



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.
Gerinet 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.
Tesoro
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

ITEP INTERNSHIP PROGRAM EMPLOYER CALENDAR

TUESDAY
MARCH 27

Mock interviews for prospective interns

TUESDAY
JUNE 12

Employer interviews for prospective interns

TUESDAY
JUNE 19

Employer orientation

MONDAY
JUNE 25

ITEP interns report to employers for the first time

FRIDAY
JULY 6
JULY 13
JULY 20
JULY 27

ITEP intern workshops

Every Friday, the ITEP internship cohort will attend two-hour workshops to enhance their internship experience.

FRIDAY
AUGUST 3

Internship culmination

Last day for ITEP interns at employer worksites

GET INVOLVED

Contact

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