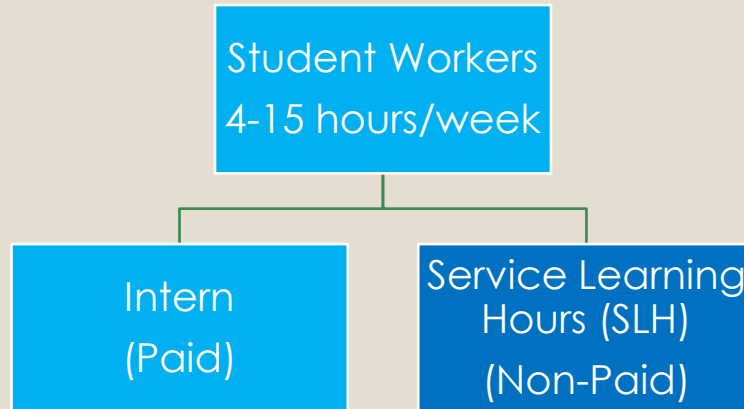




INTERNSHIP PROGRAM

LOOKING TOWARDS THE FUTURE - JOINTLY PREPARING OUR
WORKFORCE

Office of the General Manager | Carmel Unified School District





INTERNSHIP PROGRAM AGENDA

01

PROGRAM DESIGN

02

RECRUITMENT &
ONBOARDING

03

ASSESS & GROW

EXECUTIVE SUMMARY



Student Internship will launch the Summer 2024 Internship Program for high school students grades 11, 12 and college students. The pilot will have student workers ages 16 and above with a mix of paid work experience and Service-Learning hours (non-paid). The duration of the paid program will be a 4-week cycle with a break the first week of July.

The Pilot project the first year would have 1 to 3 student Interns.

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.

Carmel Area Wastewater District will create meaningful hands-on learning experiences for Carmel Unified School District students and recent graduates that provide valuable skills for workforce readiness and a civics component that will support student understanding of how district administration and district government functions.

MARKETING & IMPLEMENTATION

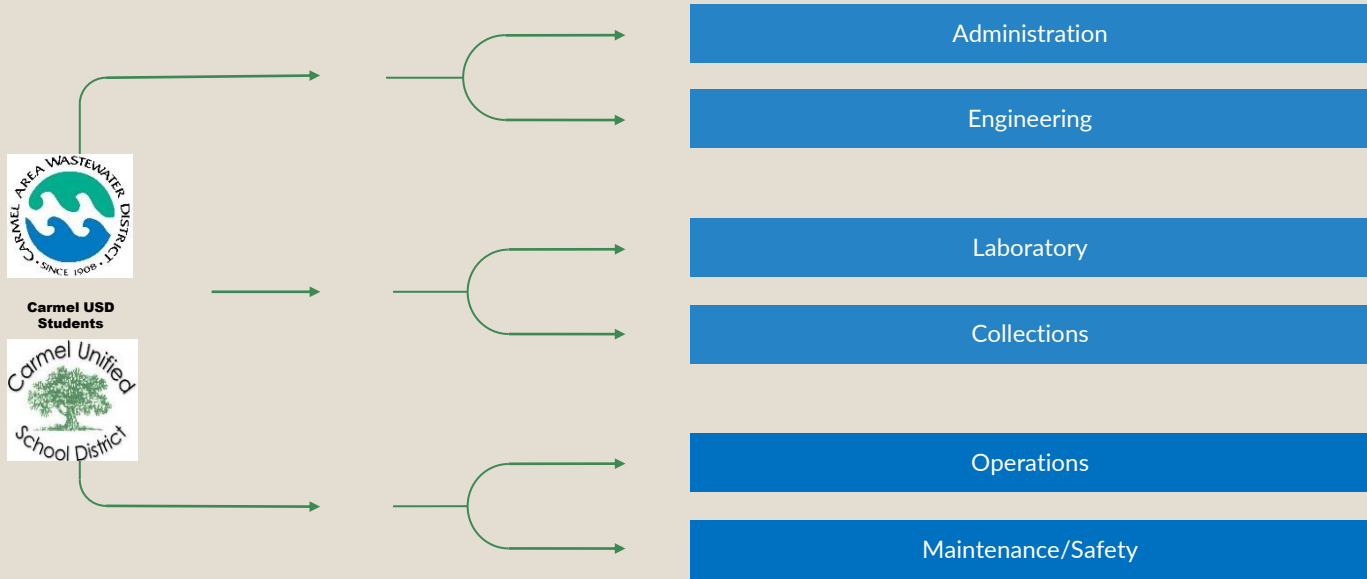
The programs success will depend on partnerships and engagement with local institutions. Branding will occur at the educational level and on a digital platform. We hope to produce a report at the end of the program that could be utilized for granting fund development purposes in the future.

