



# 2025 SUPERVISOR HANDBOOK

West Sacramento Home Run Summer Internship Program

## Home Run Internship Program Background

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 those aimed at improving educational and career opportunities for young people. 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* revenues, which brought together existing and new programs aimed at helping families prepare their children for school, college and careers.

The City of West Sacramento began sponsoring a paid summer internship program in 2017, placing 24 interns with 4 local employers. In 2024, with the help of the West Sacramento Chamber of Commerce, 58 interns were placed with 25 employers across West Sacramento, Sacramento and Roseville.

The Home Run internship program provides a valuable work-based learning opportunity for West Sacramento youth. One goal of the program is to create a pipeline of future talent to meet the needs of local employers and strengthen West Sacramento's economy. Another is to help local youth understand that there are opportunities for professional success right here in West Sacramento.

## Internship Objectives

The objectives of the Home Run summer internship program are:

- Provide West Sacramento youth with real-world work experience with a local business, agency or nonprofit organization.
- Help West Sacramento youth improve their work-readiness skills, clarify their career interests and grow their professional networks.

- Connect local employers with future members of the local workforce.

## Intern Training and Development

Home Run interns are required to attend paid weekly training at City Hall. Training will emphasize the “durable skills” described in *Appendix A*.

Supervisors should conduct a performance review with each intern at the end of the first four weeks and again at the end of the internship. Performance reviews, which will focus on these same competencies, will be used to award digital badges.

A schedule of weekly training sessions and topics is provided in *Appendix B: Important Dates*.

## Employer Commitment

Participation in the Home Run internship program is open to any business, public sector agency or nonprofit entity. Participating employers must commit to providing:

- A safe, supportive work environment for interns.
- An adult supervisor to mentor interns, approve time sheets, conduct performance reviews and serve as the primary contact for Home Run staff.
- A minimum of 20 hours of work per week.
- Meaningful work assignments for interns that allow them to learn about your industry, your organization and the skills needed for professional success.

Detailed supervisor expectations may be found in *Appendix C: Supervisor Expectations*.

## Student Eligibility Requirements

The internship program is open to eligible students in the Washington Unified School District who are at least 16 years old by the first day of work. Students who attend River City High

School must have completed at least one course in a Career Technical Education (CTE) pathway. Yolo High School and Washington Middle College High School do not offer CTE courses, so students there must provide a recommendation from a teacher or counselor in lieu of the CTE course requirement.

## Intern Recruitment

The Home Run team begins promoting the internship program to local employers in late winter. Employers wishing to participate in the internship program must submit an intern request form to the Home Run team in early April via the Home Run website. Applications will be accepted from students in mid to late April. Exact dates may vary from year to year depending on the WUSD schedule.

## Intern Selection and Hiring

Students may apply for up to five internship positions. The Home Run team will confirm applicants' minimum qualifications before forwarding applications to the supervisor.

Interviews take place in the first half of May. Prospective supervisors will need to be flexible in scheduling interviews, as students are in school most of the day.

Employers decide who to interview and hire. You are not required to interview all applicants, but we encourage you to do so to give them the opportunity to practice interviewing. Also please keep in mind that at this point in students' professional development, their enthusiasm for the opportunity is more important than their skillset.

In past years the willingness of so many local employers to offer internships has meant that not all available slots were filled. If you do not

receive any applications, or your preferred candidates decline your offer and you still wish to host an intern, please notify the Home Run team and we will try to help.

## Human Resources and Payroll

Interns are paid the California Minimum Wage.<sup>1</sup> The Community College Foundation (TCCF) serves as the employer of record and manages onboarding, payroll and human resources for the Home Run, including providing liability and workers compensation insurance for the program.

Interns must submit timesheets twice per month, and supervisors are expected to review those timesheets promptly. Information about time sheet approval is provided to supervisors at the employer orientation in June.

## Providing a Quality Internship Experience

### The Learning Plan and SMART Goals

An internship is a learning experience. The Home Run team provides interns with an orientation and weekly training, but students who apply for this program are seeking work experience, and the bulk of their learning takes place at the work site.

As such, we require participating employers to identify learning goals for their interns, to evaluate their skills, and to provide actionable feedback. In other words:

- Describe what you want your intern to learn.
- Assess their progress toward those learning goals.
- Provide clear suggestions for improvement.

