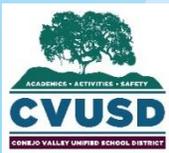


thousand oaks – a **CITY** of
Opportunities

*An Internship Program for
Interested Businesses & 11th Grade Youth*



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Contents

INTRODUCTION TO C.I.T.Y	2
Why Youth Internships?	2
C.I.T.Y Overview	3
C.I.T.Y Criteria for a Quality Program	4
C.I.T.Y Program Goals	5
C.I.T.Y. Performance Measures/Program Evaluation	5
ROLES AND RESPONSIBILITIES	6
Principal Partners (CTO, CLU, GCVCC, CVUSD, CYES, VCOE)	6
City of Thousand Oaks Internship Coordinator	6
Ventura County Office of Education	6
Career Education Center Teacher	7
Conejo Unified School District	7
Worksite Affiliate	7
Parents	8
Students	8
PROGRAM ENROLLMENT	9
C.I.T.Y. Enrollment Steps	9
C.I.T.Y. Learning Component	10
PROGRAM PROCESS	10
PROGRAM EVALUATION	10
FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS	11
What Is an Internship?	11
What Are the Benefits of Doing an Internship?	11
When Is the Best Time to Begin Planning an Internship?	11
Are Internships Paid?	11
2017 Important Dates	11

INTRODUCTION TO C.I.T.Y

(Community Internships Training Youth)

Why Youth Internships?

As more and more boomers continue to retire, it is critical that we prepare youth to be partners in successful community growth. Collaboration to enrich youth, businesses, and the community as a whole is a key component.

The C.I.T.Y. partnership between a municipal agency – the City of Thousand Oaks (CTO), a County Education Agency – Ventura County Office Of Education (VCOE), an institution of higher education – California Lutheran University (CLU); a business collaborative – Greater Conejo Valley Chamber of Commerce (GCVCC); the local school district – Conejo Valley Unified School District (CVUSD); and a local non-profit – Conejo Youth Employment Services (CYES) is a perfect example of an ideal collaboration for success.

Youth Internships allow students the opportunity to apply learning into a meaningful and relevant on-the-job experience. It is an opportunity for them to connect with the local business world outside of school and gain the skills to go on to further education and/or enter the workforce. It is also a great opportunity for businesses to connect with future staff and leaders.

Youth Internships present an avenue to promote relevance in education. “Why do I need to learn math, science, and history? I’ll never use it.” Youth Internships can be a way to help students understand the relevance of academics in relation to what it takes to be successful in any workplace.

This vital connection helps youth understand why basic skills are important and how complex a job can be. Through working with an adult mentor at the worksite, students can develop a foundation of general workplace skills and possibly acquire information and skills in their chosen career path.

Youth Internships also provide students with focused and structured learning, giving them experience with the responsibility for meeting timelines, making decisions, and working with others – all skills needed for success in the workplace and ultimately our success as a community.

C.I.T.Y Overview

An Internship is an opportunity for a student to spend time with one or more employees at a business, non-profit organization, or government agency. The objective is to provide an opportunity for students to observe and gain hands-on experience in how business and industry work, and to learn about opportunities in our local community.

By being at the work site, students will get a firsthand perspective of the skills and tasks required on the job. The youth internship program will increase the student's knowledge of workplace skills and receive on-the-job experience. The intention is to select an internship experience that is similar to the student's chosen career cluster/pathway.

C.I.T.Y helps students:

- Gain hands-on experience at a local business.
- Establish a connection between education and work.
- Develop an understanding of the workplace under the guidance of an adult mentor.
- Explore different career paths including opportunities in our local community.
- Develop workplace responsibility.
- Establish professional contacts for future employment and mentoring.
- Establish positive work habits and attitudes.
- Learn technical skills that will be invaluable for future jobs.
- Understand what education opportunities are available that will lead to a career in their chosen career pathway.

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, and hire those who fit your company culture and expectations.
- Introduce students to their business and careers available within their company.
- Communicate to students how important it is to learn well: how to read, write, speak, listen, calculate, and think when it comes to workplace success.
- Be seen as an active and caring part of the community by providing a student that needs mentoring an opportunity.
- Generate positive publicity and public relations for their company.
- Help students make better informed educational and career choices.
- Build morale among employees by giving them something positive in which to participate.
- Develop new projects with student assistance.

