



Wayland High School Business Internship Program

Program Description:

The *Wayland High School Business Internship Program* provides an excellent opportunity for local businesses and business people to partner with motivated juniors and seniors interested in business education to engage in a 6-week internship during April and May.

Students will actively observe and learn about a real challenge facing a local business and have the opportunity to interact with successful entrepreneurs and business professionals. In addition to their experience in an authentic business setting students will have regular project discussions with a faculty advisor from the business education department who will help guide student progress. At the conclusion of the internship students will present an executive summary with recommendation to the business that directly targets the business problem the intern was hired to assess. Student will earn 1-academic credit upon successful completion of this unpaid internship.

How do I start the process?

The chart on the following page shows the responsibilities and due dates that apply to Wayland Businesses and Students interested in participating in the Wayland High School Business Internship Program for 2017.



Wayland Business	WHS Business Student
Complete WHS Business Internship Application	Email Mr. Lehmann by March 1 st if you have interest in participating in the WHS business internship program
Send completed application by email to Fred Lehmann by March 1 st Frederik_Lehmann@wayland.k12.ma.us	Coordinate a time to meet with Mr. Lehmann to identify internship opportunities
Have proof of CORI on file	Contact hosting businesses of interest to set up an interview by March 10 th
Interested Student applicants will contact the hosting business by March 10 th to set up an interview time.	Interview with Business(es)
Interview Student Applicants	Notify Mr. Lehmann if an internship offer has been made
Notify Fred Lehmann by email if an internship offer has been made to a student applicant and accepted	Communicate with hosting business to confirm acceptance of internship offer
Fred Lehmann will contact Wayland Business to review internship expectations	Mr. Lehmann will meet with student to review internship expectations
Internship begins week of 4/10/17 and ends week of 5/22/17.	Internship begins week of 4/10/17 and ends week of 5/22/17.
Student submits Executive Summary to Wayland Business; presents findings and recommendation week of 5/29/17	Student submits Executive Summary to Wayland Business; presents findings and recommendation week of 5/29/17
Fred Lehmann and Wayland Business will exchange feedback at midpoint and conclusion of internship	Student will meet with Mr. Lehmann weekly during the internship to review progress and assess goals