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<sup>1</sup> Several interns will be selected to assist the Home Run team during the weekly training sessions. These interns will be paid an extra \$1 per hour.

The intern request form includes a section to include the learning outcomes you have for your interns. For help identifying learning goals, you may wish to consult *Appendix D: Learning Goals*. The Home Run team will also provide one-on-one consultation for prospective supervisors wishing to have help identifying learning goals and developing a learning plan. A Learning Plan Worksheet will be provided at the supervisor orientation on June 5<sup>th</sup>.

Interns, like other employees, have their own goals. Therefore, we also ask supervisors to meet with their interns on the first day to find out what the interns hope to learn.

### Variety of Experiences

Home Run interns usually spend most of their time within one department or team. But an intern can gain a greater understanding of your operations and your industry by being exposed to different departments and jobs. Consider rotating the intern through multiple departments or teams, having the intern shadow a few different employees for a day or two, inviting the intern to sit in on meetings, or other ways the intern can learn about a variety of possible career paths.

### Project-Based Learning

Many people learn best by doing. For this reason, we require that employers assign at least one project that the intern can complete during the internship. Projects generally require some thought and planning, take more time to complete than day-to-day tasks, and result in a product or event. Examples include reports or newsletter articles, presentations, web pages or publications, etc. Projects may be completed independently, but support from a coworker or supervisor is essential.

### Informational Interviews

The Home Run team has found that informational interviews provide a great way for interns to learn more about what it takes to be

successful in a given career or industry. Informational interviews can also help interns understand that there are many paths to success. For this reason, we require that supervisors provide the time and opportunity for interns to conduct at least one informational interview. Interns may interview their supervisor, another employee, or even customers or partners. The Home Run team will provide interns with guidance on planning and conducting informational interviews, but supervisors should help interns identify an interviewee and should ensure the intern is prepared.

### Supervisor and Employee Buy-In

Finally, it is important to have buy-in from the employees who will be working alongside the intern. Do not assign a supervisor without first consulting the supervisor. (Yes, this has happened!) Make sure other employees are willing and able to assist and mentor the intern when needed.

### Behavioral or Performance Issues

As a supervisor, you have probably dealt with employee behavioral or performance issues. A brief conversation with the employee is usually sufficient to correct the problem. We recommend this same approach with interns, being very clear about why the behavior is problematic for your team and/or organization.

If an intern repeatedly demonstrates problem behaviors or performance issues, even after receiving warnings, please contact the Home Run team. PLEASE DO NOT FIRE AN INTERN! If disciplinary action is needed, including termination, the Home Run team will handle it.

### Staff Contact Information

Please don't hesitate to contact Home Run staff with questions, suggestions or any internship-related problems. We are here to help!

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

Jaqueline Gallegos  
Program Technician  
[jaquelineg@cityofwestsacramento.org](mailto:jaquelineg@cityofwestsacramento.org)  
(916) 617-4536

Dhamar Villarreal  
Program Technician  
[dhamarv@cityofwestsacramento.org](mailto:dhamarv@cityofwestsacramento.org)  
(916) 617-4531

Justine Jimenez  
Business Manager  
[justinej@cityofwestsacramento.org](mailto:justinej@cityofwestsacramento.org)  
(916) 617-4549

## Thank you!

The Home Run internship program depends on the participation of local employers. We understand that mentoring a young person takes time and effort that could be spent on your operation. On behalf of the City of West Sacramento, the West Sacramento Chamber of Commerce and Washington Unified School District, thank you for your support of West Sacramento youth!

## Appendix A

### Durable Skills, the Learning Plan, Performance Reviews & Digital Micro-Credentials

#### Durable Skills

During the Home Run summer internship program, the Home Run team provides weekly “durable skills” training to interns. These are skills and characteristics needed for success in higher education and virtually any career. The Home Run team aligns our training with the durable skills identified by MHA Labs<sup>2</sup>, which are divided into six “building blocks”:

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

#### The Learning Plan

Supervisors should meet with each intern on Day 1 at the workplace to develop a learning plan. Each intern must have their own learning plan. A Learning Plan Worksheet is available on the Home Run website: <https://www.wshomerun.org/supervisor-resources>. Begin with a list of the skills and knowledge you want your intern to gain and identify the tasks, projects and experiences that will help achieve these learning objectives. Be sure to share your plan with your intern and ask what they are hoping to learn. The learning plan should also support one or more of the building blocks above. See due date in Appendix B. Appendix D can help you and your intern develop SMART goals for their learning plan.