C.I.T.Y Criteria for a Quality Program

Students

1. Students are selected for the Youth Internship program based on an application process that includes: a written application, and business partner interview.
2. If selected, students must enroll in an ROP Summer School Class, which will include a Classroom Training Plan and Assessment (CTP) and a Worksite Individual Training Plan (ITP).
2. Student worksite placement/internship experience will be based as close as possible to the student's career interest.
4. Students must be at least 16 years of age and in their junior year of high school during the 2017-2018 school term.
5. Students must be available during the entire class schedule. Some internships require a longer period of time. This is the minimum.
6. Students must attend a job readiness and life skills training course on designated Fridays during the internship at CLU.
7. Students must follow guidelines provided to them by the assigned teacher, business partner and C.I.T.Y. program.
8. Students must complete all internship and class training successfully to receive certificate.
9. Students must provide feedback through evaluation process.

Worksite

1. Worksites must provide a job description outlining job duties and student learning competencies and agreed to by all parties.
2. Student "time on the job" should be a minimum of fifteen hours a week during the four-week program or a minimum of ten hours a week during the eight-week program with Fridays off to attend life skills course at California Lutheran University.
4. Worksites must provide students an on-the-job mentor to discuss learning objectives on a weekly basis.
5. The Youth Internship may be a paid or unpaid experience at the discretion of the worksite as agreed to in advance. Offering paid internships widens the student base that can be served.

Classroom

1. Resume/interview skills course will be offered prior to application process by Conejo Youth Employment Services.
2. Students selected for the program will receive basic employability skills before the on-the-job experience at California Lutheran University.
3. Classroom life skills learning will be provided weekly during the internship period at California Lutheran University.

C.I.T.Y Program Goals

The C.I.T.Y program incorporates the Mission Statements of all partners.

- Extraordinary service to the citizens we serve is our purpose and product (CTO)
- Educate leaders for a global society who are strong in character and judgment, confident in their identity and vocation, and committed to service and justice (CLU)
- Enhance the profitability of businesses in the cities of Thousand Oaks, Westlake Village and Agoura Hills through leadership, political action and dynamic programs to promote economic vitality for our members and community (GCVCC)
- To provide a quality education in an environment where every child matters (CVUSD)
- To provide quality services and support for life-long learning opportunities (VCOE).

In consideration of our student population, our vision is to serve all community students through four substantial goals:

1. Offer **hands-on** experience in career and technical programs.
2. Offer career exploration for students preparing for post-secondary education.
3. Prepare students for a career by developing employability skills through skill building courses and work experience.
4. Prepare local youth to be partners in successful community growth by connecting them with local business opportunities for their future

C.I.T.Y. Performance Measures/Program Evaluation

How will we know the program is working?

The number of business partners, student applicants, students with successful completions, and the business partner and student evaluation forms, will provide measurable performance indicators.

Students and businesses will also be asked to provide updates a year after graduating from the program to establish long term impact.

ROLES AND RESPONSIBILITIES

Principal Partners (CTO, CLU, GCVCC, CVUSD, CYES, VCOE)

With the help of internship coordinator, partners are responsible for establishing and implementing the youth internship program. The partners should:

- 1) Communicate the goals and expectations of the youth internship program to the community.
- 2) Provide resources to support the program.
- 3) Oversee communication of information to businesses and agencies.
- 4) Conduct business and student interviews and select eligible participants.
- 5) Develop and conduct interview skills class
- 6) Develop curriculum and conduct life skills learning
- 7) Host informational and graduation programs

City of Thousand Oaks Internship Coordinator

The internship coordinator serves as the Administrator of the Program. The coordinator is responsible for:

- 1) Preparing business and student informational packets
- 2) Development of program timeline and managing scheduling
- 3) Informing program participants of roles and responsibilities
- 4) Hosting internship fair
- 5) Assisting with Internship implementation elements, such as contacting employers, obtaining training agreements, etc.
- 6) Overseeing communication of information to parents and arrangements for parental involvement if applicable
- 7) Overseeing all regulations for the program are being met
- 8) Implement Commencement Event

Ventura County Office of Education

The VCOE serves as the administrator of the educational component of the Program. VCOE is responsible for:

- 1) Developing and maintaining a 4-week and an 8-week ROP Summer School Class for C.I.T.Y.
- 2) Providing Business applications (hardcopy and electronically)
- 3) Assign staff to develop marketing materials and assist in outreach to businesses and students
- 4) Promote through WDB and business network
- 5) Hiring Career Education Center Teachers to assist students enrolled in the ROP Summer School Class
- 6) Provide stipend to Career/Life skills Course Professor
- 7) Assisting Career Education Center Teacher with forms and information needed to assist students successfully complete the program.
- 8) Providing necessary compensation and liability insurance for students at workplaces contracted as Affiliates in the amount outlined in the Community Classroom Agreement. This insurance is only valid during

the time the student is enrolled in the ROP Class, and is only valid if the Agreement is signed by both parties.

