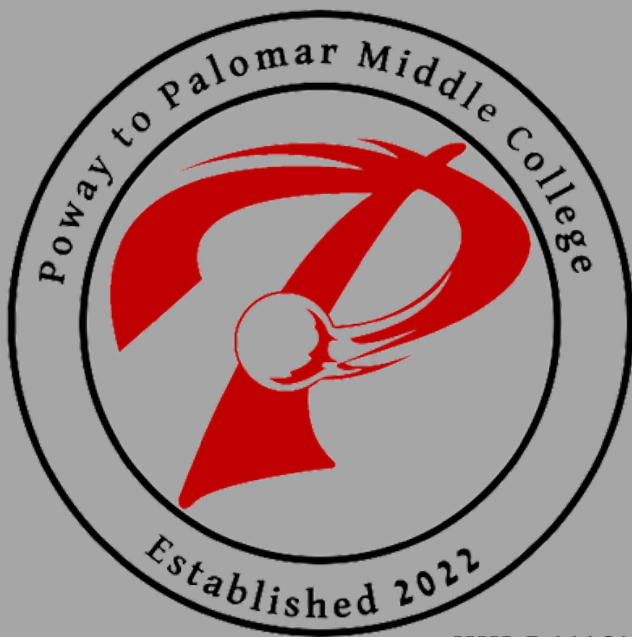


**AUGMENT YOUR COMPANY WITH OUR  
STUDENT INTERNS**



11111 RANCHO BERNARDO ROAD,  
SAN DIEGO, CA 92127

**HIGH SCHOOL INTERNSHIP  
SPONSORS INVITATION**

# ABOUT

## INTERNSHIP 1650

Poway Unified School District in partnership with Palomar College opened its newest high school/college campus, **Poway to Palomar Middle College (PPMC)**, at Palomar Education Center Rancho Bernardo.

A keystone of **PPMC** is our On-site/Virtual/Hybrid Novice Internship program that prepares our students with experiences in their chosen career fields. The goal of this program is for students to explore and gain experiences & insights into their targeted career areas while performing guided work at placement organizations.

Our program mission is based on a modified “Value Triangle” model with the core value of **Awareness** building towards **Self Advocacy**, **Leadership Development**, and **Social Entrepreneurship**.

This novice internship initiative allows students to appreciate the "a day in the life" experiences of mentors in their chosen career fields.

Through a guided matching process, candidates will present their resumes, cover letters, completed requests, and references to potential companies/organizations. Candidates may be requested to proceed through a formal in-person or Zoom interview process. Companies will make the final hiring decisions.



Poway to Palomar Middle College



# APPROACH

## Training Tomorrow's Workforce

The two most significant reasons for sponsoring interns are building a new wealth of resources for your company's specific future needs, and giving back to the community. By providing candidates with on-the-job training that integrates their education and career development, chances to gain awareness and learn new skills; sponsors create a qualified pool of candidates for its regions and communities.

Sponsors may offer candidates positions as active volunteers, job shadowing observers, or unpaid novice interns for academic credits.

## Benefits to the Companies

- Immediate assistance to support projects
- Seamless cross-training for departmental needs
- No cost to Company = Salary & Benefits Savings
- Effective and available workforce
- Company/Community ties are strengthened
- Permanent employees can be relieved from performing minor or routine tasks allowing them to perform higher priority work
- Candidates can energize a workplace with their enthusiasm and desire to learn.



# ARRANGEMENTS

## **Job Shadowing/Volunteer/Novice Internship Commitment**

Placements are for 16 weeks at a minimum of 8 hours a week (4 hours per day, 2 weekdays per week) or a maximum of 12 hours per week.

## **Supervision of Interns**

An internship is defined as a learning experience, proper supervision of the intern is essential. An intern must have a designated site supervisor who is responsible for providing orientation and supervision. The supervisor serves as a teacher, mentor, critic, and boss. Ongoing supervision of the student intern is the key to the success of the internship.