#### Performance Reviews

Supervisors should complete a performance review form twice for each intern—once in the fourth week of the internship and again in the last week. (See due dates in Appendix B.) The form will be available on the Home Run website: <https://www.wshomerun.org/supervisor-resources>. The form contains rubrics for each of the 35 skills that make up the six building blocks. Interns will be using a similar form to complete a self-evaluation, and we encourage you to use the two forms for a conversation with your intern about how to improve performance.

We do not expect you to ensure that interns improve every one of these skills. But we encourage you to provide opportunities to practice and strengthen these skills whenever possible.

*PLEASE RATE YOUR INTERN(S) HONESTLY! Performance reviews are meant to help interns improve their performance and prepare for the workforce, not to make them feel good.*

#### Digital Micro-Credentials

Digital micro-credentials (a.k.a. digital badges) are credentials that can be shared digitally and serve as evidence that the credential holder has demonstrated certain knowledge or skills. The Home Run offers a digital micro-credential for each of the building blocks listed above. Home Run digital micro-credentials and the skills associated with each credential may be accessed here: <https://tinyurl.com/3zxs6jqp>.

Interns can earn a Home Run digital micro-credential during their internship if their supervisor gives them a rating of at least “capable” for *all* of the skills associated with one of the building blocks on the intern’s final performance review.

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<sup>2</sup> For more information about the MHA Labs Building Blocks, see <https://mhalabs.org/skill-building-blocks/>.

Interns will be able to earn up to two digital micro-credentials during their internship. Micro-credentials will be awarded based on performance reviews. Interns will be asked during the first weekly training to select the two micro-credentials they wish to focus on during their internship, so it is important that the learning plan conversation takes place *before* that session. You and your intern(s) should agree on the two micro-credentials.

Again, please be objective in rating your interns. Credentials should not be given away because the student is “a good kid.” It is acceptable for an intern to complete an internship without earning a digital micro-credential. But supervisors must provide the opportunity to earn the two credentials you and your intern agree to focus on.

More information about the learning plan, performance reviews and digital badges will be provided in the supervisor orientation meeting in June.

## Appendix B

### Important Dates

A complete calendar with Zoom links can be found on the Home Run internship web page:

<https://www.wshomerun.org/internships>.

Date	Time	Event
May 16	5:00 PM	Internship placements finalized
June 5	11:00 AM to noon, via Zoom	Supervisor orientation (Zoom)
June 10	10:00 AM to 3:00 PM	Intern onboarding and training
	12:30 to 1:15 PM	Intern-supervisor luncheon
June 11		First day of work
June 18		Learning plans due to Home Run
July 3		First performance review due to Home Run
July 30		Last day of work: final performance review due
July 31	Time TBD	End of summer luncheon



## Appendix C

### Supervisor Expectations

Home Run internship supervisors are expected to provide each intern with:

- A safe and supportive environment in which to work and learn.
- At least 20 hours of work per week. If you cannot meet this expectation, consider partnering with another department within your organization or with another organization.
- Opportunities to ask questions.
- The opportunity to complete at least one project that will serve as an example of the intern's work and can be included in an online portfolio.
- The opportunity to earn at least one Home Run digital badge by demonstrating important "Building Block" skills. (See Appendix H for information about digital badges.)
- Time for the intern to conduct two informational interviews with you and/or other employees or executives.

Appendix D  
Learning Goals  
(next page)

# INTERNSHIPS: Learning goals

AN INTENTIONAL FOCUS ON STUDENT LEARNING is what distinguishes internships from jobs. Interns should be considered learners first and contributors second, regardless of whether they are earning credit associated with their internship. Below are some tips to help you facilitate intern learning through the use of learning goals.

