

Host Business Responsibilities

The Host Company, represented by their Site Coordinator, is responsible for overseeing the intern's daily work and providing assistance to enable the Intern to accomplish tasks. This work will be accomplished through the Host Company's Site Coordinator. The Host Company will commit to the following:



- Sign any OASE documentation needed from Oregon Sea Grant.
- Assign an internal Site Coordinator who will provide on-site support and coordination of the Intern's activities.
- Inform management and other employees about the Intern and the project's goals and objectives. Fully integrate intern into staff networks and culture; ensure they are invited, as applicable, to participate in various professional association activities, staff meetings & lunches.
- Facilitate employee cooperation with the Intern to ensure that the Intern receives the assistance and information needed to accomplish the project.
- Notify OSG Program Coordinators [Jenny Engels/Lisa Cox] immediately of any change to the scope or objective of the focus project prior to or during the intern's tenure.
- Communicate with the Intern prior to the project start date. Conduct any required Host Company pre employment requirements, such as a background check, drug screen, physical or other screening. Any such requirements are the sole responsibility of the Host Company. The OASE Team will not conduct, require, or participate in any pre-employment screenings.
- Provide the Intern any needed tools to work by their arrival time. Approximately, the week of June 21 or predetermined start date, including the following:
 - a. a desk or work table
 - b. designated computer with internet capabilities
 - c. internet access
 - d. email account
 - e. access to a telephone
- Provide Intern with any Company policies, procedures or regulations with which the Intern shall be expected to comply while working at the Company.
- Ensure the Intern works in a safe environment and provide reasonable accommodation, as required. Make certain the Intern understands the hazards of chemicals and/or equipment they work with and understands the company's personal protection program and requirements. Provide the Intern with necessary safety equipment including safety glasses or goggles, hearing protection, hard hat and reimbursement for steel-toed footwear when use of such equipment is required by company policy or the law.
- Provide travel expenses or reimbursement for travel required of the Intern on behalf of the Host Company such as reporting to a worksite other than that designated in the original proposal or travel completed for the convenience of, or at the request of, the Host Company.
- Take necessary actions to provide a workplace that is free of discrimination, threats, intimidation, harassment or acts of violence; provide a reporting mechanism to the Intern to report any alleged acts of discrimination, intimidation, harassment or violence, or threats of such; and immediately report any such alleged acts to OASE Program Coordinator [Sarah Kolesar].
- Develop a project work plan/timeline for the project in conjunction with the intern.
- Review project progress on a regular basis with the Intern. Periodically consult with your Team regarding project development and status and satisfaction with the intern's work.
- Provide environmental and economic savings results to the OASE Team achieved as a result of the OASE Intern project in the Success Story that will be released to the public.
- Review the Intern's final project report, Success Story and presentation for accuracy and authorize the Intern to

submit the reviewed, final documents to the OASE Team. (OASE Team shall maintain the confidentiality of the report –make sure it’s clear what is confidential).

- Review the Intern’s Success Story and company confidentiality standard and approve for public distribution. If the Host Company objects to any or part of the intern’s Success Story or company confidentiality standard, the Host Company shall work with the OASE Team to address the basis of the objection with the goal of providing a meaningful and publically available Success Story within a reasonable timeframe.
- Submit match documentation and an evaluation by October 20, 2023.
- Implement cost-effective waste reduction measures identified by the student, where feasible.
- Engage in follow-up site visits or communication at a regular interval with the OASE Team and provide status updates to the recommended and implemented projects.