



Student Employment Program

REQUEST FOR APPLICATIONS

Application Due Date: October 30, 2017, 5 p.m.

Administered by the
Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

Please contact Nathaniel-Browning@scusd.edu (916) 257-9640 or Katy-Hensley@scusd.edu (916) 643-9208
with any questions or inquiries.

OVERVIEW

A. Purpose

The purpose of the program is to secure high-quality internship placements for Sacramento City Unified School District (SCUSD) students 16 years of age and older through a partnership between SCUSD and Sacramento Mayor Darrell Steinberg's Thousand Strong initiative.

B. Background

The mission of Thousand Strong is to work together as a community to boost Sacramento's economic prosperity by working with local businesses and non-profit organizations to create a pool of skilled and experienced young talent. This paid internship program matches young, talented students with businesses and other organizations during the 2017-18 school year and then readies those interns for success on the job.

The goal of the initiative is to empower Sacramento's youth and employers. Young people receive valuable training and job experience to elevate futures and kick-start careers. Businesses and organizations grow from the addition of energetic, ready-to-learn youth, as well as developing their own talent. Sacramento's economy ultimately benefits over the long term from an infusion of focused talent into our labor pool.

Participating students must maintain (at minimum) a 2.0 grade point average and 90% school attendance to obtain a work permit. They should be available to work outside of the school day (typically 8 a.m. – 3 p.m.). Interns will be case-managed by pre-selected Community-Based Organizations (CBOs) contracted by the City of Sacramento per the Thousand Strong initiative. CBOs will assist students with "soft skills" such as proper workplace attire and business etiquette, and arranging for reliable transportation to and from their workplace.

Students (funded by SCUSD) will be paid an hourly minimum wage. The Foundation for California Community College's Career Catalyst service will serve as the employer of record, and perform all necessary human resource functions for the Student Internship Program, including onboarding, payroll, and tracking. Student job placement will be done by SCUSD and the City of Sacramento.

C. Requirements

To participate in the Student Internship Program, a non-profit organization must have a location within the SCUSD boundaries with at least two full-time employees, not operate from a personal residence, and:

- Offer a **HIGH QUALITY*** internship to at least one SCUSD junior/senior (16-18 years old);
- Provide an internship opportunity during the 2017-18 school year; and
- Complete an interim and final evaluation for each intern.

**A high quality placement may include, for example, a substantive and challenging work experience in addition to specific job duties; ongoing structural supervision by a primary supervisor that includes regularly scheduled meetings, opportunities for feedback, and adequate opportunities for students to ask questions, and ideally, a mentoring relationship; strong training/orientation for the student, including company culture, and office procedures.*

D. Application

The application consists of the attached cover sheet, narrative questions, and the following attachments:

- Proof of non-profit status
- School or district affiliations/involvement during the past 3 years (if applicable)

Narrative Questions

Please answer the following narrative questions on an 8 ½" x 11" page with one-inch margins, double-spaced, no more than 2 single-sided pages:

- 1. Describe the work duties and responsibilities of the position in which the student will be placed.**
- 2. Describe your ideal candidate.**
- 3. What skills are required for the internship placement?**
- 4. What work-based experience should the student acquire as a result of this internship?**
- 5. How will you ensure that the internship will be a high quality work experience for the student?**

Please e-mail questions or the application components in a single PDF document to:

Nathaniel Browning, Manager II, Policy and Governance

e-mail: Nathaniel-Browning@scusd.edu

Or drop off all documents (stapled in upper left corner) to the Serna Center

5735 47th Ave.

Sacramento, CA 95824

E. Application Review Process

District staff will review all required components and narrative questions and contact the applicants who offer the highest quality placements for SCUSD students. Applicants will be notified by November 3, 2017.

Student Internship Program Cover Sheet

Please complete all requested information

Name of Non-profit: _____

Type of Non-Profit Business (Industry Sector*): _____

Number of Full-Time Employees: _____

Address: _____

Phone: _____

E-mail: _____

Number of Interns Needed: _____

Days/Times Intern Is Needed: _____

Students are only available outside the school day (typically 8 a.m. – 3 p.m.)

Signature/Role: _____

Date: _____

**Industry sectors include: Agriculture and Natural Resources; Arts, Media, and Entertainment; Building and Construction Trades; Business and Finance; Education, Child Development, and Family Services; Energy, Environment, and Utilities; Engineering and Architecture; Fashion and Interior Design; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Information and Communication Technologies; Manufacturing and Product Development; Marketing, Sales, and Service; Public Services; and Transportation. For more details: <http://www.cde.ca.gov/ci/ct/sf/documents/ctecpwposter.pdf>*