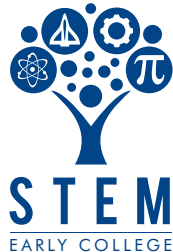


Early College STEM Schools — Summer Internships

Internship Provider



Provider Commitments

Internship providers are asked to provide some or all of the following components of a successful internship:

- **PROJECT:** Provide a meaningful work project (6-8 weeks or 120 hrs.).
- **PAY:** Pay interns **min. \$10/** per hour. (Subsidies for intern pay may be requested on a case by case basis. Supplies are limited and are granted first come, first serve.)
- **PERSONNEL:** Assign a supervisor who will monitor and evaluate work performance.
- **PLACE:** Provide a location for interns to work on IT projects.

“The interns covered everything — phones, Webex online conferencing, integrating with smart phones and iPads,” said Jerry Rocco of Cisco. “They trained the folks at Bank of America who were very complimentary of the students and really appreciated getting the training. It added value for their own business.”

Employer Process

- 1 Complete Interest Form
- 2 Interview and select intern
- 3 Hire and orient
- 4 Internships start
- 5 Internships end

GETTING STARTED — JOB PARTNER CHECKLIST

- Complete an Internship Host Registration Form (Submit by Friday, January 27)
- Confirm an interview session

SERVICES GUARANTEED TO PROVIDERS

- Skills-based internship matching/ interview scheduling.
- Interview sessions with multiple candidate matches.
- Provider career readiness support and resources.
- CPS will serve as an optional fiscal agent and payroll manager.
- Intern evaluations and tools to track hours worked.

Date	Activity
January 31, 2017	Deadline for students to apply to summer internships
February 2017	Scheduled interviews (dates will vary)
March 2017	Final placements (confirmations will vary)
April – June 2017	Work-readiness training; Employers may meet with interns
July 2017	Internships starts (six weeks)
August 2017	Internships ends

<https://chooseyourfuture.cps.edu/ecss/>

