

BOARD OF PUBLIC WORKS HIGH SCHOOL INTERNSHIP PROGRAM

Frequently Asked Questions

1. How do I know if where I live or go to school makes me eligible for this program?

o 3 ways to be eligible:

- Your home address must be in the City of Los Angeles
- Your school must be in the City of Los Angeles
- Your school belongs to the LAUSD or

If you are still unsure whether you live or go to school in Los Angeles, go to www.lacity.org, scroll down to “Neighborhood Resources”, enter your street address (without a City or Zip Code), click “Find”, then a map will appear on your screen.

- If an information screen appears listing “Elected Officials” and names a “City Councilmember then your address is within the City of Los Angeles and you may apply for our program.
- If the screen says “No Address Found”, then unfortunately your address is not within the City of Los Angeles.

2. What are the work hours? Monday – Friday between the hours of 8 – 5 pm. (7 hours a day) Total hours = 35 per week. Students must be available for the entire duration of the program (July 5– August 5, 2011).

3. Where will I work? You may be assigned to work at the City of Los Angeles Department of Public Works or with a private company doing business with the City. Office locations are located throughout the Los Angeles area – West L.A., Downtown L.A., San Fernando Valley, San Pedro, Pasadena, Arcadia, Santa Fe Springs, and City of Industry.

4. How much will I get paid? The pay will be \$10.00 per hour.

5. How do I get to work? You will need to provide your own transportation or use public transportation.

6. Can I get reimbursed for transportation? Some companies will reimburse their interns for student metro/bus passes.

7. Why do I need a Social Security Number? Since this is a paid internship your employer and the law requires it.

8. What’s an appropriate e-mail address? For professional reasons avoid using slang, profanity, drug- related or sexual phrases in your e-mail address. For safety reasons we recommend that you stay away from including things like your date of birth, social security number or other personal information in your email address.

9. Who should complete the recommendation form? Your recommender should be a teacher, counselor or an advisor. The recommender should not be a relative or friend. You should pick a recommender who can provide information about some of the following things: academic record, future plans, goals, personal strengths, like motivation, leadership, & commitment.

11 How are the intern selections made?

In order to qualify for an internship, students must:

- Submit all required forms by March 2, 2011:
 - Submit an electronic application
 - Submit a Recommendation Form
 - Submit a Resume
 - Submit an Emergency Release Form
- Attend a mandatory Job Skills Workshop. There will be several workshops offered throughout the City of Los Angeles. You will select a date when you submit your application.
- Attend a mandatory Interview Session on **Saturday, April 17 at USC**.

More details about the workshop will be posted on the website.

Once you've completed all of the above-listed steps to qualify for the program, interns will be selected based on their level of interest, experience, recommendation and performance during the interview.

12. What kind of work will I do? The work varies depending on what department or company you are assigned to. In general, your work will consist of some administrative support activities such as filing, photocopying, typing, etc. You may also work on specific projects assisting with design layouts, writing reports, research, etc.

13. What activities take place as part of the program? Throughout the five-week program there will be various workshops, training sessions & field trips. These trips are mandatory. You will be paid for the time spent participating in the activities and are responsible for getting to the pick-up site. Transportation will be provided from the pick-up site to the trip location.