted and approved. BBEDC will advertise positions in the community where they are to take place, and others if applicable.
- E. Within the first week of hire and at the completion of employment, the BBEDC Work-Based Learning Plan must be completed and submitted to BBEDC.
- F. Employer must submit high resolution pictures of the Intern performing job duties to BBEDC with final report.

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For assistance in completing the application, please contact:

**Education, Employment & Training Department:
Rachel Tilden, Director or Laticia Swift, Coordinator**

***Bristol Bay Economic Development Corporation*
(907) 842-4370 or (800) 478-4370 or (907) 842-4336 Fax**

PO Box 1464 ♦ Dillingham, AK 99576 ♦ Phone: (907) 842-4370 or (800) 478-4370
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Date of Application: _____

Name of Community: _____

Name of Entity: _____

Address: _____

Fax Number: _____

Email contact: _____

Intern Position Title: _____

Intern Supervisor: _____

Supervisor Phone Number: _____

Supervisor's Email: _____

Alternate Supervisors Contact Info: _____

General Liability Coverage: _____
(Coverage Amount and Name of Insurer)

Workman's Comp Insurer: _____

How did you learn about this program? _____

Liaison Website BBEDC Program Other Describe Other
Staff Directory

Application Questions

1. Explain the proposed position and why an intern is requested.

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2. What can your organization contribute to this position (i.e. wages, room, board, specialized training etc.)? _____

3. Is there a possibility for a full-time or part-time regular position with your organization after the intern position has ended? Please explain. _____

4. Have you had an intern through BBEDC in the past? If so, what position(s) was it, and what was the overall benefit to the intern? _____

5. Once the intern is hired, who will work with the intern to identify the learning objectives for the individual learning plan along with criteria to be used to evaluate the intern's knowledge and skill based on the established learning plan? (This must be submitted to BBEDC) _____

6. Brief discription of the intern’s basic duties.

7. Provide a **detailed** timeline & projected cost of the internship position requested. This should include length of employment, wages, hours of regular pay, hours of overtime pay, and any other costs associated with the position.

BBEDC Budget Worksheet

Wages Per Hour	Hours Per Week	Number of Weeks	Total Reg. & OT Wages	Gross Total Wages
O/T Per Hour				
Workman's Comp. Rate				
Fica Rate				
Fica-Med Rate				
AK ESC				
Total Requested				
Does your company pay into FUTA?				

Position Start Date:	
Position End Date:	