

C.I.T.Y. Fact Sheet

(Community Internships Training Youth)



C.I.T.Y. is an up-and-coming local program organized through partnership between the City of Thousand Oaks (CTO), California Lutheran University (CLU); Greater Conejo Valley Chamber of Commerce (GCVCC); Conejo Valley Unified School District (CVUSD), Ventura County Office of Education (VCOE) and Conejo Youth Employment Services (CYES).

The goal of the collaboration: provide students the opportunity to apply their learning in a meaningful experience in the workplace. At the same time, the program strives to provide local business entities with the highest-quality applicant pool the community can provide. This program supports Career Education Pathways Programs in our local schools.

Benefits

The benefits for the students: hands-on experience and exploration of career paths.

C.I.T.Y. helps employers:

- Gain access to an expanded pool of qualified applicants
- Invest early to get hard-to-find people “trained your way”
- See future employees in action before hiring them, ensuring succession to your organization
- Generate positive publicity and public relations for their company
- VCOE provides oversight and insurance for students selected as interns in the program as described in the Community Classroom Agreement, Item 9 (*Note: Insurance is only valid during the time the student is in the ROP class if both parties have signed the Agreement)

Student Criteria for a Quality Program

Our application process in detail can be found in the official guidebook on our website (www.toaks.org/city). At a glance, our rigorous process includes a written application, interview by potential employer and, if accepted, enrollment in the VCOE Career Education Center (CEC) Summer Session for school credit.

Student requirements and expectations include:

- Student must be at least 16 years of age in their junior year of high school during the 2017-2018 school term
- Students must fill out an application for the business they want to apply to online at www.toaks.org/city between March 12 and April 1, 2018. An interview fair will be held on 3/12 for students to meet prospective employers.
- If accepted into the program, students must:
 - Register for a summer course through VCOE CEC (School to Career Educators at schools have information to register)
 - Attend a career/life skills training course at CLU during the internship
 - Students must adhere to the schedule provided by workplace and respect employer's time by being punctual and putting forth their best efforts.
 - Adhere to and complete the Worksite Individualized Training Plan as agreed upon with Career Education Center Teacher (CECT).
 - Attend graduation ceremony

Businesses we ask you to do the following:

- Provide a job description by March 5 that outlines job duties and student learning competencies, examples of excellent job descriptions are available by request.
- Determine whether they want to participate in the 4 week or 8 week program
- Participate in Internship Fair on March 12 from 5:30-7 p.m.
- Review applications provided by schools and interview applicants by May 15.
- Notify applicants and administrator of selected applicants by May 18 (administrator will notify students not accepted).

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- Coordinate a training plan with CEC Teacher for intern(s) selected and sign Community Classroom Agreement by June 1
- Provide intern schedule prior to June 10.
- Provide a minimum of 10 hours of “time on the job” per week (8 week course) or 15 hours minimum (4-week course), with Fridays off for class during the internship period July 2 to July 27, 2018 for the 4-week course; June 18 to August 10 for the 8-week course. (Insurance will be provided for the student for the length of the selected course)
- Provide a workplace mentor that can meet with the intern once a week to discuss progress and “lessons learned.”
- Allow CEC Teacher to visit job site a minimum of one time during the internship with advanced scheduling.

Internships may be paid or unpaid at the discretion of the employer as agreed to in advance. Both interns and employers will be asked to complete an evaluation form at the end of the internship to provide feedback on the program.

Commit and Partner with Us!

Interested businesses should visit the website, www.toaks.org/city, for more information on the program. At the website, there is a **Business Partner Program Commitment Form**. This form includes a job description. Be specific with what you are looking for. It will help us find the best candidate for you. If you want someone to design a website in a specific program, ask for that.

The official program guidebook with all other information is also available at the website. Please take time to look through all materials, and email us at youthcommission@toaks.org or call 805.381.7362 with questions.

2018 Tentative Time Line

Friday, March 5	Business Commitments Due
March 12, 2018	“Internship Fair” & Student application process online
April 5, 2018	Student Applications Due
April 15, 2018	Businesses Receive Intern Applications
By May 15	Businesses interview applicants
By May 18	Businesses notify Interns and admin of selections (admin will notify those not selected)
July 2 – July 27 (4-week course) June 18 – August 10 (8-week course)	Workplace internship
Fridays June 15, 29; July 13, 20, 27	10:00 – 12:15 - CLU class (Subject to Change)
C.I.T.Y. Commencement	12:15 to 1:30 immediately following last class