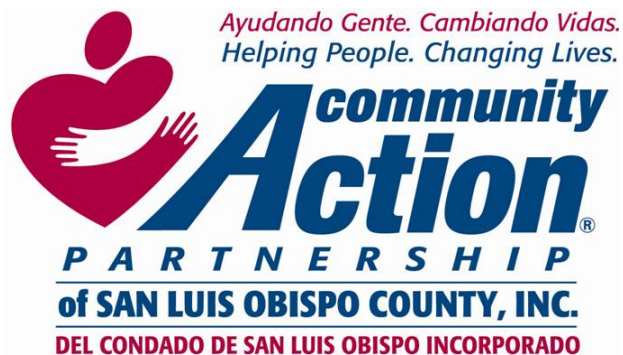


Learn, Grow, Explore in the

Migrant and Seasonal Head Start High School Internship Program 2014



**1030 Southwood Drive
San Luis Obispo, CA 93401
Phone: (805) 544-4355 • www.capslo.org**



Community Action Partnership of San Luis Obispo County Migrant and Seasonal Head Start High School Internship Program 2014

Purpose

Community Action Partnership of San Luis Obispo County's (CAPSLO) Migrant and Seasonal Head Start (MSHS) is pleased to offer the High School Internship Program (HIP), an exciting 2-week internship in San Luis Obispo, California. Interns will be current California high school seniors that are former students of Migrant and Seasonal Head Start programs from throughout the United States. Through this internship we will ignite a passion for advocacy; help interns identify life and career goals; and cultivate their professionalism. This internship includes a stipend, housing with a host family, and valuable experience in a Community Action Agency that offers multiple social services and child development programs.

Benefits to the Intern

The High School Internship Program is participant-driven and all experiences will be designed to develop each participant's career interests, real-world job skills, and professionalism. Interns will gain hands-on practical experience and participate in staff, Parent Policy Council, and Board of Directors meetings. They will have the opportunity to visit childcare centers and family child care providers. Participating in HIP will give each intern an opportunity to meet State and Federal leaders.

Based on their goals and areas of interest, interns will be partnered with staff that can provide valuable personal and professional growth-experiences. Interns may choose to explore important issues in Migrant and Seasonal Head Start such as immigration law or school readiness; or they may want to gain experience in areas of program administration such as human resources, facilities management, or program design. Volunteering with professionals who have years of experience and expertise will give interns a competitive advantage prior to entering the workforce or advanced studies.

Dates of Internship

The internship will be offered in the summer of 2014.

Program Requirements

HIP Interns MUST:

- ❖ Be former Migrant and Seasonal Head Start students in or outside of California (participation in Head Start, Early Head Start, and Migrant Education programs does not fulfill this requirement). Candidates should contact CAPSLO if they are unsure if the program they attended was a MSHS program.
- ❖ Be California high school seniors in good standing
- ❖ Participate in public, school, and/or community activities
- ❖ Demonstrate leadership potential
- ❖ Have basic English fluency
- ❖ Commit to volunteering and training up to 40 hours a week
- ❖ Participate in all CAPSLO MSHS internship sponsored activities
- ❖ Agree to and comply with all policies regarding performance and personal conduct
- ❖ Wear appropriate attire (business casual clothing; professional attire may be required for specific events)

- ❖ Have parent permission to participate
- ❖ Have a current physical exam and TB clearance
- ❖ Pass a criminal background check

Intern Support

Selected participants will receive:

- ❖ A stipend of \$500 for two weeks
- ❖ \$100 arrival allowance for the purchase of items necessary for the internship (such as clothing, footwear, etc.)
- ❖ Transportation from their home to their host family
- ❖ Housing by a host family that will include some meals
- ❖ Volunteer with a mentor and professional in their area(s) of interest

Housing

Interns will be placed at no cost with a host family who will provide appropriate sleeping accommodations and some meals. Interns are expected to participate in their host families' daily lives (meals, outings, etc.) as much as possible.

Transportation

CAPSLO MSHS will provide round-trip transportation for each intern. Interns will work with CAPSLO to determine specific details of travel that best meet their needs. Local transportation will be the responsibility of the intern. CAPSLO or the host family will assist the intern with navigating the local transportation system.

HIP Code of Conduct

Interns must adhere to the HIP Code of Conduct and any breach of the Code of Conduct may result in immediate termination of the internship. The HIP is a drug/alcohol/tobacco-free program. CAPSLO has a zero-tolerance policy and use of these substances is strictly prohibited during the internship.

