College & Career Readiness Internship Program Overview: Summer 2021

What are the expectations of intern employers?
● Provide a safe and supportive environment where SFUSD interns can practice job skills, learn about a career field, and contribute to the success of the work site.
● Assign an on-site staff member to oversee and support student interns throughout the duration of their internship.
● Serve as a role model for college readiness and career exploration.

How can my work site benefit from hosting SFUSD interns?
● Gain extra support for tasks, projects and/or events.
● Build relationships with potential future colleagues.
● Pride in supporting local youth development.

What types of tasks or projects can SFUSD interns do?
● Office support: clerical tasks, events, marketing, and fundraising support.
● Job shadowing: observe operations and/or employees.
● Direct services: work with clients, help with hands-on tasks, or other physical work.

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| REQUIRED HOURS | ● 75-150 hours for the summer.  
| ● Approximately 20-25 hours a week.  
| ● Hours are **flexible**.  |
| DATES | ● June - July 2021  
| ● Option to extend to the end of July and/or continue to host intern(s) into fall or spring.  
| ● Schedule interns around your vacation days where needed.  |
| TIMES | ● Interns can work in the mornings, afternoons, or all day depending on their CCSF class schedule or availability.  |
| HIRING & PAYMENT | ● Interns are recruited, hired and **paid** by SFUSD.  
| ● Interns receive a stipend or an hourly wage ($16.50/hour)  |
| SUPERVISION & SUPPORT | ● Employers must designate an on-site staff member to oversee interns.  
| ● Early College will provide an SFUSD staff member to guide interns and support employers.  |
The SFUSD College and Career Readiness Internship Program, in partnership with the UCSF Center for Science, Education & Outreach, is actively seeking campus hosts for summer 2021. Non-lab setting internship opportunities are particularly sought after by SFUSD interns. If you would like to discuss hosting an intern(s), please contact the UCSF Pipeline Programs Manager, Ángel-Max Guerrero, directly at angel-max.guerrero@ucsf.edu.

https://cseo.ucsf.edu/

https://www.sfusd.edu/internships