



## International Trade Education Programs (ITEP) 2018 INTERNSHIP PROGRAM

**ITEP's Internship Program** brings together employers, educators, and parents to prepare high school students for tomorrow's workplace. Last year, over 120 ITEP interns were placed with more than 70 businesses, nonprofits, and government offices as host employers. Partner with us today!

### WHY HOST AN ITEP INTERN?

1

#### Impact a Student's Future

Inspire ambition and provide ITEP students with resume-worthy work experience that will lead them toward academic and career success.

2

#### Invest Locally

Serve the community where you work and raise awareness for your employer and industry.

3

#### Create a Future Hiring Pool

Today's students are tomorrow's leaders. Your support opens the doors for future employee recruitment.

### 2017 ITEP INTERNSHIP EMPLOYERS

A.N. Deringer, Inc.  
Alameda Corridor Transportation Authority  
Avalon Risk Management  
Avenue Press Printing Company  
Barstow Tire and Brake  
Battleship USS IOWA  
Black Knight Patrol  
BlackGold Transport Inc.  
Boys & Girls Clubs of the LA Harbor  
Cabrillo Marine Aquarium  
California Cartage Company  
Center for Powerful Public Schools  
City of Carson  
City of Downey, ASPIRE After School Program  
City of Downey, Community Development  
Coalition for Humane Immigrant Rights LA  
Columbia Memorial Space Center  
Cosmetica Beauty & Barbering School  
CRAFTED at the Port of Los Angeles  
Creative Beginnings Elementary  
CSU Dominguez Hills  
Downey Chamber of Commerce  
Downey Teacher and School Supplies  
Downey YMCA  
Efficient Lighting and Electric  
Embassy Suites

Fast Lane Transportation, Inc.  
Franco Trucking  
Friar Tux Shop  
G & V Options & Solutions Inc.  
Gericet Healthcare Hospice  
GRID Alternatives  
Grocery Outlet  
Keesal, Young & Logan  
Law Office of Blanca Pacheco  
Law Office of Steve Lopez  
Law Offices of Dennis G. Saab  
LA County Metropolitan Transportation Authority  
LA Gateway Chamber of Commerce  
LA Promise Fund  
Los Angeles Maritime Institute  
Los Angeles Port Police  
Manson Construction Co.  
Marine Exchange of Southern California  
Marine Mammal Care Center Los Angeles  
Metro Ports  
Molina Healthcare  
Office of Assemblymember  
Mike Gipson  
Office of Assemblymember  
Patrick O'Donnell

Office of Assemblymember  
Miguel Santiago  
Office of Congresswoman  
Nanette Barragán  
Office of Supervisor  
Janice Hahn  
PACE Services/ecBarstow.com  
Partnership for Los Angeles Schools  
Port of Los Angeles, Construction & Maintenance  
Port of Los Angeles, Engineering  
Port of Los Angeles, Pantry  
Ports America  
RMI International Inc.  
San Pedro Chamber of Commerce  
SBCC Thrive LA, Streetcraft  
Signature Auto Collision  
Sirens Java & Tea LLC  
Southbay Transport Inc.  
Tesoros  
US Coast Guard - Sector LA/LB  
Valero Wilmington Refinery  
Watson Land Company  
Williams Clarke Company, Inc.  
Wilmington Chamber of Commerce  
Yusen Logistics  
Yusen Terminals LLC



## FREQUENTLY ASKED QUESTIONS

### **When will interns report to employer worksites?**

ITEP interns work for a total of six weeks beginning on Monday, June 25, 2018 and ending on Friday, August 3, 2018. On Fridays, students will participate in workshops and a community service project offsite. Additionally, ITEP will host an Internship Culmination for participating employers, sponsors, supervisors, interns and their guests on Friday, August 3, 2018.

### **What training do ITEP students receive to prepare them for internships?**

Prospective interns attend six job skills workshops led by ITEP staff and industry partners. The workshops cover essential soft and hard skills including dressing for success, financial literacy, and networking. In addition, all prospective ITEP interns submit an application, cover letter, and resume for the program, and must maintain a GPA of 2.5 or higher.

### **Will ITEP interns be scheduled full-time or part-time?**

Employers have the option to select a part-time intern at 20 to 30 hours per week or a full-time intern at 30 to 40 hours per week. Actual schedule will be determined by each employer and matched intern(s).

### **What is the funding commitment to host an ITEP intern?**

ITEP seeks to ensure that all interns receive some type of financial support as part of their experience, either through their internship host's payroll or through a scholarship award. If you are unable to host an intern but would like to support, sponsorship opportunities are available.

### **We've never hosted a high school intern. What type of assistance can we expect from ITEP staff?**

ITEP provides a thorough employer orientation. We can also assist you in putting together a work plan for your intern and connect you with past employers who can share tips on how to make the internship experience productive for both the student and host. Most employers are pleasantly surprised at the level of skills and capabilities that high school students bring to the experience.

### **How are ITEP interns matched with employers?**

Employers are encouraged to participate in mock interviews on Tuesday, March 27, 2018 to prepare students for formal interviews. Formal interviews will take place on Monday, June 11, 2018 and preferences for matching will be collected from both employers and ITEP interns.

### **Which high schools do ITEP interns attend?**

ITEP students from the following schools are participating in this year's internship program:

Barstow High School  
Carson High School  
Gardena High School  
Los Angeles River School

Manual Arts High School  
Narbonne High School  
Phineas Banning High School  
Rancho Dominguez Preparatory School

Roosevelt High School  
San Pedro High School  
West Adams Preparatory High School

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## ITEP INTERNSHIP PROGRAM EMPLOYER CALENDAR

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TUESDAY <b>MARCH 27</b>	Mock interviews for prospective interns
TUESDAY <b>JUNE 12</b>	Employer interviews for prospective interns
TUESDAY <b>JUNE 19</b>	Employer orientation
MONDAY <b>JUNE 25</b>	ITEP interns report to employers for the first time
FRIDAY <b>JULY 6</b> <b>JULY 13</b> <b>JULY 20</b> <b>JULY 27</b>	<b>ITEP intern workshops</b> <i>Every Friday, the ITEP internship cohort will attend two-hour workshops to enhance their internship experience.</i>
FRIDAY <b>AUGUST 3</b>	<b>Internship culmination</b> <b>Last day for ITEP interns at employer worksites</b>

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### GET INVOLVED

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#### Contact

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