



CITY OF STOCKTON INTERNSHIP PROGRAM (CCOSIP)

MISSION OF THE PROGRAM

COSIP is an academic program that offers college students an opportunity to gain hands-on training and experience by actively working in a field related to their academic interests.

The program will consist of a direct relationship between the City of Stockton and area colleges and universities and aims to provide regular, full-time employment after program requirements are met.

INTERNSHIP REQUIREMENTS

- Students will be required to obtain approval of their school's department advisor prior to participating in COSIP.
- All interns must be regularly enrolled or accepted for enrollment as a degree seeking student at an accredited college or university.
- Incumbents must be in good standing and enrolled in a minimum of six (6) semester or nine (9) quarter units.
- Incumbents must maintain a minimum 3.0 Grade Point Average (GPA) and acceptable performance.

APPLICATION PROCESS:

Applicants will be able to apply online on the City of Stockton Homepage for the COSIP. The online page will include information about the COSIP as well as recruitment information. Applicants will be able to see open recruitments when a department is looking for an intern and will also have the ability to submit an application requesting an internship.

The COSIP web page will be open to the public and will be utilized by City departments, college career center advisors, and college students.

INTERVIEW/SELECTION PROCESS TO HIRE AN INTERN

When a department is interested in hiring an intern, they will request the intern eligible list from the Human Resources Department. The eligible list will be referred to departments in rank order. Only those interns that meet the minimum requirements for the position will be referred.

The hiring department will schedule interviews and make tentative offers. If the intern is 18 years of age or older, the department will coordinate fingerprinting and/or drug screen with the Human Resources Department.

After a selection has been made, the hiring department will work with the HR Intern Coordinator to make an official offer, defining start and end dates and working hours. The HR Coordinator will facilitate the completion of COSIP Agreement and Memorandum of Understanding and other necessary entrance-on-duty paperwork.

ATTAINING FULL-TIME EMPLOYMENT AFTER INTERNSHIP

COSIP internships will end 120 days after completion of graduation requirements. Interns must meet minimum qualifications and apply for full-time positions within these 120 days. Entry to the full-time position can be made to the current department of employment or any other City department where those skills are transferable. After expiration of 120 days, intern positions will terminate and interns will have to apply for positions through the external recruitment process.

Interns will be eligible for regular, full-time employment by competing in promotional examinations. COSIP interns who are successful in passing the examination will be placed on the promotional eligible list and will be ranked with City employees according to their exam score. Interns will remain on the promotional list until the list expires.

In order to be eligible to compete for regular, full-time promotional employment upon graduation, interns must:

- Have been initially hired into COSIP;
- Complete graduation requirements with a minimum GPA of 3.0,
- Have successfully completed one year or more of continuous service (relevant volunteer, part-time, or full-time work experience within the City of Stockton as evidenced by the employee's personnel file) while working a minimum average of 12 hours per week;

- Have acceptable performance (as evidenced by the most recent performance evaluation);
- Submit an application for employment for promotional opportunities as required by the promotional opportunity posting;
- Successfully compete and pass an examination.

HUMAN RESOURCES RESPONSIBILITY

The Human Resources Department will serve as a resource to connect the departments and colleges/universities and help with recruiting efforts. The Human Resources Department will work with City departments and schools to facilitate an ongoing relationship. This will include posting new jobs on the internet and sending job postings to the schools. The HR Intern Coordinator will maintain a list of educational institutions to direct recruiting efforts.

Each intern must sign an Internship Agreement and Internship Memorandum of Understanding. These two documents serve as an agreement in which the student will maintain their status as a qualified intern while working with the City of Stockton and outline the terms of their appointment, including beginning and ending dates. Each term is not to exceed one academic year, but can be extended each year. The Internship Memorandum of Understanding will need to be completed each year the internship is extended. The Human Resources Department will explain these documents to the student and follow up to verify status at the beginning of each school year. Neither of these documents will serve as a contract or guarantee of employment after graduation.

CITY DEPARTMENT RESPONSIBILITY

Departments will assess their internal needs and determine if an intern may be hired. Departments will need to decide if there is an area in which an intern can contribute and if there are any projects that could be completed by an intern.

One major decision that a department must factor in when deciding to recruit an intern is whether the intern will be paid. Each department will need to make this decision based on the availability of their allocated budget funds.

When recruiting for an intern, City departments will be required to develop job specific criteria for their job postings. A job posting will be created to provide detailed information about the internship, including department/project; the intern's tasks/responsibilities; preferred majors/minors or coursework; required skills; start and end dates; working hours; and compensation and/or academic credit.

Departments will need to provide the resources required to complete the assigned task, such as working space, a computer, an email account, telephone, office supplies, etc.

Departments will provide in-house orientation to discuss office practices, such as answering the phones, email correspondence, etiquette at business meetings, appropriate attire, parking, and lunch breaks.

The department will need to identify the mentor, project team, and/or supervisor that will be responsible for the intern:

Mentor: A department head, project leader, or career employee who is knowledgeable of the work the intern will perform. This person will provide initial orientation and develop an ongoing relationship. The mentor will also provide a tour of the facility, introduce the intern to others, and give instructions on use of equipment. This person should also be available to answer any questions.

Project Team: A group of employees the intern will work with to accomplish a specific task/assignment. This team will welcome the intern and help facilitate growth and provide overall guidance on the workplace and work structure.

Supervisor: The supervisor may or may not be the mentor. The supervisor will assign the day-to-day tasks, monitor progress, and evaluate work outcome.

Intern work must be meaningful and allow the intern to learn and make a noteworthy contribution. The department shall not assign menial tasks, such as photocopying, filing, or getting coffee, that do not provide a real opportunity to develop skill sets necessary for the position. Goals and milestones should be set for the intern.

A mid-point, as well as a final evaluation will be required during the intern's term of appointment (although more frequent informal evaluations are encouraged). Input should be sought from those working directly with the intern.