Summer 2025 K-16 Collaborative
Undergraduate Student Internship Program

Q&A for Prospective Student Applicants

The K-16 Collaborative Border Region Talent Pipeline is a team of education, workforce, economic development and industry stakeholders committed to increasing access to high-wage, high-demand careers in business, computing, engineering, education and healthcare for diverse and underrepresented local talent in San Diego and Imperial Counties.

Internship Program Resources:

- Business, Computing, Engineering Student Internship webpage
- Business, Computing, Engineering Student Internship Flyer

What is this program about?

The **K-16 Collaborative Border Region Talent Pipeline** is dedicated to creating pathways for diverse, underrepresented students in San Diego and Imperial Counties to access **high-wage, high-demand careers** in **business, computing, and engineering.**

This **paid internship program** connects you with local employers to gain **real-world experience** while supporting your **career development.** This experience allows you to:

- Build your **professional skills** in your field of interest
- Access a network of employers and mentors in **San Diego and Imperial Counties**
- Have **flexible scheduling** to fit around your college courses

What is the hourly rate of pay for this work experience program?

- Participants will be paid $22 per hour.

How many total hours can I work?

- You can work up to 240 hours over the course of 3 months during Summer 2025 (early June through mid September)

How many hours *per week* can I work?

- Work up to 8 hours a day, no more than 30 hours per week.

How do I qualify for this internship experience program?

- To qualify for this program, you must:
    - Be enrolled (within the last year) in a **business, computing, or engineering Verified Program** at your college
    - Program is listed on your Ed Plan (community college), it is your declared major (university), or you are enrolled in the certificate program (non-credit) within the last year

      NOTE: Other criteria may apply, depending on your college. Examples include:
        - Successfully complete (with a B or better) at least two content specific courses (or the single course if it was a not-for-credit program)
        - An overall GPA of 3.0 or higher
    - Be authorized to work lawfully in the U.S.
    - Have not participated in a paid internship with us previously - okay to have applied, as long as you were not hired

How will I know what positions I can apply for?

- After completing the eligibility application, your college will verify your eligibility and enrollment in a verified program. You will be notified via email if you are verified/not verified.
- If your college has verified that you qualify for the program, you will receive an email explaining next steps and a link to our job board website, RecruiterFlow.
- From there you can apply to specific jobs at work sites (companies) that best match your career aspirations.

What kinds of roles are available?

- Here are some examples of roles you can apply for:
    - **Business:** Marketing, Accounting, Business Operations, HR
    - **Computing:** IT Support, Software Development, Cybersecurity
    - **Engineering:** Assembler, Engineering Technician, Systems Support, General Engineering

Are the positions all in-person?

- Opportunities to work are in-person, remotely, or hybrid. Most engineering positions are in-person. Remote and hybrid positions are more common for business and computing roles.

- Remote opportunities may be limited, so we encourage you to consider hybrid and/or in-person as well.
- On the eligibility application, there's a question "What is your first preference for in-person internship?" The location choices are: North SD County, Central, East, South, and Imperial County. Work sites identify their location, although this map roughly shows the location boundaries.



How many positions are available?

- At this time we do not have an exact number. We are anticipating to fill over 100 positions in business, computing and engineering within both San Diego and Imperial counties.

Other documents needed besides application (i.e. cover letter, resumes, etc.):

- **Resume:** A general resume is needed for the eligibility application. A tailored resume and possibly a cover letter is needed to apply for specific positions at work sites. Your resume should highlight your

skills and coursework relevant to business, computing, or engineering.

- **Unofficial Transcript(s):** Make sure it includes your verified program and course completions.

Depending on the work site, you <u>may be required</u> to complete a Live Scan, background check or drug screen.

What is the purpose of these tests?

