

ATTACHMENT 8

ILLINOIS COOPERATIVE WORK STUDY PROGRAM FY2020 EMPLOYER'S LETTERS OF INTENT

Employers must submit a new letter of intent each year to participate in the program. The letter of intent, on the employer's letterhead, must be uploaded and clearly outline the employer's commitment by including each of the following:

- how the work opportunity is linked to an academic program;
- the number of positions available;
- the length of the internship (weeks, hours, etc.)
- the total wage to be paid to the student; and
- the employer's share or percentage of the total wage; and
- if there is a possibility of permanent employment after the internship ends.

A signed contract of intent between the institution and the employer may be substituted for the letter of intent. All of the items listed above must be included in the contract.