



Summer 2025

**K-16 Collaborative Undergraduate Student Internship Program
Business, Computing, Engineering**

FAQ for College Staff, Professors, Administrators

The purpose of this project is to increase underrepresented student opportunities in high-wage, high-demand careers throughout San Diego and Imperial Counties. Example populations include:

- First-generation
- Low income
- Former foster youth
- Veterans
- BIPOC
- Females in STEM

Please support this mission by reaching out to underserved, marginalized students in particular.

Internship resources:

Quick reference sheet: [2025 Summer K-16 Internship Program Quick Reference Sheet for Colleges](#)

Slide Presentation: [College Info Session - Undergraduate Student Internship Program](#)

Recording: [College Info Session - Undergraduate Student Internship Program](#)

Internship page links:

For educators: <https://k16talentpipeline.org/educators/internships/>

For students: <https://k16talentpipeline.org/students/> and [Flyer](#)

For companies interested in hosting interns (*business, computing, engineering only*):

<https://k16talentpipeline.org/employers/internships/> and [Flyer](#)

Is this the same program as the San Diego Regional EDC's (SDREDC) Advancing San Diego program?

- For the most part, yes. Still Advancing San Diego, but the K-16 Collaborative Undergraduate College Student Internship Program supports (time and financial) all public community colleges and 4-years, including colleges in Imperial Valley.
- The newly verified business programs and previously approved computing and engineering programs at the colleges are used to determine the potential eligible students for this Summer 2025 internship. [View Verified Programs here.](#)
- The San Diego Regional EDC (SDREDC) [Talent Demand Reports](#) serve as a high-level guide for education providers about the skills and competencies students need for entry-level openings in San Diego.
- New this year, the Imperial Valley EDC (IVEDC) [Talent Demand Report](#) is an assessment that aims to communicate the collective demand and strengthen the local pipeline of entry-level talent in Imperial County.



In which sectors can students apply for paid internships this summer?

- Industry sectors are business, computing, and/or engineering.
- Check to see which [verified program\(s\)](#) are at your college or university. Students currently enrolled in the verified program(s) at your institution are eligible to apply.
- Currently enrolled means: the verified program is listed on their Ed Plan, it is their declared their major or they are enrolled in a certificate program.

What types of positions can students apply for this summer?

Similar to last summer, example roles include:

- BUSINESS > Business Administration (includes accounting, finance, HR), Business Operations (includes general front/back office, customer service), Marketing and Communications
- COMPUTING > IT Support Technician/Desktop Support Technician, Network and Systems Administrator, Software Developer/Software Engineering, Cybersecurity Analyst/Information Security Analyst
- ENGINEERING > Assembler, Engineering Technician, General Engineering

You can see the list of posted positions from last year [HERE](#).

What companies are “hiring” students as interns?

- The San Diego Regional EDC and Imperial Valley EDC are actively recruiting companies to host student interns.
- If you know of any companies who might be interested in participating, please encourage them to apply. Or if you partner with any industry organization and would like us to present details about this program, please let us know.
- Local companies are not “hiring” students, but are “hosting” them. The companies hosting student interns are called “work sites.” There are a variety of companies ranging from small to medium size businesses.
- Work sites are responsible for the day-to-day oversight of the intern, as well as monitoring time, schedule, etc.

Who is the employer of record (EOR)?

- Manpower of San Diego is the employer of record. NOTE: They are covering both San Diego and Imperial County students.
- Manpower is responsible for distributing the student salary, covering insurance, workers comp, and year-end tax reporting.

What is the K-16 Collaborative’s role?

- The K-16 Collaborative grant covers all costs (payroll, insurance, etc.)
- The K-16 team works directly with the EDCs, work sites, and students. The K-16 team coordinates the work site and student applications, placement and onboarding of student interns.



- The K-16 Collaborative team managing the business, computing, engineering internships are:
 - [Christine Jensen](#), Director
 - [Heather Cavazos](#), Coordinator (Postsecondary)
 - [Nicole Gagnon](#), Internship Specialist
 - [Mayra Chavez](#), Coordinator (Business Office)
 - [Sally Cox](#), CEO at the Foundation for Grossmont & Cuyamaca Colleges (fiscal agent of the K-16 Collaborative grant)

What is the college staff, professors and administrators role?

