Undergraduate Student Internship Program
Business, Computing, Engineering
Summer 2025: Quick Reference Sheet

Internship Resources:

Educators: https://k16talentpipeline.org/educators/internships/ POC: Heather@k16talentpipeline.org

Students: https://k16talentpipeline.org/students/ and Flyer POC: Nicole@k16talentpipeline.org

Work sites interested in hosting interns: Webpage and Flyer POC: Christine@k16talentpipeline.org

Targeted Students:

The goal is to help build a diverse local pipeline by providing internships to underrepresented students.

Examples include: First-generation, Low income, Former foster youth, Veterans, BIPOC, Females in STEM

Student Eligibility Requirements:

- Be enrolled (within the last year) in a business, computing or engineering 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

Tentative Timeline: *(Click HERE for a detailed 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 8 hours a day, 30 hours/week, for a total of no more than 240 hours within a 3 month period **All students are paid $22/hour: opportunities to work in-person, remotely, or hybrid**