Application Process

Applicants must submit an application packet to include:

- ❖ A completed Application Form (if additional space is needed, please attach extra sheets to the form)
- ❖ An official high school transcript documenting they are a high school senior in good standing with a grade point average of 2.0 or higher
- ❖ Resume and cover letter
- ❖ Documentation of participation in public/school/community activities
- ❖ A writing sample
- ❖ Any other documents supporting application

In addition, at least 2 Recommendation Forms must be submitted directly to CAPSLO by the writer. Letters received in the application packet will not fill this requirement. Applicants are responsible for ensuring that recommendations arrive at CAPSLO by the submission deadline.

All documents must include applicant's first and last name. Application packet can be sent via e-mail or U.S. Postal Service to:

**High School Internship Program
Migrant and Seasonal Head Start
Community Action Partnership of San Luis Obispo County, Inc.
1030 Southwood Drive
San Luis Obispo, CA 93401**

or to dcurtius@capslo.org.

Incomplete application packets will not be accepted.
Packets must be received at CAPSLO Migrant and Seasonal Head Start by
Friday, May 9, 2014.

Recommendations

Applicants are required to acquire 2 recommendations. Recommendation Forms can be completed by current or former employers, professors, teachers, coaches, youth counselors, mentors, or other non-related adults. Recommendations are a primary consideration in the selection of interns. Applicants are advised to request them from individuals who know the applicant and their qualifications well. Each writer should be forwarded a Recommendation Form to complete. Recommendations must be submitted directly to CAPSLO MSHS by the writer. Applicants are responsible for ensuring that recommendations arrive at CAPSLO by the submission deadline.

Selection Process and Criteria

The High School Internship Program Screening Committee will process applications and identify all applicants who fulfill the required eligibility criteria. HIP is a competitive internship. Applicants will be screened on several criteria:

- ❖ Former participation in a Migrant and Seasonal Head Start program (in or outside of California)
- ❖ Residence within California
- ❖ Demonstration in their personal life and academic career of leadership potential and a commitment to education
- ❖ Potential of applicant to develop personally and professionally from participation in the internship
- ❖ Recommendations
- ❖ Demonstrated academic success
- ❖ Participation in school and community activities
- ❖ Basic English fluency
- ❖ Finalists will be required to participate in an interview (applicants outside of San Luis Obispo County will have the option to be interviewed by phone)

Once interns have been selected, they will be contacted by CAPSLO MSHS to discuss internship logistics, including how to obtain health clearances and background checks.

Questions

Applicants can contact CAPSLO MSHS staff with questions:

David Curtius
Child, Youth and Family Services Executive Assistant
(805) 544-4355, ext. 234
dcurtius@capslo.org

William Castellanos
Child, Youth and Family Services Division Director
bcastellanos@capslo.org
(805) 544-4355, ext. 220



Community Action Partnership of San Luis Obispo County Migrant and Seasonal Head Start High School Internship Program 2014

APPLICATION FORM

(if additional space is needed, please attach extra sheets)

***Completed form and all supporting documentation must be received by
CAPSLO Migrant and Seasonal Head Start by Friday, May 9, 2014.***

Name:

First: _____ Middle: _____ Last: _____

Date of Birth (must be at least 16 years of age): _____

Current Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Permanent Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Emergency Contacts (these individuals will be contacted in an emergency, please provide two):

Name: _____ Relationship: _____

Phone 1: _____ Phone 2: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Name: _____ Relationship: _____

Phone 1: _____ Phone 2: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

What is the name of the Migrant and Seasonal Head Start program you attended?

Program Name: _____ Contact: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____

Dates of Attendance: _____

Current High School: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____

Are you a senior? _____

Academic Goals: _____

Check Your Area(s) of Interest:

What areas most interest you and would you like to learn about? Please indicate as many areas as you would like. Write a "1", "2", "3", etc. to indicate your first, second, third, etc. choice.

- _____ Health
- _____ Child Development
 - _____ Preschooler
 - _____ Infant
 - _____ Toddler
- _____ Mental Health
- _____ Nutrition
- _____ Children with Special Needs
- _____ Accounting/Finance
- _____ Social Services
- _____ Family Child Care
- _____ Homelessness
- _____ Office Management
- _____ Family Community Partnerships
- _____ Planning Department
- _____ Human Resources
- _____ Transportation
- _____ Other _____
- _____ Other _____
- _____ Other _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the internship program, I understand that omission of information or provision of false or misleading information in my application or interview will result in the immediate termination of my internship.

I understand that interns are NOT employees of CAPSLO.

I understand that the High School Internship Program is a drug/alcohol/tobacco-free program and that I am prohibited from using these substances while participating in the internship. I have read and understand the HIP Code of Contact and agree to abide by it. I understand that CAPSLO has a zero-tolerance policy and any breach of these expectations will result in immediate termination of the internship.

