



INTERN HANDBOOK

West Sacramento Home Run Summer Internship Program

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History of the West Sacramento Home Run Internship Program

In 2016 the West Sacramento City Council referred *Measure E* to voters, to authorize a 0.25 percent sales tax to fund general city services, including services aimed at improving educational and career opportunities for youth. The measure was approved by voters 66% to 34%. In December of 2018 the City Council approved plans for the West Sacramento Home Run, funded by *Measure E*, which brought together existing and new programs aimed at helping families prepare their children for school, college and careers.

The Home Run summer internship program began in 2017 with 24 interns, placed with 4 employers. In 2023, with the help of the West Sacramento Chamber of Commerce, 56 interns were placed with 18 employers across West Sacramento and Sacramento.

Staff Contact Information

Jaqueline Ramirez-Gallegos
Program Technician
jaquelin@cityofwestsacramento.org
(916) 617-4536

Justine Jimenez
Business Manager
justinej@cityofwestsacramento.org
(916) 617-4549

Jeff Miller
Senior Program Manager
jeffm@cityofwestsacramento.org
(916) 617-5315

Dhamar Villarreal
Program Technician
dhamarv@cityofwestsacramento.org
(916) 617-4531

Internship Objectives

The objectives of the Home Run summer internship program are:

- Provide real-world work experience with a local business, agency or nonprofit organization to West Sacramento youth.
- Provide youth with opportunities and training to improve their transferrable skills, such as communication and problem solving.
- Provide youth with an opportunity to grow their professional networks.
- Provide youth with an opportunity to clarify their career interests.

Eligibility

The West Sacramento Home Run internship program is open to Washington Unified School District students and 2024 WUSD graduates who meet the following eligibility criteria:

- Ability to commit to seven weeks of work and training over the summer.
- At least 16 years of age by the first day of work or training.
- River City students: complete at least one course in a Career and Technical Education pathway with a passing grade.
- Yolo & Washington Middle College High School students: provide a letter of recommendation from a counselor or teacher.

How to Apply

1. Attend a virtual internship orientation.
2. Create a profile and apply for up to five internships using the Home Run's Grouptrail site. Link provided when applications open.

All important dates and deadlines can be found on the Home Run internship website: <https://www.wshomerun.org/internships>.

You may apply for no more than five positions. You should be strategic about this because

some employers receive applications from many more students than they can accept. If you only apply for the most popular internships, you may not get an internship at all.

Selection Process

Internship applications will be reviewed by the Home Run team. If all eligibility requirements are met and your application is complete, it will be shared with the hiring supervisor. If a supervisor wishes to interview you, they will contact you by phone or email to schedule an interview. Please note that you may not be asked to interview for every position you apply for.

Once you have completed an interview you can use Grouptrail to track your application. The Intern Guide describes this process. The deadline to accept or decline an internship offer is May 15.

Professionalism During the Selection Process

Starting the week of May 20th, be sure to answer your phone and check your email regularly so you don't miss any interview requests. If an employer attempts to contact you for an interview, please respond even if you are no longer interested in the position or have already accepted a different position. Ignoring an interview request is unprofessional and reflects poorly on you and the Home Run internship program. You can manage the rest of the process in Grouptrail.

DO NOT BLOW OFF AN INTERVIEW! If you schedule an interview and then accept another offer, contact the supervisor to cancel *before* the scheduled interview time. Ghosting an interview will get you immediately removed from the internship program.

Interview Process

Interviews will take place April 27th through May 8th, after school. Supervisors will attempt to accommodate your schedule, but you will also need to be flexible.

Before your interview, review *Appendix A: How to Prepare for an Interview*, and *Appendix B: Sample Interview Questions*.

Pay

Base pay for Home Run interns in 2026 is the California minimum wage of \$16.90 per hour.

Home Run interns may not work overtime (more than 8 hours per day or 40 hours per week), which means you may not earn overtime pay. Interns are not permanent employees, and as such are not eligible for paid time off, including sick leave. Interns also do not receive holiday pay, even if they work on a holiday.

Interns are paid twice per month, around the 10th and the 25th (earlier if those dates fall on a weekend). Interns wishing to receive their pay electronically must have a bank account in their own name. A direct deposit form is available on the Home Run internship website, on the "[Current Intern Resources](#)" page.

Intern Leads

In 2026, the Home Run team will be selecting six intern "leads" from students who have previously participated in the Home Run internship program. Among other responsibilities, leads will:

- Assist Home Run staff in preparing for weekly training sessions, including participating in a one-hour Zoom meeting each week.
- Model professional behavior and facilitate discussion among fellow interns during weekly training sessions.

- Distribute materials to interns during training sessions and collect any assignments.
- Help set up and tear down the room for weekly training sessions.

Leads will be paid \$17.90 per hour during the internship, including the weekly meetings.

Experienced interns can indicate their interest in being an intern lead on the internship application form. Intern lead candidates will be required to interview for this opportunity in addition to your internship interviews. You must be hired for an internship to be selected as an intern lead.