- 9) Assist in review and revision of program evaluations, collect and evaluate

VCOE Career Education Center Teacher

The Career Education Center Teacher will:

- 1) Provide related classroom instruction
- 2) Provide training plan and timecard
- 3) Make supervision visits to the training site
- 4) Addressing questions and, if necessary, mediating problems and issues among the participants in the experience
- 5) Monitor the student's progress
- 6) Discuss student evaluation with site supervisor

Conejo Unified School District

School to Career Educators (Or assigned school counselors) will:

- 1) Attend Partner meetings as scheduled
- 2) Understand and share knowledge about the program to students to ensure they register in the ROP Summer School Class and follow all program guidelines
- 3) Review all applications and work to determine which applicants will be submitted to workplaces
- 4) Work with VCOE and the Career Education Center Teacher to complete the CTP and ITP for accepted students
- 5) Attend the graduation ceremony

Worksite Affiliate

Student interns are supervised by a staff person employed by the worksite. Typically, the worksite supervisor will have experience and expertise in the area in which the student is interning. Worksite supervisors will:

- 1) Determine qualifications for the position and write job description
- 2) Interview student interns within time frame
- 3) Provide on-the-job experiences related to the Career Education Center training program agreed upon
- 4) Follow the student training plan
- 5) Allow for a teacher site visit and consult with the teacher regarding the student's progress
- 6) Verify the student timecard
- 7) Serve as a mentor, sharing the pros and cons of a career in the field and giving suggestions for entering the profession. The worksite supervisor should have sufficient experience in the field to draw from and share that experience with the student intern
- 8) Meet with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern's work. A worksite supervisor may also help by recommending ways

- to enhance the intern's learning
- 9) Submit a final evaluation of the Internship experience, describing achievements and providing suggestions for improvement
 - 10) Participate in graduation ceremony to provide student a certificate for completion of the Internship

Parents

Parental support is a key factor in students' success. Parents can help their student by:

- 1) Supporting him/her in developing, implementing, and reviewing their education and career plans
- 2) Helping him/her identify their strengths, learning style, interests, talents, skills, and needs
- 3) Being supportive of their goals, pointing out strengths and accomplishments, encouraging them to explore the range of alternatives for their future, and encouraging them to ask for help when they need it
- 4) Be willing to sign a liability form relating to participation in C.I.T.Y.

Students

Student interns are responsible for:

- 1) Selecting one internship worksite appropriate with career goals and submitting one application for that internship by the deadline date
- 2) Responding to phone calls and showing up on time for any interviews scheduled
- 3) If selected for an internship:
 - a) Register for the ROP Summer School Course (school to career educator at your school has registration information)
 - b) Meet with the School to Career educator at your school to complete ROP Plan and Assessment Requirements
 - c) Agree with Workplace on your schedule (Remember: the minimum is 15 hours a week the entire month of July for the 4-week course and 10 hours a week, June 18 – August 10 for the 8-week course) Individual workplaces may require longer hours.
 - d) Work the required number of hours
 - e) Learn about and act in a manner consistent with the business "culture" and its commitment to a high level of service to the public
 - f) Learning about and adhering to business regulations regarding confidentiality and public access to information
 - g) Maintaining high standards of professionalism while at the Internship site
 - h) Seeking out supervision and assistance at the worksite as needed
 - i) Complete the academically-related tasks required to participate in program (such as attending classes and completing assignments)
 - j) Submit a post-internship evaluation form at the conclusion of the course
 - k) Attend graduation ceremony last day of CLU class July 27, 2018

PROGRAM ENROLLMENT

C.I.T.Y. Enrollment Steps

There are several steps involved in enrolling businesses and students into the program.

The **Business Partner Program Commitment Form** is an agreement between Principal Partners and Business partner that the business will provide a meaningful internship with skill development for one or more students during the specific internship period.

Once all business partner commitment forms are received and approved, Program Coordinator will begin student recruitment.

After a business partner selects a student(s), the Worksite Supervisor will receive the Worksite Individual Training Plan from the Career Education Center Teacher and sign a contract with the Ventura County Office of Education. This is required for the student to receive credit for the class and also so that the student is covered under the VCOE compensation and liability insurance. Please remember this insurance is only valid while the students are enrolled in the summer class. If you choose to require the student to work longer than that time period, the student will NOT be covered under the program's insurance.