GROWTH

The program will be funded by 2024-2025 CAWD budget under account number (New Category) for youth development programs.

Future funding is contingent upon budget sources and/or a sustainable volunteer program.

INTERNSHIP DEPARTMENT PARTICIPANTS



OUR CORE VALUES



RESPECT

Interns will treat all people with dignity and value the collective of power of teamwork.



QUALITY CUSTOMER SERVICE

Interns will interact with the public as youth ambassadors and display positive ethical behavior.



COMMUNITY INVOLVEMENT

Interns hands-on work experience will be contributions to the well being of the Carmel Area.

SAMPLE MONTHLY WORK SCHEDULE

L = Laboratory

OPS = Operations

ED = Engineering

JUNE/JULY 2025

MON	TUE	WED	THU	FRI	SAT
14 STUDENT INTERVIEWS SLH/INTERNS Summer School Begins	15	16	17	18	19
21	22	23 CALL BACKS	24	25 ONBOARDING	26
28 OPS Intern 2hrs ED Intern 2hrs	29 L Intern A 2hrs	30 L Intern B 3hrs OPS Intern 2hrs ED Intern 2hrs	31 L Intern A 2hrs	JULY 1 END of WEEK Intern Check-In	2
4 OPS Intern 3hrs ED Intern 2hrs	5 L Intern A 2hrs	6 L Intern B 3hrs OPS Intern 3hrs ED Intern 2hrs	7 L Intern A 2hrs	8	9
10 OPS Intern 3hrs L Intern A 2hrs	11 ED Intern 2hrs	12 L Intern B 3hrs OPS Intern 4hrs	13 ED Intern 2hrs	14 L Intern A 2hrs	

KEY POINTS TO KNOW

DETAILED AGENDA (Expanded Version)

PROGRAM DESIGN



ASSESSING NEED & CAPACITY

Department leaders provided input on the opportunities for student workers.



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

CAWD and CUSD will support with Mock interviews and job prep. 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

Students 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.



STUDENT EXIT REPORT

Completion of a successful student worker experience will include an assessment during onboarding and post internship to evaluation program best practices.

