Internships for Occupational Work Experience 270 for Career Technical Education (CTE)

Student Educational Requirements:

- Declared major/field of study in one of the following areas:
  - Computer Science (e.g. Computer Programming and Computer & Information Sciences)
  - Dental Assisting
  - Fashion
  - Health Information Technology
  - Medical Assisting
  - Multimedia (e.g. Video Game Development, 3D Animation, New Media Publishing)

- Student must obtain an unpaid internship aligned with student’s major.
- Have an educational plan on file with SDCCD for student’s major
- Completed at least 6 units of major coursework
- Be in good academic standing with a minimum cumulative GPA of 2.0
- Have a minimum major preparation GPA of 2.5
- Has attended San Diego Mesa College within the last academic year (2015-2016)

Parameters/Information:
Internship must fall into the 10 week session for Summer 2016. The Summer 2016 session will run from May 31 to August 6, 2016. Stipend granted based on the number of units/hours earned.

Stipend received by student will be considered taxable income and student will be responsible for applicable taxes as required by state and federal law. Student understands that he/she shall be paid as an Independent Contractor, not an employee, and must complete a “W-9 – Request for Taxpayer Identification Number and Certification.”

Units:
Credit units are awarded based on 75 hours per unit. The work/intern hours needed are:

- 150 hours = 2 Units (approx. 15 hrs/week)
- 225 hours = 3 Units (22.5 hrs/week)

Stipend: $1,500.00
Stipend: $2,250.00

Process:
1) Student secures their own unpaid internship.
2) Once student obtains internship, student must meet with Career Center to determine if educational requirements listed above are met.
3) If student meets the educational requirements, the Career Center will notify the Work Experience instructor of the student eligibility.
4) Student must complete the Work Experience Program application process found on the Work Experience webpage under “How to Receive an Add Code”. Which includes:
   a. Complete Online Work Experience Orientation & Orientation Quiz
   b. Work Experience Application
   c. Work Experience Employer Agreement (to be filled out by employer)
5) Student receives add code from Work Experience Instructor and registers for course within 24 hours of receiving the add code.
6) Stipend rewarded at end of the semester. To obtain the stipend, student must complete all requirements of the course to earn passing grade, the required number of work hours, complete mid-semester assignment, and end of semester survey.

5/23/16