

FREQUENTLY ASKED QUESTIONS ABOUT THE 14-15 YEAR OLD INTERNSHIP PROGRAM

1. **If I am 14- or 15-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 14-15 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 as well as 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 complete to apply for the 14-15 year old internship program?**

Those who are 14- or 15-years old have one application that 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 Janny VanBui (janny.vanbui@sanmanuel-nsn.gov) directly or from Education, which will send your preferred email address to Janny so you can be provided with an electronic application. You will submit the application directly to HR or use the internship application link.

Work Permit: While a work permit is not required for your internship until you are 16 years old, we will be following the criteria for hours and times that are required for working youth ages 14-15. You can work up to three (3) hours per school day and eight (8) hours on a non-school day, but no more than 18 hours a week while school is in session. Your working hours must be between 7 AM to 7 PM. When school is not in session, like during the summer, you can work up to eight (8) hours per day and 40 hours per week. Except for the SLRP internship, the other four programs are set up to be between two and four hours a week for ten weeks.

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

Yes, you will be paid an educational stipend for each ten-hour block of internship work completed. While keeping up with your homework and other responsibilities, you can work two to four 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 do not allow you to 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). If you are an intern with the Serrano Revitalization Language Program, you can work up to four hours a week and can work past the 40 total hours.

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

The first time you begin in the 14-15 year old internship program there is an introductory curriculum, no matter which program you select. Interns will participate in career interest- and personality/talent-based surveys to provide them 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 two hours. After this is completed, interns 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. This presentation can also be completed with Marketing, rather than coming in person to share.

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 20-40-hour options and come back and try the others until you turn 18. After that, you can begin the next internship cycle in the 18+ program. It is anticipated the 14-15 year old program will be offered up to three times per year (Spring, Summer, and Fall/Winter). You can complete two internship blocks per year. Thus, within a single calendar year, you could potentially complete two of the four programs offered. If you are working under the SLRP internship program, you can work at your own pace until you request the internship to end.

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 those materials but does not meet that requirement.