



Summer STEPS Internship Program

(Strides Towards Entering Public Service)

1. Each department will be allotted two interns for the program period of June 13, 2016 – August 5, 2016.
 - a. 8 week term
 - b. Departments may do the following at their own expense:
 - i. Hire additional interns for the Program
 - ii. Have interns start prior to the Program or work beyond the end of the program
2. Recruitments for each department or division will be capped at 75 applicants. The recruitments will run April 15th through May 8th, or until we receive 75 applications per department or division, whichever comes first.
3. Each department will screen their own applicants. Guidelines will be provided to each department. Priority will be given to Washington Unified School District (WUSD) students who are enrolled in a career-driven pathway or academy. Secondary preference will also be given to other Washington Unified School District students and graduates, and West Sacramento residents. Interviews will be conducted the first and second week of May via department panels, with notifications to candidates by May 20, 2016.
4. The first day of the Program will be Monday, June 13th. The interns will work a standard 40-hour week, Monday-Friday, 8:00a.m.-5:00p.m. unless otherwise arranged prior to the Program starting.
 - a. Departments will be responsible for holding regular evaluation meetings with the interns to evaluate their progress and answer any questions they may have. These evaluations will be documented on the Student Internship Evaluation Form.
5. Each week there will be a luncheon with a speaker from one of the departments to ensure that all interns learn about all aspects of the City.
6. The final day of the Program will be Friday, August 5th.
 - a. Departments will be responsible for completing the Final Evaluation Form with the intern. The intern will also be provided with a Program Evaluation Form for feedback on the Program.

Level	Criteria
Student Intern – Level I <i>\$10.00-\$11.50/hour</i>	<ul style="list-style-type: none"> • High School juniors and seniors, 16 years of age or older, enrolled in an industry-themed pathway or academy
Student Intern – Level II <i>\$11.75-\$13.25/hour</i>	<ul style="list-style-type: none"> • Incoming 1st or 2nd year college or university students • Community College students
Student Intern – Level III <i>\$13.50-\$15.00/hour</i>	<ul style="list-style-type: none"> • Incoming 3rd or 4th year college or university students
Student Apprentice <i>\$15.00-\$20.00/hour</i>	<ul style="list-style-type: none"> • Professional and Graduate school students

Salary increases at \$0.25 increments