*“PEOPLE RARELY
SUCCEED UNLESS THEY
HAVE FUN IN WHAT
THEY ARE DOING.”*

DALE CARNEGIE

STUDENT WORKER JOURNEY

Creating a Model Action Plan



STUDENT GOALS PERSONAL AND PROFESSIONAL



Work in a business environment



Understand how projects get approved

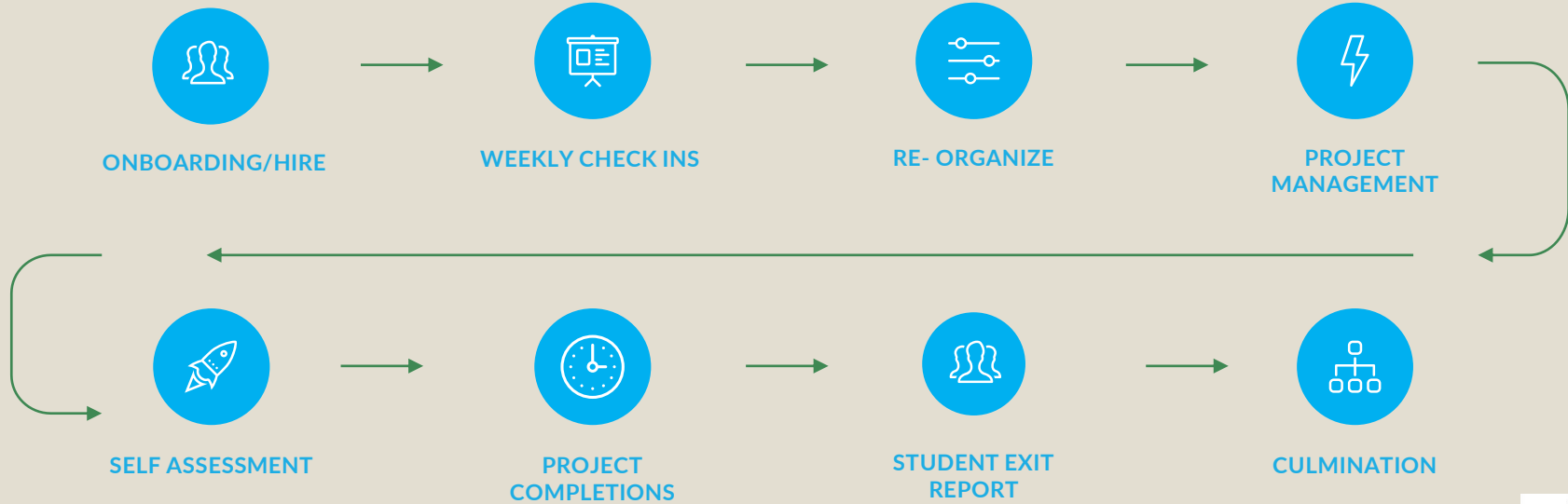


Learn financial literacy



STUDENT WORKER EXIT REVIEW REPORT

The key to growing our program as a fluid program is internal feedback and monitoring from the student and staff.



INTERNSHIP KEY POINTS SUMMARY

Conclusion

STEP
01

PROGRAM DESIGN

BEST IN CLASS
CARMEL UNIFIED SCHOOL DISTRICT
CAWD VISIBILITY & INFRASTRUCTURE

STEP
02

RECRUIT & ONBOARD

HIGH SCHOOL & CAWD STAFF
INTERVIEWS
TRADITIONAL "EMPLOYEE"
ONBOARDING

STEP
03

ASSESS & GROW

PARTNERSHIPS
STUDENT INPUT
STAFF INPUT



INTERNSHIP PROGRAM

SPECIAL THANKS TO THE CARMEL UNIFIED SCHOOL DISTRICT, GAVILAN COLLEGE AND CITY OF SOLEDAD FOR THEIR INPUT ON THIS PRESENTATION

THANK YOU

FAQ'S

How Do I apply?

Carmel Area Wastewater District Jobs the student will need to complete a job application as if this were a traditional employment opportunity.

How Do I qualify?

To qualify you must be a resident of Carmel Unified School District, a student in grade 11-12 or in college. If selected, you will be asked to participate in an interview.

Do you have other positions?

No, currently there are 3 departments participating for Summer 2024. We plan to expand opportunities in the future.

What age do I need to be to work?

The Carmel Area Wastewater District may offer SLH or job employment (State of California prevailing wage, currently \$15.50/hour) to students ages at least 16 years old. California state law requires all minors under age 18 to obtain a student work permit which are issued at the high school.

Do I need to have a minimum GPA?

Yes. We ask that students have a 2.5 minimum GPA to apply, and if hired, students will be encouraged to improve their GPA during our program.