The **Student Program Application Form** is an agreement between the student and the principal partners to participate in the Youth Internship Program. It must be submitted by posted deadline date. Please do not apply if you cannot complete the required time and attend all 5 CLU classes between June 15 and July 27, 2018.

Once the student application has been approved, school career counselors and Conejo Youth Employment services will select which students to send for interviews with perspective employers. Staff will forward selected applications to the perspective employers who will contact students for an interview.

If hired, businesses will notify the student and agree on a schedule. The business will also notify C.I.T.Y. Internship staff of which students were accepted into the program so that we can schedule them in the class at CLU.

After a student has been hired, they must work with the School to Career Educator at their school to enroll in the ROP Summer School Class, and complete CTP and ITP forms.

C.I.T.Y. Learning Component

Conejo Youth Employment Services will offer job application and interview practice for interested participants. Call (805) 496-6868 or yescyes1422@gmail.com for more information and/or appointment. California Lutheran University will provide a life skills course during the internship period. Curriculum will be provided to selected students.

PROGRAM PROCESS

Upon Completion of all applications and agreements, Students will begin the 2018 internship at CLU for the first class on June 15 and at the “workplace” beginning on the agreed upon schedule. It is important that the work schedule coincide with the learning component. If you cannot work during those weeks and attend the classes at CLU on Fridays (June 15, 29, July 13, 20 and 27) please do not apply. *Some internships require a longer commitment, please read job description for details.

Students will also attend life skills course at California Lutheran University five Fridays during the internship. Students will complete all projects as assigned by course instructors.

Students and workplace mentors will meet once a week prior to Friday class to discuss learning experiences, which could include: Workplace Training Plan, Worksite Competencies, progress, challenges, improvements, business culture, general observations, other career opportunities in that business environment, and educational or training requirements if any.

Students and mentors will have Career Education Center Teacher and program coordinator contact information to keep in touch or reach out to for any reason during the program. Career Education Center Teacher will also conduct site visits.

Upon completion of program, students and mentors will complete evaluation forms and those who complete the program will be invited to a “graduation” event to acknowledge participation in the program.

PROGRAM EVALUATION

Evaluation is the key to the success of any program. Evaluations will include:

- A survey of students who completed the program to determine the benefits they received
- A worksite survey to gather information about the successes of the program and the suggestions for improvement.
- An annual student and worksite survey, when obtainable, to evaluate future benefits to both parties.

Data will be evaluated and shared with principal partners, business partners, students, and the community.

FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS

What Is an Internship?

Youth Internships place qualified students as interns in community businesses, non-profit organizations and government agencies to gain valuable on-the-job experience. Students spend class time learning aspects of community businesses and life skills to assist them in employability. Youth Internships can also be a way to help students understand the relevance of academics in relation to skills needed in the workplace.

What Are the Benefits of Doing an Internship?

An internship can have many benefits, such as:

- Application of classroom learning to the workplace.
- Exploration of career options.
- A chance to “reality test” – try out one’s interests, values, and abilities in a work setting.
- Development and enhancement of professional skills.
- An increase of one’s self-confidence as a student and worker.
- An opportunity to practice job search skills and expand one’s network of professional contacts.
- Relevant work experience to add to one’s resume to demonstrate interest and commitment to a field.
- A chance to earn money to help pay for educational expenses.
- An opportunity for leadership and/or character development.

When Is the Best Time to Begin Planning an Internship?

Students should begin planning their internship as soon as possible, but no later than the beginning of the semester preceding the semester in which one plans to do the internship. For example, students planning an internship for summer, should begin planning no later than early spring semester of that academic year.

Are Internships Paid?

Some internships are paid; however, the majority are not paid. The amount and form of payment is usually established by the Internship site. Compensation for work undertaken as an intern can take a variety of forms. An intern may be paid a wage, be reimbursed for mileage and/or other expenses incurred as part of the internship experience or receive a stipend. Organizations not able to directly compensate an intern may offer indirect compensation in the form of discounts on services or products or the opportunity to participate in in-service and/or training workshops usually provided for employees.

2018 Important Dates

Thursday, March 8	Business Commitments Due
Monday, March 12	“Internship Fair” & Student applications online
Sunday, April 5	Student Applications Due
Monday, April 15	Businesses Receive Intern Applications
By May 15	Businesses interview applicants and make final decisions
By May 18	Businesses notify Interns and admin of selections
July 2-July 27 (4-week course) minimum 15 hours a week June 18 – August 10 (8-Week Course) Minimum 10 hours a week	Workplace internship (this is the C.I.T.Y. Program minimum. The workplace you choose to apply to may require longer time frame and/or more hours. Please see individual job descriptions)
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