



## **Town of Discovery Bay CSD**

### **Work Experience Project Student Internship Policy**

#### **Purpose**

The Town of Discovery Bay CSD's internship program is a one-time, unpaid, curriculum-related work assignment program aimed at providing local high school and college students with an opportunity to obtain real life work experience in a managed and monitored work environment.

#### **Policy**

It shall be the Policy of the Town of Discovery Bay CSD that the following components of an Internship program be implemented:

1. The position of an intern shall have a written job description describing the basic duties of the position and the qualifications necessary to perform those duties. Internships may comprise of one or more projects to be completed by the intern during the term of the internship.
2. Each person selected for an internship shall receive a written letter detailing the terms and conditions of the internship.
3. Interns may not work more than 960 hours in a fiscal year.
4. District Staff shall contact local high schools and colleges and notify guidance/career centers of pending or existing openings for Interns.
5. District staff shall work closely with interns in a collaborative relationship benefitting both the District and the intern.
6. District Staff shall provide a written report to the Student's Advisor/Career Center with a summary of duties and benefits received by the District and the student.
7. The General Manager will provide an annual written report to the Board providing a summary of work performed, number of hours performed, and an evaluation of the prior year's activities, including benefit received by the District.

### **Internship Application**

1. Each applicant for an internship shall submit a fully executed and completed Town of Discovery Bay CSD employment application.
2. Each applicant for an internship must submit a letter of recommendation and current resume.
3. Upon receipt of all required documentation, a formal interview will be conducted.
4. After the interview a Background check may be performed on the qualified applicants.