Signature: _____ Date: _____

Parent or Guardian Name: _____
(please print)

Parent or Guardian Signature: _____ Date: _____
(required for applicants under 18 years of age)



Community Action Partnership of San Luis Obispo County Migrant and Seasonal Head Start High School Internship Program 2014

Code of Conduct

Community Action Partnership of San Luis Obispo County's Migrant and Seasonal Head Start Program (CAPSLO MSHS) holds interns responsible for adhering to the expectations set forth in this document. These expectations exist to facilitate the educational process and to ensure a safe, fair, and successful experience for all interns, host families, and staff.

Introduction

Interns who participate in CAPSLO MSHS High School Internship Program (HIP) are representatives of CAPSLO for the duration of their time in the program. They are expected to take responsibility for their actions and will be held accountable for them. Interns are expected to abide by the HIP Code of Conduct, as well as the policies and procedures, laws, expectations, and customs of the host family, CAPSLO, and the State of California.

Professionalism and Appropriate Behavior

Interns are expected to act in a professional, respectful, and ethical manner at all times during the internship. Interns must:

- Show up on time for training, meetings, events, etc.
- Inform the internship supervisor, in advance, if they are unable to show up for training, meetings, events, etc. or will be late.
- Keep cell phone usage to a minimum during volunteer, training, etc. hours. This includes texting, accessing the internet, or talking on the phone. Cell phones should be turned off during meetings unless they need to remain on for internship purposes.
- Keep usage of internship site and host family phones to a minimum.
- Limit personal use of internship site computers to a minimum. Internship site computers should be used primarily for volunteer and training purposes only, though interns may be granted permission to use computers to contact family, coordinate internship logistics, etc. Computers should not be used to surf the internet or play games. Access to violent, sexual, or other inappropriate websites is strictly prohibited at both the internship site and host family home.
- Use appropriate language at all times.
- Dress appropriately at all times.
- Treat co-participants, host family, agency clients, and staff with respect.
- Adhere to the internship site's policies, procedures, and guidelines.
- Adhere to the host family's expectations. An intern should ask their host family for guidance if the intern is unsure if a behavior is acceptable in his/her host home.
- At all times, behave in a manner that is safe to themselves and others.

CAPSLO has zero-tolerance for the following behaviors. Engaging in these behaviors is strictly prohibited and will result in immediate termination of the internship and accommodations with the host family:

- Use of tobacco, alcohol, and illegal drugs
- Disrespectful, hostile, or violent behavior
- Verbal abuse
- Inappropriate sexual behavior
- Theft, damage, or vandalism of property
- Criminal behavior or violation of local laws
- Possession of fire arms or weapons
- Endangerment to self or others, including involvement in activities or behavior that could result in harm, including, but not limited to, frequenting dangerous places, association with criminals, intoxication, etc.
- Any egregious behavior assessed by CAPSLO as grounds for dismissal from the internship

Acknowledgement

I have read and understand the High School Internship Program Code of Conduct outlined above. I understand ANY violation of these expectations may result in my immediate removal from the High School Internship Program and termination of my accommodations.

Intern Name (please print)

Intern Signature

Date

Parent Name (please print)

Parent Signature

Date



Community Action Partnership of San Luis Obispo County Migrant and Seasonal Head Start High School Internship Program 2014

Recommendation Form

Applicant: please provide this form to at least two individuals who support your application to the High School Internship Program. These individuals should know you and your qualifications for participation well. They may not be related to you. Completed recommendations must be submitted directly to CAPSLO MSHS by the writer.

Writer: The individual submitting this form to you is applying for the High School Internship Program (HIP) offered by Community Action Partnership's (CAPSLO) Migrant and Seasonal Head Start (MSHS) program. HIP is an exciting 2-week internship in San Luis Obispo, California. Interns will be current California high school seniors that are former students of Migrant and Seasonal Head Start programs from throughout the United States. Through this internship we will ignite a passion for advocacy; help interns identify life and career goals; and cultivate their professionalism. This internship includes a stipend, housing with a host family, and valuable experience in a Community Action Agency that offers multiple social services and child development programs. For more information on CAPSLO's MSHS program, please visit us at www.capslo.org.

WRITER'S INFORMATION

Name: _____ Title: _____

Organization: _____

Street Address: _____

City/State/Zip Code: _____

Phone: _____ E-mail: _____

May we contact you if we have questions? YES NO

Who are you writing a recommendation for? _____

6. What strengths does the applicant possess that would help him/her be successful in this internship?

7. What issues might be challenges for this candidate as they participate in this internship?

8. Is there anything else you'd like to tell us about the applicant?