- Live Scan electronic fingerprinting / CA Department of Justice background check - according to the CA Department of Justice's website:
    - Securing a criminal background check prior to employment, licensure, or certification provides a hiring or licensing authority an important resource, which aids in the evaluation of the applicant. These applicants are often candidates for positions that place them in a position of trust for some of California's most vulnerable citizenry, elderly, and dependent adults and children.
    - The DOJ is required by law to record summary arrest, detention, disposition, and personal identification information when submitted by a law enforcement agency or court of this state. The record retention policy of the Department is to maintain criminal history information until the subject reaches 100 years of age.
        - ***In plain English this means that the Requesting Agency (i.e. the work site) will be notified if you have been arrested, charged and/or convicted of any crime.***
    - Click HERE for additional information about LiveScan.
- Drug Screen: The purpose of a drug test is to look for drug use and misuse, which includes using any illegal drugs, such as cocaine or club drugs. Misusing prescription medicines, which means taking prescription medicines in a different way than you are supposed to.

When would my LiveScan, background check, and/or drug screen take place and who would pay for it?

- You will not be required to complete these tests until ***<u>after</u>*** you have been offered a position by one of the work sites.
- The K-16 Collaborative has asked work sites to administer and cover the cost of these tests.

What happens if I don't pass my LiveScan, background check, and/or drug screen test?

- The work site will review the results and make a decision to not move forward or move forward with hiring you. This is completely dependent on the work site.

What about transportation to my internship location?

- Students are responsible for providing their own transportation to and from work sites
- Please let us know in the application if you need assistance with transportation!
    - Transportation stipends may be available for students who take public transportation.

What if I need additional support with basic needs such as food, professional clothes, childcare, etc.?

- We want all students to be able to successfully participate in the internship program and we understand that there may be a need for additional support.
- First, please reach out to the **student services division** at your college or university for assistance.
- If your college / university is unable to provide additional support services, you can apply to the K-16 Collaborative for emergency funds. If this is the case, please reach out to us at information@k16talentpipeline.org.

What is the timeframe for this work experience program?

- The internships will take place early June through mid September, 2025.

What is the Program Timeline?

February 6 at 11:30 am - 12:30pm	Student Information Session via Zoom hosted by K-16 team (for all interested students) Register to join! ● Internship Program Overview - review eligibility, how to apply, timeline
February 1 - 28 at midnight	Complete the eligibility application ● Check to make sure you meet the eligibility requirements before submitting your application
Before March 14	Your college will verify your eligibility and enrollment in approved verified programs with the K-16 team
March 14	The K-16 team will notify all student applicants if they are verified/not verified (only verified students will move to the next stage)

March 14 - April 15 at noon	Verified students apply on the job website with tailored resumes for specific positions at various work sites ● Before applying to specific positions, verified students are STRONGLY encouraged to visit their college's Career Center, attend the Student Information Session, and/or reference the Career Preparation Resources
March 19 at 4-5pm	Community College Student Information Session via Zoom hosted by K-16 team (a Zoom link will be emailed to all eligible students) ● Learn how to navigate job website and apply for specific positions ● Understand the interview, selection, and onboarding processes ● Learn career preparation tips: tailored resume, professional communication, interviewing skills, etc.
March 20 at 5-6pm	University Student Information Session via Zoom hosted by K-16 team (a Zoom link will be emailed to all eligible students) ● Learn how to navigate job website and apply for specific positions ● Understand the interview, selection, and onboarding processes ● Learn career preparation tips: tailored resume, professional communication, interviewing skills, etc.
April 21 - May 9	Work sites will review applications, resumes, and transcripts to select candidates for interviews. ● Interviews will happen during this time ● You will either be offered a paid internship, or you will be contacted that you were not chosen ● If you accept a position, Manpower and the K-16 team will work with you to complete your onboarding tasks (this includes potential special criteria such as a LiveScan, background check, drug screen, etc.)

	• **This is a very competitive process! Not all students will be selected for an interview.**
May 12 - June 20	Once you have passed all special criteria (if required), ALL students must complete a paid onboarding with Manpower (Employer of Record) • Onboarding time and location options will be provided later and you can select one based on your start date and availability • You will be compensated up to 3 hours for onboarding (part of 240 hours)
June 2 - Sept 12	Your start date and schedule depends on the arrangement you make with your supervisor at your work site • Earn $22/hour • Work up to 8 hours a day, 30 hours a week • Up to 240 hours of paid work experience within a 3 month period within the months of early June - mid September

IMPORTANT: Interns can only start at the worksite after onboarding!

I have additional questions, who can I contact?

- Please contact Nicole Gagnon, Student Internship Specialist at *internships@k16talentpipeline.org*