The supervisor will oversee and assign the student intern's work. Supervisors will need to monitor the intern's time and submit an intern evaluation form provided by the intern's college for those receiving academic credit. The supervisor will also provide the intern with a letter of recommendation at the end of the internship commitment.

A suggested method of intern supervision is to have a set time (bi-weekly is recommended) to meet with the intern to review progress on projects, touch base, and provide feedback.



# ADMINISTRATION

## Paperwork

Students will arrive on their first day with 4 required forms for the organization to complete their portion and sign.

1. Unpaid Trainee Authorization for Minor Form from the CA Department of Education (a work permit for unpaid training).
2. Work Experience Education/Internship Training Agreement from Poway Unified School District (Organization's responsibilities to students).
3. Student's Individual Training Plan (agreement of student's learning objectives).
4. Emergency Contact Information

## On-site/Virtual/Hybrid Internship Hours

Students are to participate at a minimum of 8 hours training per week. The ideal schedule would be 4 hours per weekday, 2 weekdays per week. However, scheduling accommodation to your organization's business needs are acceptable. Students are usually available during business hours of their two assigned placement days and after 1:30 on Fridays. Weekends are negotiable upon students and parents' agreements.

## Supervision of Interns

1. At the end of each week's shift, the Supervisor/Mentor will be asked to sign the students' weekly timesheet confirming their hours.
2. At the end of each internship period, the Supervisor/Mentor will need to complete an evaluation (check list) for each student's internship performance.

## PPMC

During the course of the placement, PPMC will schedule up to 2 on-site or virtual visits with the Supervisor/Mentor as a check up on students' progress.



# ACTION PLAN

## INTERNSHIP SPONSORS REQUESTS

Internships attendance are 2 designated days per week at a proposed of 4 hours to a maximum of 6 hours per day. Alternate days may be discussed per companies' business needs. The length of each placement starts with one academic semester or 14-16 weeks. Sponsors may invite students to continue in their placements for a full academic year.

On-site/Virtual/Hybrid Interns may be tasked to assist with administrative, social media, data entry and/or specific business/product development related projects.

Each intern will report to a specific supervisor/mentor who will guide, train, and formally evaluate the intern's job performance. Monthly progress communication will take place between the supervisor and PPMC's Career Education Specialist/Internship Advisor.

**MACHINE  
LEARNING**

**CYBERSECURITY**

**DATA ANALYST**

**VIDEO GAMES  
DEVELOPMENT**

**UI/UX DESIGN**

**AI DEVELOPMENT**

**PROPERTY  
DEVELOPMENT**

**ARCHITECTURE  
INTERIOR DESIGN**

**BUSINESS  
DEVELOPMENT**

**BANKING &  
FINANCE**

**AUTOMOTIVE  
ENGINEERING**

**HEALTH  
SCIENCE/NURSING**

**BIO-MEDICAL  
RESEARCH**

**ANIMAL CARE  
RESEARCH**

**VIDEOGRAPHY &  
SOCIAL MEDIA  
PRODUCTION**

**DIGITAL MUSIC  
PRODUCTION**

**WEBSITE  
DEVELOPMENT**

**ARTS & GRAPHIC  
DESIGN**

Poway Unified School District provides General, Automotive, Property and Workers Compensation liabilities coverage for PPMC non-paid trainees.





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# YOUR SPONSORSHIP

**Thank you in advance for taking the time to consider investing in our Poway to Palomar Middle College students. Your strategic partnership will not only result in positive ROI (Return on Investment) to your organization, but will also deeply influence the ROI (Ripple of Impact) for PPMC students' career endeavors and successes.**

Let's Connect:

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**WE LOOK FORWARD TO  
YOUR PARTNERSHIP**



\*Coined by MEA faculty member Justin Michael Williams and mindfulness teacher and author Shelly Tygielski

**POWAY TO PALOMAR  
MIDDLE COLLEGE**

College, Career, and Life Ready

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