

# 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 the ROP and Pathways Programs in our local schools.

## Benefits

The benefits for the students are obvious: 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 – July 3 through July 28 if both parties have signed the Agreement)

## Criteria for a Quality Program

Our application process in detail can be found in the official guidebook on our website ([www.toaks.org/city](http://www.toaks.org/city)). At a glance, our rigorous process includes a written application, interview by potential employer and, if accepted, enrollment in the ROP Summer Session.

Student requirements and expectations include:

- Student must be at least 16 years of age in their junior year of high school during the 2016-2017 school term
- Students must fill out an application for the business they want to apply to online at [www.toaks.org/city](http://www.toaks.org/city) between February 28 and April 3, 2017.
- If accepted into the program, students must:
  - Register for a summer ROP Course through VCOE (School to Career Educators at schools have information to register)
  - Attend a job readiness and 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 Classroom Training Plan and the Worksite Training Plan as agreed upon with Career Education Center Teacher (CECT).
  - Attend graduation ceremony

We ask businesses to do the following:

- Provide a job description that outlines job duties and student learning competencies, examples of excellent job descriptions are available by request.
- Participate in Internship Fair on February 28 from 6-7 p.m.
- Review applications provided by schools and interview applicants by May 1.
- Notify applicants and administrator of selected applicants by May 15 (administrator will notify students not accepted).

# C.I.T.Y. Fact Sheet

(Community Internships Training Youth)

- Coordinate a training plan with CECT for intern(s) selected and sign Community Classroom Agreement
- Provide intern schedule prior to June 5.
- Provide a minimum of 15 hours of “time on the job” per week, with Fridays off for class during the internship period July 3 to July 28, 2017. (Can request interns work longer than 4 week ROP class, but insurance is only provided for the four weeks)
- Provide a workplace mentor that can meet with the intern once a week to discuss progress and “lessons learned.”
- Allow CECT 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](http://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](mailto:youthcommission@toaks.org) or call 805.381.7362 with questions and concerns.

2017 Time Line

Friday, February 15	Business Commitments Due
Tuesday, February 28	“Internship Fair” & Student applications online
Monday, April 3	Student Applications Due
Monday, April 17	Businesses Receive Intern Applications
April 17 – May 1	Businesses interview applicants
Monday, May 15	Businesses notify Interns and admin of selections
Monday July 3 through Thursday July 28	Workplace internship (C.I.T.Y. Program minimum, workplace may require longer, see job descriptions)
Fridays June 23, 30; July 14, 21, 28	CLU class (Subject to Change)

## Feedback

### What aspects of program do you feel were especially good?

“The quality of the intern and great match of intern with the employment opportunity was perfect.”

“I liked that the internship program provides an opportunity for employees of SAGE to contribute back to the community. The intern I hired was solid, and did quality work.”