

# FREQUENTLY ASKED QUESTIONS ABOUT THE 16-17 YEAR OLD INTERNSHIP PROGRAM

## 1. **If I am 16- or 17-years old and I am interested in an internship with San Manuel, whom do I talk to?**

Anyone who is an enrolled San Manuel Tribal Citizen or listed as a dependent on another San Manuel Tribal Citizen's insurance and is 16-17 years old can make an appointment with the Education Department. A time will be set up for you and your parent(s) to come and talk with Education and Human Resources (HR) about this internship option during a 1.5 hour interactive meeting. This meeting can be conducted both in-person and virtually, as necessary to meet all health and safety standards.

## 2. **Are the internship options the same as for the current 18+ year old internship program?**

No. These two programs are different.

## 3. **What do I need to do to apply for the 16-17 year old internship program?**

16-17 year olds have two parts to the application and both must be completed and submitted to HR, prior to being able to start their program. Meeting with HR and Education is also a required part of the application process.

**EDU and HR meeting:** See question 1 for more details.

**San Manuel Internship application:** The San Manuel internship application is the same as the one used for those over 18. This can be requested from the Chief of Staff directly, or from Education, who will send your preferred email address to the Chief of Staff, so you can be provided with an electronic application. You will submit the application directly to HR.

**Work Permit:** Your high school has a designated person to request a work permit from. Pick up the application from your school, then make an appointment to get it completed with HR. Then return it to the school. They will issue the actual work permit. Return the issued work permit to HR and, if all other steps in the application process have been completed, you can begin your internship.

## 4. **Is this a paid internship and how many hours can I work?**

Yes, you will be paid the current minimum wage for the ten weeks you work. While keeping up with your homework and other responsibilities, you can work 2 to 4 hours a week, for up to 40 hours total. This time can also be flexible, depending on your school work load, to balance the hours across the ten weeks. (For example, if other duties require you to not complete internship hours for two weeks, you can make up that time in later weeks, provided this does not interfere with schoolwork and other responsibilities.)

## 5. **What is the introductory requirement the first time I start my internship program?**

The first time you begin in the 16-17 year old internship program there is an introductory curriculum, no matter which program you select. Each intern will participate in career interest and personality/talent-based surveys to provide the intern with an assessment of their natural skills and interests, as well as insights into which careers align with their individual assessment results. This will be done with Human Resources and will take 2 hours. After this is completed, then the intern can go directly into the program they selected to complete the rest of their hours.

**6. Once I am finished with the internship, what do I have to do at the end?**

Once your internship program ends, you will be asked to complete a survey and make a presentation to the Tribal Engagement Team, Education Board and/or the Business Committee to share, about your experience. You will be given one hour to prepare the presentation, which will count toward the 40 hours. Your presentation time (no more than 30 minutes) will also be considered a part of your paid 40 hours.

**7. Once I finish one of the internship programs, can I come back and complete another?**

Yes, you can complete any of the four internship options, and come back and try the others, while you are 16 -17 years old. After you turn 18, you can then begin the next internship cycle in the 18+ program.

It is anticipated the 16-17 year old program will be offered up to three times per year (Spring, Summer, Fall/Winter). You can complete two internship blocks per year. Thus, within a single calendar year, you could potentially complete 2 of the 4 programs that are offered.

**8. Does participating in the Financial Empowerment program fulfill the tribal requirement for Financial Literacy?**

No, participation in the internship does not complete your Financial Literacy requirement. To complete that, please contact Latisha Casas to participate in that required curriculum. This internship does help you apply the understanding from that materials but does not meet that requirement.