College Credit

Students who have completed at least one semester at Sacramento City College can earn college credit for their internship through the college's Work Experience program. You must be enrolled at Sacramento City College to earn this credit, and units are transferable only to the California State University.

For additional requirements, visit the Work Experience program website: <http://tinyurl.com/35fmr2bj>.

Program Calendar and Training

The 2026 Home Run internship program runs Monday, June 8th to Friday, June 24th. A detailed calendar is available on the Home Run website at <https://www.wshomerun.org/internships>.

June 8th is a paid training day and will be held from 10:00 AM to 3:00 PM in the Galleria at City Hall, 1110 West Capitol Avenue in West Sacramento. Attendance is required.

The required weekly trainings take place at City Hall on Tuesdays. Interns will be assigned to one of two training sessions, either 1:00-2:30 or 3:00-4:30. Training sessions are interactive and are designed to help interns to be successful in

their internships and their careers. Attendance and active participation in these sessions are required.

Weekly work schedules are negotiated between the intern and supervisor. You must work your assigned schedule unless you are sick or have previously notified your supervisor that you will miss work.

Transportation

Via passes may be available for travel to and from your internship placement in West Sacramento and the weekly training sessions at City Hall. A promo code will be provided to interns who requested one in their internship applications.

If you accept an internship outside of West Sacramento, you will need to arrange your own transportation.

Attendance

When you accept an internship offer, make sure both you and your supervisor are clear about your work schedule and any planned schedule conflicts, such as family vacations, college orientation, etc. Once you begin work, regular attendance and punctuality are critical because your employer and coworkers depend on you. If you are late for work more than once, you will receive a warning. If you continue to be late, you may be fired. If you miss work without notifying your supervisor, you may be fired.

If you are sick and need to miss work or have an appointment during work hours, notify your supervisor in advance. If you are running late to work, notify your supervisor.

These same rules apply to attendance at the weekly intern training sessions at City Hall, but notification should be given to a member of the Home Run team.

Digital Micro-Credentials

Interns will have the opportunity to earn two digital micro-credentials during the internship. A digital micro-credential is a shareable virtual credential signifying that the holder has demonstrated certain skills or competencies. More information about digital micro-credentials can be found in *Appendix D*.

Dress Code

Interns should confirm the appropriate attire for their internship with their supervisor before the first day of work. If you need financial assistance to purchase appropriate clothing, the Home Run team may be able to help. You should not be asked to purchase special clothing or equipment such as work boots, safety glasses, uniforms, etc. If this happens, please notify Home Run staff.

Communication and Cell Phone Policy

Most communication with the Home Run team during the internship will be via email or text. The Home Run team is available by phone, email, or in person at the weekly training sessions.

Most cell phones have cameras, which are prohibited at most work sites for confidentiality reasons. In general, your cell phone should be silenced and not used during internship hours unless you are contacting a supervisor. Your supervisor should not ask you to use your phone for other business purposes. If this happens, please notify Home Run staff.

If your parent/guardian wishes to have an emergency number to reach you, give them your supervisor's number or the main business number.

Insurance

Interns are covered under the workers' compensation and general liability policies held by the Community College Foundation, which serves as the employer of record.

Safety

Basic Risk Awareness

Supervisors should:

- Provide interns with a safety orientation on the first day of work.
- Remember the "Rule of 3": ensure at least three people are always present and the door is open.

Interns should:

- Understand their job responsibilities.
- Identify potential risks.
- Inform the supervisor and Home Run staff of any concerns.

Examples of safety risks:

- Harassment, such as sexual or racial.
- Physical hazards, such as weather, asbestos, machinery, etc.
- Biological hazards, such as biohazardous waste.
- Chemical hazards, such as in a laboratory setting.

If a Safety Incident Occurs

In the event of an incident, interns should document the situation, date, time, and persons involved, and immediately inform the supervisor and the Home Run team. If an injury occurs that requires medical treatment, obtain treatment first! Then notify the Home Run team.

Additional information about preventing and reporting an incident may be found in the New Hire Packet from the Community College Foundation.

Participation Agreement

As an intern, you represent the City of West Sacramento, and your participation in this program is a privilege. By participating in the internship program, you are acknowledging your agreement to adhere to the guidelines detailed in this handbook and the terms specified in the participation agreement. That agreement can be found on your Grouptrail dashboard. All interns must sign and submit a participation agreement.

Any instances of inappropriate behavior in the workplace or the weekly training may result in disciplinary action, potentially leading to termination. We trust that you will maximize this opportunity, nurturing relationships and refining skills that will pave the way for your success in your career and life.

