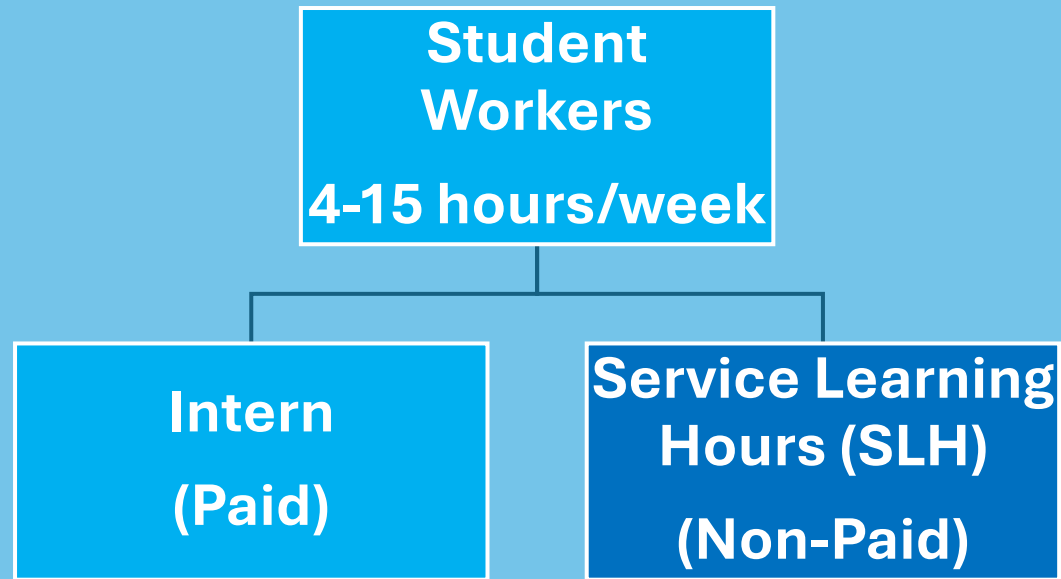
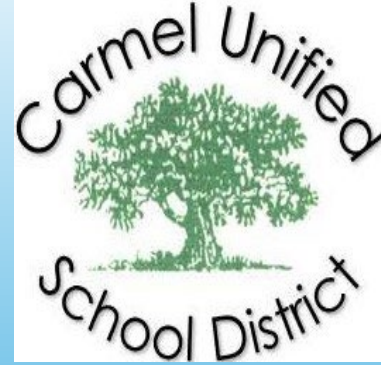




PILOT INTERNSHIP PROGRAM

LOOKING TOWARDS THE FUTURE - REVIEW FOR THE
CARMEL AREA WASTEWATER DISTRICT (CAWD)/CARMEL UNIFIED SCHOOL DISTRICT BOARDS (CUSD)

Carmel Area Wastewater District | Carmel Unified School District





INTERNSHIP PROGRAM PHASES

01

PROGRAM DESIGN

02

RECRUITMENT &
ONBOARDING

03

ASSESS & GROW

EXECUTIVE SUMMARY



Staff launched the Summer 2024 Pilot Internship Program for high school students grades 11th-12th, and a college student on May 14 at the Parent/Student open house at the District plant. The program had Interns ages 16 and up being paid for their work experience. The duration of the paid program was two, 4-week cycles with the first cycle commencing on June 10-July 5 and second cycle starting on July 8 -August 2, 2024.

The original pilot project the first year would have 1 to 3 student Interns. However, management decided to accept all 12 high school students who applied for the high school program. In addition to the 12 high school students CAWD accepted one Monterey Peninsula College (MPC) student for the Information Technology (IT) position.

Staff feedback on the program was to continue the program next summer and revert to the original plan concept of 2 high school interns with a six-to-eight-week commitment and to continue with the MPC IT and possibly adding a Laboratory intern position.

PROGRAM OVERVIEW



VISION & MISSION

The Carmel Area Wastewater District and the Carmel Unified School District will be a model for Special District-school partnerships for its internship program on the Monterey Peninsula.

The program will create meaningful hands-on learning experiences for the students and recent graduates that will provide valuable skills for workforce readiness and a civics component that will support the students understanding of how a Special District functions and the focused public service it provides.

MARKETING & IMPLEMENTATION

The programs success will depend on partnerships and engagement with local institutions. Branding will occur at the educational level and on a digital platform. We hope to produce a report at the end of the program that could be utilized for granting fund development purposes in the future.

GROWTH

The program was funded by 2024-2025 CAWD Operations/Collections budget departments allocating \$40,000.00 for youth development programs.

Future funding is contingent upon budget sources and/or a sustainable volunteer program (e.g., contract funding).





KEY POINTS TO KNOW

DETAILED PHASES (Expanded Version)




PROGRAM DESIGN

-  **ASSESSING NEED & CAPACITY**
Department leaders provided input on the opportunities for Interns.
-  **GOALS & GUIDELINES**
Specific goals and resources are being compiled, including job description, student handbook, and other support systems.
-  **STUDENT ENGAGEMENT**
Our interns will have an opportunity to learn new skills and be exposed to wastewater/government business processes.

