

# 14-15 YEAR OLD INTERNSHIP PROGRAM OVERVIEW

## BACKGROUND & PURPOSE

Internships are a form of experiential learning that combines one or more of the following:

- Knowledge exchange
- Skills development
- Career exploration & guidance
- Talent evaluation
- Professional & community-wide connections

An internship is any carefully monitored meaningful learning experience in which an individual has intentional goals and reflects actively on what he or she is accomplishing throughout the experience. The Tribal internship program will allow Tribal Community members (defined as Tribal Citizens and their dependents) to learn about the governance and business operations sides of the Tribe (Casino and Bear Springs Hotel), as well as understand the hiring process for future employment. New for 2021, San Manuel is expanding its current internship program to now offer the following short-term opportunity:

- 14-15 Year Old Program & 16-17 Year Old Program
- Supported through the Education Department in collaboration with several other departments and the Tribal Engagement Task Force
- 5-Pronged Thematic Exploration

An internship doesn't define you for life, like an apprenticeship used to, but it is designed to prepare you for life. San Manuel wants everyone in the Tribal Community to have an opportunity to learn from this experience and be able to apply it across any job and within your own personal day-to-day life experiences. The goal of the 14-15 year old internship program is to provide the intern with a solid introduction to the governance and day-to-day work of the Tribe and its businesses, while also ensuring proper balance is realized with regard to other responsibilities such as school, extra-curricular activities, family, etc.



# PROGRAM DESCRIPTION & OPTIONS

The 14-15 year old program is designed for the intern and their family to discuss and select one (1) of the following program choices (see below and attached pages for specific details) during their internship block. An intern can complete another internship block in a different program within a 12-month period, but cannot switch between programs during a single block.

Financial  
Empowerment

Tribal  
Sovereignty

Cultural  
Awareness

Tribal Safety

Serrano Language  
Revitalization

Each of the five (5) internship program options listed above will be ten (10) weeks in length, except for Serrano Language Revitalization, and consist of twenty (20) to forty (40) hours of education and experiential learning. The Serrano Language Revitalization Internship Program is open for the entire calendar year, and still follows work permit regulations. This means that each intern can do two (2) to four (4) hours a week of internship work, while keeping up with their school work, during the ten weeks of internship time. This time can also be flexible, depending on your school work load, to balance the hours across the ten weeks. Each intern may complete up to two (2) different internship programs within a 12-month period, typically reflective of an academic school year calendar (August 1-July 31). All internships can be provided in-person, following the Tribal health and safety plan. Some internships can be completely virtual. Some internships can be offered as a hybrid (in-person and virtual). If there are specific preferences or constraints about in-person or virtual learning, that may limit the internship options available and this will need to be thoughtfully considered by the intern and their family.

# THE INTERNSHIP PROCESS: REQUIREMENTS FOR SUCCESS

## 01 INTRODUCTORY MEETING WITH EDU AND HR

- The first step for any 14-15 year old interested in an internship, is to set up an appointment to meet with the Education Department (EDU) in collaboration with Human Resources (HR). This 1.5 hour meeting will give the potential intern and their parents or guardians an opportunity to ask about the program that most interests them, and fully understand the requirements for applying for the 14-15 year old internship (internship application and W9) as well as understand the Tribe's employee handbook requirements once employed by San Manuel.
- During this meeting, the intern and their family member(s) will be given a full understanding of the hiring processes any potential San Manuel employee would experience, as well as an introduction to best practices around applying and interviewing for jobs, so the intern can be prepared to successfully apply to both Tribal and local community employment opportunities.
- Once the intern selects the program that they wish to focus on for each internship block, and the parents approve it, then they complete the San Manuel internship application and supply it to HR and EDU. Once the W9 form is completed, then the 14-15 intern can begin to be paid an educational stipend for each 10 hours of internship work they complete. Interns will not be paid for their educational stipend, until the W9 is submitted.

