FREQUENTLY ASKED QUESTIONS

1. **What types of interns are available through the Advancing San Diego Internship program?**
   Advancing San Diego will source interns from “Preferred Provider” programs. Preferred Providers have been evaluated against a skills-based criteria to ensure curriculum aligns with the needs of employers. Additionally, students need to have taken a pre-defined set of courses within their Preferred Provider program. Students not sourced through Preferred Provider programs are not eligible for internships through this program. To receive interns, companies must work through our staffing partner, Manpower.

2. **Can companies independently recruit interns from Preferred Provider programs, then apply to receive subsidized internships through Advancing San Diego?**
   No. Preferred Providers will refer internship-ready students to Manpower.

   *In order to receive paid interns, companies must work with Advancing San Diego staffing partner, Manpower, to recruit from a list of pre-approved students.*

<table>
<thead>
<tr>
<th>Types of students available for internships</th>
<th>Schedule of availability</th>
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<tbody>
<tr>
<td>Software Engineering</td>
<td>Summer 2020</td>
</tr>
<tr>
<td>Software Engineering General Engineering</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Software Engineering General Engineering</td>
<td>Winter 2020</td>
</tr>
<tr>
<td>General Engineering Marketing/Sales/Operations</td>
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</tbody>
</table>

Students who participate in the Advancing San Diego internship program will be:
- Over 18 years old
- At varying stages of their educational journeys (AA, BA, MS/MA)
- Matched to companies based on mutual strengths and interests
- Expected to participate in the company’s regular interview process
- Paid an hourly rate of $16.50 and eligible for up to $500 in additional services (transportation, meals, professional dress, etc.) to support their success

3. **What are the eligibility requirements for companies to apply for interns?**

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**Advancing San Diego: Small Company Internships**

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To receive Advancing San Diego interns, all companies must:

- Have an established office in San Diego County
- Have fewer than 100 employees
- Have a need for STEM talent (particularly software engineers, general engineers, and marketing/operations/sales talent)
- Commit to a minimum of two interns for a 240 hour (average of 20 hours per week for 12 weeks - exact schedule is flexible) internship for each intern

4. **What types of projects should interns work on?**
   Internships serve as an opportunity for students to get real-life work experience. Instead of assigning interns to administrative tasks, projects should allow students to apply their technical abilities. As part of their application, companies will be asked to submit an internship project description. The internship project description should answer all of the following questions:

   - What will be the primary role of the intern? Provide examples of the types of projects that the intern will work on.
   - What key responsibilities will the intern have?
   - What department will the intern support and who will the intern report to?
   - How will the intern's workload be monitored, and how will projects be evaluated?

5. **How will the interns be paid?**
   Advancing San Diego's staffing partner, Manpower, plays a critical role in the day-to-day management of the internship program. Manpower will serve as the employer of record, and will handle bi-weekly payment of the interns hosted at your company. After your application for interns is approved by EDC, you will communicate primarily with Manpower throughout the duration of the internship experience.

6. **How many hours per week will students be in the office, and what is the duration of the internship?**
   Internships are designed to be 12-week, 240 hour (20-hours per week) experiences. Actual schedules will be finalized based on the availability of the student and capacity of the company. Schedules should not be a barrier for either the company or the student, so parties will work to find a schedule that works for all.

7. **Can students participate in remote internships?**
   EDC is mindful that space in small companies can be limited, and transportation can sometimes be challenging for the student. Remote internship proposals will be considered on the basis that the company can maintain a mutually beneficial experience where the student has clear direction.
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on projects. Remote programs with a well thought-out method of communication, project management, and scheduling that provide students a meaningful experience will be considered.

8. Is there a maximum/minimum number of interns that a company can host?
EDC asks that each company take on a minimum of two interns. For those interested in more than two interns, the application will require a description of day-to-day workload and availability of the company's internship supervisor to ensure that students will have clear lines of communication and an organized, full workload. Companies that can only provide capacity for one intern will be asked to explain the situation within the application.

9. What if there is an issue and/or dissatisfaction with your intern(s)?
Manpower will serve as the company's main point of contact in the case that issues arise with the interns. Companies will be asked periodically to give feedback on interns’ experiences, and are encouraged to voice any concerns or challenges.

10. Each student is eligible for up to $500 in flexible funds to support their success in the workplace – are there limitations on how those funds can be used?
Student support funds can be used on any resource deemed essential to a successful internship experience. Manpower will work with the company and the student to identify how funds can be maximized. Examples may include but are not limited to: transportation, work attire, training or professional development coursework, laptop or software licenses.

11. Are non-profit organizations eligible to participate in the Small Company Internship Program?
Yes – they are welcome to participate as long as they can provide a valuable internship experience for STEM talent.

12. Can a participating company be eligible for every cohort of students?
Yes. A company may apply for interns from each available cohort (software, engineering, etc.) as long as it demonstrates specific need for talent from that field and articulates a meaningful internship project.

All of that sounds good?
Apply now for Advancing San Diego Interns