



INTERN HANDBOOK

West Sacramento Home Run Summer Internship Program

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.

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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 eight weeks of work and training over the summer.
- At least 16 years of age by the first day of work or training.
- Completed at least one course in a Career and Technical Education pathway with a passing grade (River City High School students only).
- Provide a recommendation to participate in the program from a counselor or teacher. (Yolo and Washington Middle College High Schools only).

How to Apply

1. Attend a virtual internship orientation on ONE of the following dates (required):
 - March 25, 6:00-7:00 PM
 - March 27, 4:00-5:00 PM
 - March 28, 6:00-7:00 PM
2. Create a profile and apply for up to five internships, using this link:
<https://www.wshomerun.org/available->

[internships](#). **Applications open April 8 and close at midnight on April 24.** Late applications will not be accepted.

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 the application is complete, your application will be shared with hiring supervisors. If a supervisor wishes to interview you, you will be contacted during the week of April 29 to May 3 to schedule an interview. Please note that you may not be asked to interview for every position you apply for.

All initial offers will be made by May 15, and the deadline to accept or decline an offer is May 17. If you do not receive an offer during this time, the Home Run team or a supervisor may contact you with an offer for an unfilled internship position.

Professionalism During the Selection Process

During the week of May April 29 to May 3, 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, 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.

Interview Process

Interviews will take place the week of May 6-10, 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 2024 is the California minimum wage of \$16 per hour.

Home Run interns may not work overtime (more than eight hours per day or forty hours per week), which means they 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 "Forms and Information for 2024 Interns" sub-tab.

Intern Leads

In 2024, the Home Run team will be selecting four 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 on Thursday evenings.

- 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 per hour during the internship (compared with \$16 per hour for non-leads), including the weekly meetings.

Experienced interns can find more information and apply to be a lead by completing the supplemental section of the internship application form. You may be asked to interview for this opportunity in addition to your other internship interviews. You must be hired for a regular internship to be selected as a 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://ti-nyurl.com/35fmr2bj>.

Transportation

Discounted Via passes may be available for travel to and from your internship placement in West Sacramento and the weekly training at City Hall. A discount has not yet been negotiated with Via. If a discount does become available, this document will be updated, and we will notify interns.

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

If you wish to obtain a Via pass you can indicate this on the internship application form.

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.

Schedule and Training

An orientation for all interns will be held via Zoom on Monday, June 3rd at 6:00 PM. This session will cover basic information about the internship program and schedule, how to complete a timesheet, how to get paid, etc. Attendance is required.

The 2024 Home Run internship program runs Monday, June 10 to Friday, August 2. June 10th is a paid training day and will be held from 10:00 AM to 2:00 PM in the Galleria at City Hall, 1110 West Capitol Ave. in West Sacramento. Attendance is required.

Required weekly training takes place at City Hall on Mondays. Interns will be assigned to a morning or afternoon weekly training group as requested by supervisors. 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.

Portfolios

All interns will complete an online portfolio representing their internship experience. The portfolio will include examples of your work during the internship, your performance reviews, accomplishments, digital badges earned (see next section), and any recommendations received from your supervisor or coworkers. Further details about the portfolio requirement will be provided during the June 3 orientation.

Digital Badges

Interns will have the opportunity to earn at least one digital badge during the internship. A digital badge is a virtual credential signifying that the holder has demonstrated a skill or competency. More information about digital badges may 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. 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 the Remind app. The Home Run team is available by phone, email, Remind or in person at the weekly training sessions.

Most cell phones have cameras, which are prohibited at most work sites for confidentiality. 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 the number for your work site.

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 on the Home Run internship website.

Participation Agreement

As an intern, you represent the City of West Sacramento, and your participation in this program is considered a privilege. By participating in the internship program you are acknowledging your agreement to adhere to the guidelines outlined in this handbook and the terms specified in the participation agreement:

<https://www.wshomerun.org/internship-participation-agreement>.

Any instances of inappropriate behavior or poor performance 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 to you 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? Areas for improvement?
- 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? How so?

Appendix C

Digital Badges and Micro-Credentials

Digital Badges

During the internship program, interns will have the opportunity to earn up to six digital badges from the West Sacramento Home Run. Home Run digital badges are based on the 35 core social, emotional and cognitive skills deemed critical for college, career and life success by MHA Labs, and each badge signifies that the badge holder has demonstrated competency in a subset of these skills in a workplace setting. Badges can be shared with potential future employers or added to a LinkedIn profile, digital resume, portfolio or college application.

Supervisors will conduct a performance review with each intern at the halfway point of the internship and again at the end. Badges will be awarded based on these reviews. The following badges are available:

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

Home Run *Ready, Set, Save!* college savings account holders can earn a \$25 deposit to their account for each Home Run digital badge earned.

More information about the Home Run digital badges will be provided during the intern orientation and the June 10th training day. Information about *Ready, Set, Save!* can be found at <https://readysave.org>

Digital Micro-Credentials

The Home Run currently offers three digital micro-credentials to West Sacramento residents. A Home Run digital micro-credential is an online

credential signifying that the holder possesses an important 21st Century Skill, learned by completing a rigorous online course. Digital micro-credentials can be earned on your own at any time and shared in the same ways as the Home Run digital badges.

The Home Run digital micro-credentials were developed by the Education Design Lab (EDL) in Washington, DC, in cooperation with 60 employers and 20 community colleges across the country. In 2022 a group of West Sacramento employers and human resources identified the skills they value most in early-career employees. This information was used to select three of the nine micro-credentials offered by EDL. These three micro-credentials represent the 21st Century Skills most in demand by West Sacramento employers:

- Initiative
- Collaboration
- Oral Communication

Enrollment in the Home Run digital micro-credential courses is free, and open to any West Sacramento resident. The courses are challenging but may be completed by motivated high school or college-aged youth.

Home Run *Ready, Set, Save!* college savings account holders can earn a \$50 deposit to their account for each Home Run digital micro-credential earned.

More information about the Home Run digital micro-credentials is available on the Home Run website: <https://www.wshomerun.org/digital-micro-credentials>.