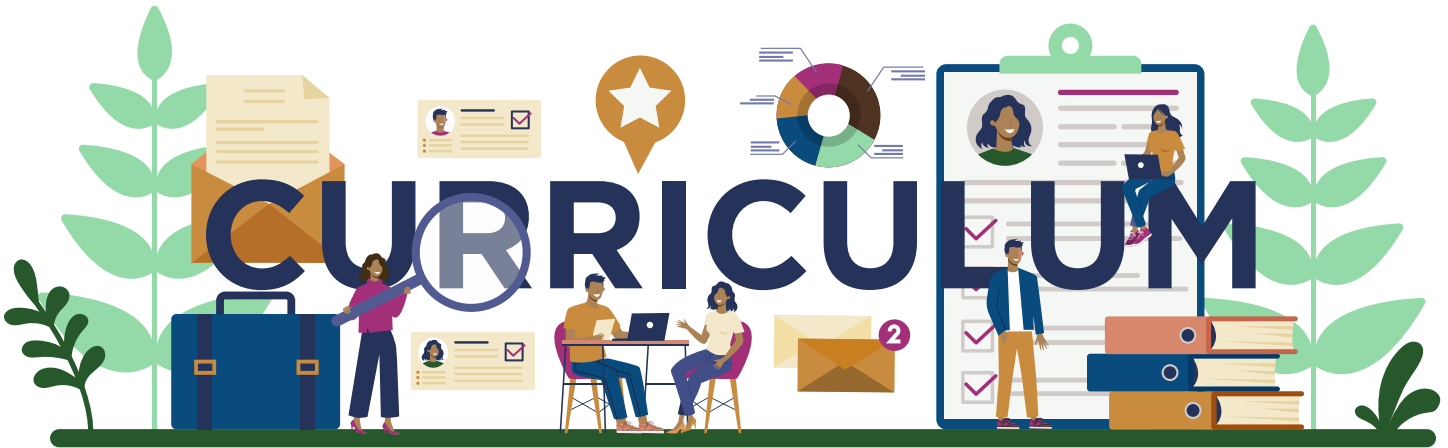
## 02 WORK PERMIT NOTE

- While a Work Permit is not required for 14-15 year old interns to participate, they must still follow the requirements of the work permit and keep up their grades as a condition of receiving the educational stipend. If grades drop below a 2.0, then the intern will no longer be allowed to continue with the internship until the next cycle AND if their grades have come up enough to allow them to participate. Do not put internship work before schoolwork requirements—balance and plan your time.
- If you find that your workload increases and you do not have time to complete the internship hours on top of your schoolwork, you may stop the internship at any time. When the workload decreases, you may reapply to join a program at the next opportunity, which might be when off school for the summer.



## COMPLETION OF INTRODUCTORY CURRICULUM

- All five program options will begin with the same introductory curriculum, regardless of which program is selected for the block. If an intern has already completed this introductory block in a previous internship, they can begin with the program curriculum they have selected. This introductory curriculum involves:
  - The intern participating in career interest and personality/talent-based surveys to provide the intern with an assessment of their natural skills and interests, as well as insights into which careers align with their individual assessment results. (2 hours; to be conducted by Human Resources)
  - If the intern's high school provides work experience credit, the intern will be required to work with the Education Department at the outset of the internship to determine what, if any, credit can be earned and applied to their High School graduation requirements.



## TIMEKEEPING & PAYMENT

All 14-15 year old interns will be required to submit the necessary forms, such as their W-9, once they are instructed by HR to do so. Also, once the program begins, all interns will record their time hourly, so this can be submitted to Tribal Finance for the educational stipend payment distribution every 10 hours of internship work completed.

Each intern will receive the educational stipend for the internship hours completed, at the rate of \$100 for every 10 hours of internship work, up to 40 hours max for the 10 week period. Please note: The Serrano Revitalization Internship Program runs through the entire calendar year and interns will be paid after each 10-hour block of work.



# COMMITMENT & EXPECTATIONS

Each intern and their family is expected to be fully committed to active participation in the program with the end goal being completion of the entirety of the 10-week, 20/40 hour internship program. Families with interns who need technical support (requisite equipment and quiet space/time to participate in virtual aspects of the internship) are expected to make provision of these resources. Families with interns who do not drive or do not have their own vehicles to participate in on-site program offerings are expected to provide this help.

Each intern is expected to uphold the employee handbook during their time within the internship program and this will be shared in full details in the meeting with EDU and HR prior to the internship starting. Finally, at the end of the internship program, each intern will be required to complete a post-internship survey and will be expected to make a brief presentation about their experience to the Tribal Engagement Task Force and/or Education Board /Business Committee.



## SAFETY & SECURITY

As is the procedure for students who receive services within the Education Department, no intern will be permitted to work 1-1 with any San Manuel employee in any capacity or location without other employees being able to see into the area (doors kept open; window blinds kept open).

All San Manuel employees who have significant involvement with interns have completed the necessary background checks when hired and in addition will have been certified in Mandated Reporting, as recommended for compliance with California abuse reporting.