The goal is to help build a diverse local pipeline by providing internships to underrepresented students. Please spread the word to our marginalized students in particular!

Share the webpage <https://k16talentpipeline.org/students/> and [Flyer](#) and encourage them to attend the information session(s).

- Career Center / Student Services Staff
 - Advertise this opportunity to students in the verified programs at your college
 - Provide targeted outreach to underrepresented students & encourage them to apply
 - Assist students with resume preparation
 - Invite students to participate in a mock interview
 - Provide interview tips on what to wear and what questions to ask
 - Support students or reach out to the K-16 Collaborative team if a student may need additional support (i.e. transportation, professional clothes, childcare, etc.)
 - Encourage students to attend a K-16 Collaborative internship information session or listen to the recording (posted on the [student page](#) of our website)
- Professors / Instructors
 - Help to advertise this opportunity to students in the verified programs at your college
 - Target underrepresented students who have successfully completed your class or are good students in a current class. Remember, these students are representing the caliber of intern you are preparing!
 - Be responsive to us and/or your colleague(s) who may ask for verification of program enrollment
 - Bring in industry to your classroom / embed soft skills into your curriculum and projects
 - Encourage students to visit the Career Center to provide resume writing and interview support
 - Reach out to the K-16 Collaborative team if a student may need additional support
 - Encourage students to attend a K-16 Collaborative internship information session or listen to the recording (posted on the [student page](#) of our website)
- Administrators
 - Share this opportunity with dept. chairs / professors / instructors in your college's verified programs



- Be responsive to us and/or your colleague(s) who may ask for verification of program enrollment

How are the student interns paid?

- The student interns are “hired” and paid by Manpower.
- K-16 Collaborative contracts with Manpower and utilizes grant funds to cover the student’s salary, workers comp, etc. The EDC’s are seeking additional funds to support additional students this summer, as well as future summers.

What are the wages?

- \$22/hour for all business, computing, and engineering student interns

How many hours can a student work?

- Up to 8 hours a day, 30 hours/week, for a total of no more than 240 hours within a 3 month period for the summer internship

Are the positions all in-person?

- There are opportunities to work in-person, remotely, or hybrid. Most engineering positions are in-person. Remote and hybrid positions are more common for business and computing roles.
- We encourage students to be open to more than just remote positions, as those may be limited and the experience isn’t the same.

How many positions are available?

- Depending on how many work sites apply to host an intern(s) and how much funding is available, we are anticipating to fill between 150-300 positions in business, computing and engineering within both San Diego and Imperial counties.

How do students qualify?

Student Eligibility Requirements:

- Be enrolled (within the last year) in a Verified Program
- Program is listed on their Ed Plan, it is their declared their major or they are enrolled in a certificate program
- Each college can establish their own criteria, however we suggest that the student has successfully completed (with a B or better) at least two content specific courses (or the single course if it was a not-for-credit program)
- Must 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 student was not hired



How Can Students Apply?

This year we are splitting the process into two parts.

Students must complete the [Eligibility Application](#), Part 1, in addition to:

- Submit a PDF copy of their Resume (general)
- Submit a PDF copy of their Unofficial transcript(s)

If a Student is Verified, they will be notified and Eligible Students can “Apply” to posted positions. At that time, they will need to prepare:

- Tailored resumes to fit the position the student is applying for
- Depending on the position the student is applying for, the work site may ask for: cover letter, portfolio, LinkedIn page, etc.

What is the timeline/process?

An abbreviated timeline and relevant links are on the student page on our website,

<https://k16talentpipeline.org/students/>

ABBREVIATED TENTATIVE TIMELINE:

FEB 1 - FEB 28 FEB 28	Student Eligibility Application is Open Last Day for Potential Host Work Sites to Apply
FEB 1 - MARCH 12	College Verification: K16 will provide access to POC as soon as the eligibility application opens. As your students apply, their info will feed directly into your Google sheet so you can review and update at your convenience.
FEB 6 at 11:30 AM - 12:30 PM (Zoom)	Student Information Session, Part I (overview of program for all interested students). NOTE: Additional Zoom info sessions can be provided by request
MARCH 14 MARCH 14 - APRIL 15 at noon	K16 will Notify Students if they were Verified Eligible Students Apply for Company Positions
MARCH 19th Community College Info Session at 4:00 - 5:00 PM (Zoom) MARCH 20th University Info Session at 5:00 - 6:00 PM (Zoom)	Student Information Session, Part II (eligible students only - session will cover how to apply on the site, preparing for interviews, communicating with work sites, etc.). NOTE: Additional Zoom info sessions can be provided by request
APRIL 21 - MAY 9	Student Interviews with Work Sites



MAY 12 - JUNE 20	Student "Hiring" and Onboarding with Employer of Record (Manpower) / Special Hiring Criteria / Onboarding with Host Work Site
JUNE 2 - SEPT 12	Paid Student Internship Timeframe. Students can work up to 240 hours within a 3 month period

DETAILED TENTATIVE TIMELINE:

January/February: Prepare with your college's Career Center and access resources on our student page

February 1 – February 28: Complete the Eligibility Application

Student uploads resume and official transcript(s). Application closes at 11:59pm on February 28, 2025. Late applications will not be considered.

February 1 - March 12: College Verification

K16 will provide access to POC as soon as the eligibility application opens. As your students apply, their info will feed directly into your Google sheet so you can review and update at your convenience.

February 6 at 11:30 AM – 12:30 PM: Student Information Session, Part I

(overview of program for all interested students). NOTE: Additional Zoom info sessions can be provided by request. We will email the session recording link to the registered students that cannot attend.

March 14: Notification of approved/non approved students from Eligibility Application

Notifications sent to approved and non approved students. Approved students will receive an email with a link to RecruiterFlow to apply to company positions

March 14 – April 15 at noon: Apply to Posted Positions (approved students only)

Students go to RecruiterFlow to apply to company positions in their field of study (business, computing, or engineering). Students must apply separately to each job and upload tailored resumes for each application, if desired. Other documents may be needed, depending on the position(s) they are applying for. We highly encourage students to utilize their Career Center and access resources on our student page (tailored resume writing, interview tips, communication tips, etc.)

MARCH 19th Community College Info Session at 4:00 - 5:00 PM (Zoom)

MARCH 20th University Info Session at 5:00 - 6:00 PM (Zoom)

Approved students only - session will cover how to apply on the site, preparing for interviews, communicating with work sites, etc. NOTE: Additional Zoom info sessions can be provided by request. We will email the session recording link to the students that cannot attend.

**April 21 - May 9: Student Application Review and Interview with Work sites**

Work sites review students applications, interview and make offers to students. Work site will contact students directly to schedule interviews. Students will receive updates on their application status.

May 12 - June 20: Selected Students Onboard with Manpower (employer of record)

Onboarding is required to be completed by the student before they can begin at the work site.

Onboarding includes payroll set up, I-9 verification, etc. Some students will be required to complete special hiring criteria (LiveScan, background check and or drug screen) which needs to be done and passing results received before the student can begin at the work site.

June 2 - June 23: Students begin their Internship

Paid Student Internship timeframe. Students can work up to 240 hours within a 3 month period.

Sept 12: Students end their internship

This is the absolute last day, as many students will complete their 240 hours before Sept 12.

END OF DETAILED TENTATIVE TIMELINE**When will students who are hired/not hired be notified?**

- See the timeline for approximate notification dates for receiving a job offer. If the student is not offered an internship, the K-16 team will notify the student around the same time.

What if the student needs additional services (such as transportation, career clothes, etc.)?

- We want to support students successfully completing their internship and we understand that there may be a need for additional services. We will first encourage students to reach out to their college's student services division.
- If they are unable to provide services, we will have an opportunity for students to apply for emergency funds. Please have them reach out to us at internships@k16talentpipeline.org if this is the case. NOTE: funds are only available AFTER a student has been "hired" for an internship.

I have additional questions, who can I contact?

- Questions from Companies/Work sites: Christine Jensen, Director at christine@k16talentpipeline.org
- Questions from the Colleges/Professors: Heather Cavazos, Program Coordinator at heather@k16talentpipeline.org
- Questions from Students: Nicole Gagnon, Internship Specialist at internships@k16talentpipeline.org