RECRUITMENT & ONBOARDING

-  **CAREER TECHNICAL EDUCATION**
Focus will be with CUSD and in the future for student candidates.
Goal is to support existing internship pathways.
-  **JOB & INTERVIEW PREPARATION**
Support with mock interviews and job preparation. The District will provide guidance on expectations for student workers.
-  **VOLUNTEER PANEL INTERVIEWERS**
CAWD staff and department managers will support panel interviews with candidates.
-  **ONBOARDING & PRE-ORIENTATION**
Interns will experience a formal hiring/onboarding process including safety introduction at the site.

GROWTH & SUSTAINABILITY

-  **INTERNAL SUPPORT & FUNDING**
There is funding for paid internships. Department Managers are aligned to offer opportunities for Service-Learning Hours for students.
-  **ONGOING PARTNERSHIPS**
 - Carmel Area Wastewater District
 - Carmel Unified School District Career Technical Education.
 - MPC
-  **STUDENT EXIT REPORT**
Completion of a successful student worker experience will include an assessment during onboarding and post internship to evaluation program best practices.

INTERNSHIP PROGRAM

Original Plan

- 1-3 Carmel Unified School District Interns
- 1 Monterey Peninsula College Intern
- 2-4-week cycles for CUSD
- 15 to 16 hours per week
- CUSD Interns \$16.00/per hour
- MPC Intern \$25.75/per hour

Actual Plan

- 12 Carmel Unified School District Interns
- 1 Monterey Peninsula College Intern
- 2-4-Week cycles/6-10 thru 7/5 and 7/8 thru 8/6for CUSD
- 14 hours per week
- MPC intern started 5/14 and is continuing at this point.

INTERNSHIP PROGRAM

Interns Area of Work

- Engineering-5 Interns
- Collections/Maintenance 1 Intern
- Laboratory-3 Interns
- Operations-2 Interns
- Safety-1 Intern
- Information Technology-1 Intern from MPC
- CUSD = 12 AND MPC =1



INTERNSHIP PROGRAM

Key Points That Worked

- Goals & Guidelines
- Job & Interview Preparation
- Internal Support & Funding
- Volunteer Panel Interviews
- Ongoing Partnerships
- Onboarding & Pre-Orientation
- Student Engagement

What to Improve

- Life Scan Requirements
- Onboarding & Pre-Orientation
 - 1) OSHA 10 CUSD required
 - 2) Safety Orientation
- Increase Student Engagement
- Student Exit Interviews & Report (Not Just Survey).



**Staff Recommendations
For The Ongoing
Internship Program**

1. 2 CUSD Interns (Traveling Mentor)
2. 6 weeks with possible extension to 8 weeks.
3. CUSD interns rotate through all job descriptions for 6 weeks.
4. 2 Interns MPC IT & Laboratory
5. 4 days per week no more than 3.5 hours per day, which is 14 hours a week.
6. Maintain budget of \$40,000.00 per year in the 2025-2026 fiscal year.
7. Continue board meeting requirement.
8. Work experience after school.



**SPECIAL THANKS TO THE CARMEL UNIFIED SCHOOL DISTRICT
AND CARMEL AREA WASTEWATER DISTRICT MANAGEMENT
STAFF IN THEIR PARTICIPATION IN THIS PROGRAM.**

THANK YOU

Internship Expenditure Summary

CARMEL UNIFIED SCHOOL DISTRICT (CUSD) & MONTEREY PENINSULA COLLEGE (MPC) PILOT INTERN EXPENDITURES

Note: This summary does not include staff time.

<u>Count</u>	<u>Interns</u>	<u>Agency</u>	<u>Salary</u>	<u>Boots</u>	<u>Vest</u>	<u>Shirts</u>	<u>Hats</u>	<u>Food</u>	<u>Computer /Software</u>	<u>Total</u>
1	ALDI	CUSD	\$688.00		\$14.95	\$40.00				
2	BERETTI	CUSD	\$704.00		\$14.95	\$40.00	\$6.00			
3	GALY	CUSD	\$800.00		\$14.95	\$40.00	\$6.00			
4	GARDNER	CUSD	\$752.00		\$14.95	\$40.00	\$6.00			
5	GHIO	CUSD	\$576.00		\$14.95	\$40.00				
6	HAUSER	CUSD	\$896.00		\$14.95	\$40.00				
7	HOGAN	CUSD	\$816.00		\$14.95	\$40.00				
8	LEE	CUSD	\$976.00		\$14.95	\$40.00	\$6.00			
9	ORTEGA	CUSD	\$640.00		\$14.95	\$40.00				
10	ROBINSON	CUSD	\$816.00		\$14.95	\$40.00	\$6.00	\$120.00	Open House	
11	SCIUTO	CUSD	\$640.00		\$14.95	\$40.00		\$150.00		\$3,000.00
12	WILSON	CUSD	\$600.00		\$14.95	\$40.00		\$150.00		
			<u>\$8,904.00</u>		<u>\$179.40</u>	<u>\$480.00</u>	<u>\$30.00</u>	<u>\$420.00</u>	<u>\$3,000.00</u>	<u>\$13,013.40</u>
13	VASQUEZ	MPC	\$4,223.01	\$150.00						<u>\$4,373.01</u>
Total Expenditure										<u><u>\$17,386.41</u></u>