

16-17 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:

- 16-17 Year Old Program
- Supported through the Education Department in collaboration with several other departments and the Tribal Engagement Task Force
- 4-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 16-17 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 16-17 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

Each of the four (4) internship program options listed above will be ten (10) weeks in length and consist of twenty (20) to forty (40) hours of education and experiential learning. 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 16-17 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 16-17 year old internship (internship application and work permit) 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.

02 COMPLETION OF WORK PERMIT

- Any interested intern will need to collect a work permit from their school, per California Law, and bring it to the Education Department. We will work to connect the intern and their family with Human Resources (HR) to complete the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" form (CDE Form B1-1).
- Once the form is completed, it is to be returned to the school site for permit issuance. The school officials issuing the permit will note the maximum number of hours that can be worked each day (whether school is in session or not) as well as any limitations or restrictions that the school feels should be imposed. The work permit must then be returned to HR to complete this process.
- A Work Permit requires that interns keep up their grades as a condition of employment. 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 in a program at the next opportunity, which might be when off school for the summer.



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 Committee /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).

Some internship programs may require short trips off-Reservation. If this occurs, prior notice will be supplied to the Intern and their family and only approved Drivers within San Manuel (those who are up-to-date on their Driver training) will be permitted to drive and only San Manuel-owned vehicles will be used for such purposes. In such instances, interns will be permitted to drive their own vehicles to the designated locations, provided this is approved by their parent/guardian in writing, in advance of the event.

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.