



# Advancing San Diego

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Advancing San Diego: Small Company Internships

## 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 training aligns with industry expectations for entry-level positions and internships. Students who have completed most, if not all, of their education program will be eligible for internships. Students not sourced through Preferred Provider programs are not eligible for internships through this program. To receive interns, companies must work through our staffing agency, 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.*

Types of students available for internships	Schedule of availability
Software Engineering	Summer 2020
General Engineering	Fall 2020
Marketing/Sales/Operations	Spring 2021
Manufacturing	Summer 2021
Healthcare	Fall 2021
Life Science	Spring 2022

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, non-traditional training programs)
- Matched to companies based on mutual strengths and interests
- Expected to participate in the company's regular interview process

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- Paid an hourly rate of \$20.00 and eligible for up to \$500 in additional funds for services (remote working equipment, laptops, etc) to support their success. All equipment purchased using these funds will be the property of the student, not the company, upon completion of the internship.

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

To receive Advancing San Diego interns, all companies must:

- Have an established office in San Diego County
- Have fewer than 100 employees
- Commit to a minimum of two interns for a 240 hour internship each
- Apply for interns, submitting an internship project description that outlines a meaningful work experience for students

### 4. What is the selection criteria for company applicants?

Companies will be evaluated on the following:

- Quality of application
- Internship description
- Previous experience with interns
- Capacity for hire
- Appeal to students
- Website presentation
- Underrepresented founder/CEO (minority-owned, women-owned, disability-owned, veteran-owned)

### 5. 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?

### 6. How will the interns be paid?

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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.

## 7. 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.

## 8. Can students participate in remote internships?

**To comply with shelter in place guidelines associated with the COVID-19 pandemic, all internships throughout 2021 will be remote.** To ensure a successful remote work experience for the student, all companies are required to share their intern methods of communication, project management. Every company is offered access to a remote intern management platform called [Symba](#), if useful to them.

## 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 – are there limitations on how those funds can be used?

Funds can be used on any equipment, services, or support that directly contributes to their success in their remote workplace. Manpower will work with the company and the student to identify how funds can be maximized, and use of funds will be approved by EDC. Examples may include but are not limited to: laptop, training or professional development coursework, office chair and/or a desk. [Learn more here.](#)

## 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 students.

## 12. Can a participating company be eligible for every cohort of students?

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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 sound good?

[Apply now for Advancing San Diego Interns](#)