

WALL BUSINESS & FINANCE ACADEMY



WE MEAN BUSINESS | EST. 2009

Wall Business and Finance Academy

The Internship Program:

Members in the WBFA are required to complete a minimum of a 75 hour internship during their junior or senior year. This experience should provide them with a taste of real-life experience in an area of business/finance (or other applicable industry) that interests them. Please consider placing one of our students at your company. Although our students are in high school, they are well versed in basic business and marketing strategies and they are extremely literate in technology. We are hoping that through this experience they will gain insight and skills that they would not get from a typical summer job experience. Please refer to the FAQ's to help guide you as you decide to place an intern:

Frequently Asked Questions regarding the WBFA Internship Process:

1) How long will the internship last?

Companies must offer a minimum of a 75 hour internship. Students may work beyond the 75 hour requirement. It is at the discretion of the internship provider and the intern to discuss a work schedule prior to the start of the internship.

2) Do interns need to be paid?

Employers are expected to pay at least minimum wage to the intern while he/she is employed.

3) What paperwork is required?

Employers will complete and turn in the following :

- A promise of employment
- A final evaluation

4) Could you list some tasks that a HS intern could accomplish?

A better question is, what haven't they done? In the past, students have helped update social media for a business, plan different marketing promotions, completed weekly rotations in a corporate setting, worked on special projects, made phone calls, assisted with building a weekly schedule, filed, created presentations, participated in project meetings and much more!

5) Are interns given a job description prior to starting?

This is the decision of the company. All interns are expected to be interviewed for the position. This is the perfect opportunity to give students a job description prior to starting so they know what will be expected of them.

6) This sounds great, but I may have additional questions. Who can I contact?

At any point during the internship if you have any questions or concerns please reach out to:

Lindsay Mossa—WBFA Director at 732-841-2832 or lmossa@wall.k12.nj.us

Tony Grandinetti-Assistant WBFA Director at agrandinetti@wall.k12.nj.us