## IMPORTANCE

### Co-creating learning goals with interns:

- > Signals that you **care** about their experience, which can increase their commitment, productivity, and desire to stay long-term
- > Helps ensure everybody is on the **same page**, resulting in a better experience for all
- > **Models** professional goal-setting, action-planning, and accountability
- > Most importantly, helps set the stage for **maximum intern learning**

## FOCUS AREAS

### Goals can focus on different areas:

- > **Skill** development
- > **Knowledge** acquisition
- > **Personal/professional** development

## SMART GOALS

### Effective goals share some commonalities:

- > **S** – Specific
- > **M** – Measurable
- > **A** – Action-oriented
- > **R** – Relevant
- > **T** – Time-oriented

### Example SMART goals:

- > By the middle of my internship, I will be able to **write a 1-pg press release** using AP style
- > By July 30<sup>th</sup>, I will be able to **troubleshoot Microsoft Excel questions** with 97% accuracy
- > By week 5, I will be able to **identify 3 career paths** in this field & **1 way to learn** about each

## TIPS

### Goal-setting caveats:

- > Try to **avoid** broad goals like “understand” or “learn” because they cannot be easily measured
- > **Two or three** goals is typically sufficient for a quarter-long internship
- > Writing SMART goals may require several feedback and **revision loops**

## PROCESS

### Goal-setting is a process:

- > **Before an intern starts**, encourage them to think of a few potential learning goals
- > During the **first week**, schedule an hour with your intern to flesh out their goals in writing
- > Set up a **weekly** or **biweekly** time to check in
- > **After a few weeks**, meet with your intern about how they are progressing towards their goals, what action plan they have in place to achieve them, and how they might want to modify their original goals
- > At the **end of the internship**, review progress towards stated learning goals as part of a formal performance evaluation meeting

### SMART GOAL PROMPTS:

- > What do you **specifically** hope to accomplish?
- > How will you **measure** your progress towards this goal?
- > What **actions** will you take to achieve this goal?
- > How is this goal **relevant** to your internship, academic interests, &/or career aspirations?
- > What is your **timeline** for meeting this goal?

## Appendix E

### Top Ten Concerns of Interns<sup>3</sup>

#### 1. Give Us Real Work!

It cannot be said too many times that interns want to work and learn. An intern can help you with projects and assignments that might not get accomplished otherwise. If you have brought on an intern as a recruitment tool, how will you be able to assess their abilities? It just makes sense to utilize your interns well.

#### 2. Do What You Say and Say What you Do!

Be honest with your interns about what they can expect during their internships. If the job will require stuffing some envelopes, then make that clear. But if you tell the intern they will be researching a project, and they spend 90% of their time doing “grunt work,” bad feelings may develop. Honesty does not cost you anything, and it will make the interns feel that much more respected.

#### 3. We Like Feedback!

Remember that interns are students, and they may not have the business skills, experience and workplace behaviors that you take for granted. If your intern makes a mistake, use this as a “teaching moment” and pull him or her aside and explain how the situation should be handled in the future.

#### 4. We Want to be Included Too!

Is there a staff meeting that they can attend? Can they quietly tag along to that next project meeting? Headed to lunch with a couple of people in the office? Please include them in the daily life of your workplace. After all, if you provide a little more perspective on the intern’s work, the product will be much better.

#### 5. Please Explain.

When you assign work, make sure you give a detailed explanation. While the work may seem trivial and obvious to you, it may not be obvious to someone who has never done it before. Patience and a few extra minutes at the beginning will pay off later when your intern can produce good work independently.

#### 6. I Want a Mentor!

Make sure that interns have mentors or supervisors to provide guidance. Identify those who truly like to teach and train, and the experience will be even better.

#### 7. A Minute of Your Time Please.

The best mentor in the world is useless if he or she cannot or will not spend the necessary time mentoring. As newcomers, interns may not speak up if they are feeling ignored, so the burden of making sure they are okay is on the mentor. If the busiest person in the office wants to be the designated mentor, he or she should schedule regular times to meet with the intern.

#### 8. Be Prepared!

That wonderful day has arrived, and the intern begins his/her internship only to learn that no one knew they were coming, and there is no place for them to work. Make sure employees are ready to welcome the intern and help them get up to speed.

#### 9. Um...I Need a Chair.

It is amazing how many employers hire an intern and do not think about the fact that they will need a desk, chair, phone and computer to perform assigned tasks. It is no fun, and not efficient to move an intern from desk to desk as people are out one day to the next. If you want to get a job done, you need to supply the intern with the tools to do the job.

#### 10. Show Me the Money (As Best You Can).

While each internship is different, and each industry has its own personality, remember that interns have expenses. Your organization may not be in a position to pay much, but anything can help. Maybe you can help pay for the intern’s parking, take them to lunch every so often, or develop some other creative way to assist them.

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<sup>3</sup> Adapted from *An Employers Guide to Building a Quality Internship: How to Create a Youth-Friendly Workplace*, Sacramento Employment and Training Agency (ND).