



internship
program

POWERED BY **PROLOGIS**

CHANGE A LIFE.
HOST AN INTERN.

BUILD THE FUTURE WORKFORCE

Today's students are tomorrow's leaders. Your support opens the doors for future employee recruitment.

MAKE AN IMPACT

Inspire ambition and provide EXP students with resume-worthy work experience that will lead them toward academic and career success.

INVEST LOCALLY

Serve the community where you work and raise awareness for your company and industry.

IT ALL STARTS WITH AN OPPORTUNITY!

The EXP Internship Program: Powered by Prologis is a year-long journey for 11th-grade EXP students enrolled in high schools throughout Southern California. This program brings together employers, educators and parents to prepare high school students for tomorrow's workplace. By participating in the Internship Program, students build professional competence and personal confidence, setting them up for success in school, career and life.

IN PARTNERSHIP WITH



FOR MORE INFORMATION:

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FREQUENTLY ASKED QUESTIONS

How can I host an intern?

In response to the global pandemic of COVID-19, we have allowed employers to select the internship platform that best fits their needs and the comfort level of our EXP Interns. Employers can host our interns in any of the following capacities: in-person, virtual, or hybrid.

For summer 2022, we are hopeful to return to an in-person internship setting. We continue to closely monitor CDC, local, and government protocols and regulations to determine the safest experience for EXP interns and employers while still enable the interns to gain a resume-worthy internship experience.

How are EXP interns matched with employers?

Employer interviews will take place on **Tuesday, June 14**. EXP Program Manager will match interns and employers by utilizing a ranking form that will be collected at the end of each interview from both employers and interns. Employers are also encouraged to participate in **mock interviews on Thursday, April 12**.

When will interns report to employer worksites?

EXP interns work for a total of four weeks from **Monday, June 27 through Friday, July 22**. On **Fridays July 1, 8, and 15**, interns will participate in EXP workshops either at a site or virtually. EXP will also host an internship culmination event on **Friday, July 22**, for participating employers, supervisors, school administrators, and parents.

How many hours per week will EXP interns be scheduled to work?

Employers can host interns part-time (20-25 hours per week, 80-100 hours total) or full-time (30-40 hours per week, 120-160 hours total). Work schedules will be determined by mutual agreement between each employer and intern.

What will a typical day look like?

You are given the freedom to design your intern's work plan and/or reference EXP's Sample Work Plan for ideas. A typical workday can include an initial

check-in between intern and supervisor, time for your intern to work on assigned projects, sitting in on department meetings, or informational interviews among different colleagues and departments in the company.

How often will I need to check in with my intern?

EXP encourages daily check-ins to make sure the intern has clear objectives and projects that they must complete in a timely manner. Check-ins are essential for setting clear expectations, answering interns' questions, and maintaining contact during the process. However, you may choose a different check-in timeline based on your specific needs.

What is the funding commitment to host EXP interns?

EXP seeks to ensure that all interns receive some type of financial support as part of their experience, either through their employer's payroll, scholarship award, or stipend at the hourly rate of at least the Los Angeles minimum wage rate of \$15.00 per hour.

What training do EXP students receive to prepare for internships?

Prospective interns attend seven workshops throughout the school year where they learn essential business skills including professional communication, dressing for success, financial literacy, interview preparation and networking. In addition, prospective interns submit a portfolio that includes an internship application, letter of recommendation, cover letter, and resume.

We've never hosted a high school intern. What type of guidance can EXP provide us?

In addition to a comprehensive employer orientation hosted via Zoom on **Thursday, June 9**, EXP can assist employers with work plans for interns and can provide a Virtual Internship Guide that contains tips for a successful virtual internship. The guide also contains a Sample Work Plan to make the internship experience a success for both students and employers.

How many hours should an intern work virtually?

The key to a successful virtual internship is to be flexible. EXP suggests the intern work virtually on average 2-4 hours a day, 20 hours a week. Work schedules are determined by mutual agreement between each employer, EXP and matched intern.

What can the interns do remotely?

Students can perform a variety of activities from home or wherever they may have access to the Internet. Students have the ability to organize your databases, create reports of team projects, research internal or external topics related to your company, and more! EXP encourages employers to creative with the projects they assign to students. There are many free platforms, such as Canva, Adobe Spark, and Google Slides, that allow interns to accomplish your organization's diverse needs.

What do the interns need to be successful during the virtual/hybrid internship?

Interns need to be set up for success by having everything they need to be able to complete their tasks such as a stable internet connection, a device to access the Internet, and any office supplies needed to complete assigned projects. Employers have the ability to loan out supplies or provide financial support for materials if the interns are not able to do so.

PROGRAM CALENDAR

Tuesday, May 17

Deadline to submit intern request form

Thursday, June 9

Employer orientation

Tuesday, June 14

Formal interviews

Monday, June 27 - Friday, July 22

Summer internship

Fridays, July 1, 8, and 15

Interns report to EXP workshops

Friday, July 22

Last day of internship and Culmination

PARTICIPATING SCHOOLS

Great news! With the success of our 2020 and 2021 EXP internship programs, we are embracing in-person, hybrid, and virtual internship settings! You can host a student from any of our participating schools:

- Barstow High School
- Carson High School
- Gardena High School
- Manuel Dominguez High School (Compton)
- Narbonne High School (Harbor City)
- Phineas Banning High School (Wilmington)
- Rancho Dominguez Preparatory High School (Long Beach)
- San Pedro High School

SUMMER 2021 INTERNSHIP EMPLOYERS

- Alameda Corridor Transportation Authority (ACTA)
- Barstow Police Department
- BioTech Connection LA
- City of Barstow
- City of Carson
- CM Marketing
- Desert Ambulance
- DLR Group Architecture Engineering Planning Interiors
- EXP
- Fast Lane Transportation, Inc.
- Gautam Medical & Wellness
- Kaiser Permanente South Bay
- Marathon Petroleum Corporation
- Marine Exchange of Southern California
- Office of Assemblymember Mike A. Gipson
- Office of Los Angeles City Councilmember Joe Buscaino
- Peacock Piper Tong + Voss LLP
- Port of Los Angeles
- Ports America
- Studio 841
- TCEL - The Center for Excellence in Life
- Toberman Neighborhood Center
- The United States Coast Guard Sector Los Angeles - Long Beach
- Yusen Logistics
- Yusen Terminals LLC