Appendix A

How to Prepare for an Interview

- **Consider your appearance.** Take care with the way you dress and groom yourself to show that you take the opportunity seriously. Don't wear jeans. For most jobs, "business casual" is suitable. Hair should be neat, and avoid excessive cologne, makeup, or jewelry. Don't chew gum. Bring a notepad to jot down questions, points to remember, and the interviewer's name.
- **Arrive early.** If you are unsure about the location of the interview, do a trial run so you know how long it will take to get there. Remember: traffic is heavier at the start and end of the workday. Punctuality is important. Do not speed to get to the interview on time. Instead, leave early to give yourself enough time to take a few minutes to mentally prepare before you walk in the door.
- **Turn off your phone.**
- **Be respectful of everyone.** The receptionist, secretary or staff member who greets you may not be your interviewer. But you can bet that the interviewer will ask about their impressions of you. Sit up straight, look them in the eye, smile, and converse respectfully with them.
- **Smile.** Greet the interviewer with a warm smile and look them in the eye. Make note of their name to use during the interview.
- **Exude energy, enthusiasm and a positive attitude.** When sitting, avoid slouching, and lean slightly forward like you are eager to hear the interviewer. Do not cross your arms.
- **Inventory your strengths before the interview.** Be prepared to describe situations where you have used your assets to get things done. Draw upon academics, school activities, sports, and volunteer work for examples, especially if you have limited work experience.
- **Review common interview questions and answers.** Practice answering questions with a friend or family member so you can speak confidently during your interview.
- **Don't be intimidated because you lack experience.** Express a genuine eagerness to learn the job. Supervisors know this is the first job for many students. They aren't looking for experts.
- **Listen actively and speak clearly.** Answer questions by restating the question in your answer. Always answer with complete sentences and avoid slang.
- **Be prepared to say why the internship interests you.** You can reference things like tasks, work environment, and what you hope to learn. Most teens have limited qualifications, so interviewers are likely to pick the candidate who seems most interested.
- **Ask questions.** If you don't understand something, ask for clarification. At the end of the interview, ask more questions (but not those that have already been answered). Focus on issues like the nature of the work and when you might expect to hear from them.
- **Be ready to let the interviewers know your availability.** If you have commitments during the summer that may conflict with your work schedule, provide this information now. Supervisors are usually willing to work around your schedule if you can commit to working most of the summer.
- **Thank the interviewer for their time.**
- **Follow up.** Effective follow-up after your interview can separate you from the other candidates. After leaving, write a thank you note expressing gratitude for the interview and stating briefly why you think the internship is a good fit. A card is great with legible handwriting, but email is acceptable.

Appendix B

Sample Interview Questions

You should be prepared to answer any of the following questions during an interview. Write down your answers and practice with a friend or family member. Ask an adult for feedback on your answers. Note that this list is not comprehensive; employers may ask questions that are not on the list. You may want to do an internet search for other sample interview questions.

- Tell me about yourself.
- What career are you hoping for? What do you know about it?
- What do you know about our industry or our company/agency/organization?
- What are you hoping to learn during your internship?
- What subjects do/did you most enjoy in school? Why?
- What classes or activities have you participated in that have helped you prepare for this internship? How did they help?
- Give me an example of when you've used your problem-solving skills.
- How would your teachers describe you? What would your best friend say?
- What three words would you choose to best describe yourself?
- What's the most important thing on your resume?
- Besides this internship experience, what are you doing now to prepare yourself for your career goals?
- Do you have any volunteer or community service experiences you would like to share?
- What are your three greatest strengths? What would you like to improve about yourself?
- How do you handle meeting tight deadlines?
- What accomplishments are you most proud of?
- What motivates you to do your best?
- Share an example of how you've been able to motivate team members.
- Define the word "leader." How do you fit in the definition?
- Are you more comfortable leading or following? Explain why.
- Give an example of how you work on a team.
- Why should we consider you for this internship?
- What are you passionate about?

Appendix C

Digital Micro-Credentials

During the internship program, interns will have the opportunity to earn two West Sacramento Home Run digital micro-credentials, also known as digital badges. These micro-credentials are based on the 35 core social, emotional and cognitive skills deemed critical for success in college, careers and life by MHA Labs. Each credential signifies that the holder has demonstrated competency in one of six subsets of these skills in a workplace setting. Micro-credentials can be shared with potential future employers or added to a LinkedIn profile, digital resume, portfolio or college application.

Weekly intern training sessions at City Hall will focus on the core skills, and supervisors will assess their interns' proficiency in each skill upon completion of the internship. Micro-credentials will be awarded based on these assessments. The following credentials are available:

- Personal Mindset
- Planning for Success
- Social Awareness
- Communication
- Collaboration
- Problem Solving

Note that you can earn *up to* two micro-credentials during your internship, but they are not guaranteed. Credentials will be awarded only if you have demonstrated proficiency in the two areas you choose.

If you have a Home Run *Ready, Set, Save!* account, you can earn a \$50 incentive for each Home Run digital micro-credential earned. You can open a *Ready, Set, Save!* at <https://readysave.org>.

You can preview the Home Run micro-credentials here: <https://www.credly.com/organizations/city-of-west-sacramento/>.