



CHANGE A LIFE. HOST AN INTERN.



internship
program

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The [EXP Internship Program: Powered by Prologis](#) is a year-long journey for 11th-grade students enrolled in EXP-supported high school pathways throughout Southern California. This program brings together industry employers, educators, and parents to help students build professional competence and personal confidence, setting them up for success in school, career and life.

Interns can be hosted in-person or hybrid for their internship experience. [Contact Alesha](#) today to learn how your organization can give our students an opportunity in the summer (July-August, 2024) that will unlock doors, expand their horizons, and prepare them for a better life.

IN PARTNERSHIP WITH



Click/scan to
submit interest form

FOR MORE INFORMATION:

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www.expfuture.org/internship

FREQUENTLY ASKED QUESTIONS

How are EXP interns matched with internship host sites?

Internship host interviews will take place on **Wednesday, June 12**. EXP Program Manager will match interns and host sites by utilizing a ranking form that will be collected at the end of each interview from both host sites and interns. **Host sites are also encouraged to participate in Mock Interviews. Please contact Alesha Walker, EXP Program Manager, Internship & Outreach, for details.**

When will interns report to their internship host sites?

Students participate in a 4–6-week internship, subject to the host site, from **Monday, June 24 through Friday, August 2**. Interns will participate in professional development workshops with EXP on Friday, June 28, July 12, and 19. In addition, EXP will host an internship program culmination event for participating interns, host site leads, school administrators, and parents, on Friday, August 2.

How many hours per week can students intern?

EXP Internship Program participants can intern for 20-30 hours per week (80-100 hours total). Internship experience schedules will be determined by mutual agreement between each host site and EXP Program Manager, Internship & Outreach.

What will a typical day look like?

You can design your own intern's project plan or reference EXP's sample internship experience plan for ideas. A typical day can include an initial check-in, time for your intern to work on assigned projects, sit in on department meetings, or conduct 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 ensure the intern has clear objectives and projects they must complete in a timely manner. Check-ins are essential for setting clear expectations, answering questions, and maintaining contact during the process. However, you may choose a different check-in timeline based on your specific needs. Additionally, internship host site leads will need to conduct an end-of-internship experience evaluation/feedback form for each intern.

What is the funding commitment to host EXP interns?

EXP seeks to ensure that all interns participating in our program are paid at least the applicable minimum wage for all hours worked. At this time, the minimum hourly wage in LA City is \$16.78.

Paid interns are W-2 employees with the same protections as your other employees, and laws like the Fair Labor Standards Act (FLSA) and state wage and hour laws, among others, apply to paid interns.

For those host sites that do not have the funding, capacity, or legal rights to employ their interns (such as government agencies and non-profit organizations), EXP may be able to arrange third-party sponsorship. Please contact the Internship & Outreach Program Manager for more information.

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?

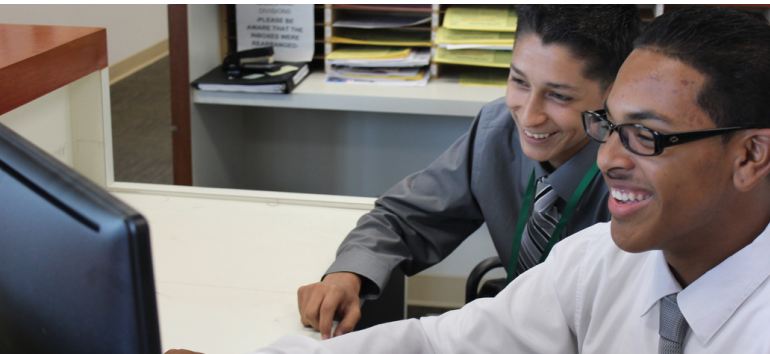
In addition to a comprehensive **internship host orientation on Thursday, June 6**, EXP can assist internship host sites with internship experience plans for interns. We can also provide a guide that contains tips for a successful internship and a sample work plan.

Host sites can help set up the interns 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.

PARTICIPATING SCHOOLS

Great news! With the success of our 2022 and 2023 EXP internship programs, we are embracing in-person and hybrid internship settings! You can host a student from any of our participating schools:

- Barstow High School
- Carson Senior High School
- Central High School (Barstow)
- Gardena High School
- Intellectual Virtues Academy (Long Beach)
- Lawndale High School
- Leuzinger High School (Lawndale)
- Manuel Dominguez High School (Compton)
- Nathaniel Narbonne High School (Harbor City)
- Phineas Banning High School (Wilmington)
- Rancho Dominguez Preparatory High School (Long Beach)
- San Pedro High School



PROGRAM CALENDAR

Friday, May 17

Deadline to submit host site confirmation form

Thursday, June 6

Internship host site orientation

Wednesday, June 12

Internship placement interviews

Monday, June 24 - Friday, August 2

Summer internship experience

Fridays, June 28, July 12, and 19

Interns report to EXP workshops

Friday, August 2

Last day of internship experience and internship culmination celebration



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SUMMER 2023 INTERNSHIP HOSTS

- Alameda Corridor Transportation Authority
- Asiana USA
- Audubon Center at Debs Park
- Barstow Police Department
- Cabrillo Marine Aquarium
- Carson Chamber of Commerce
- City of Barstow
- CM Marketing
- Coldwell Banker
- Desert Ambulance Services
- Duthie Power
- EDRAV
- El Camino College
- EXP
- Fast Lane Transportation
- Franco Trucking
- Girls IN Focus
- Interstate Personnel
- Kaiser Permanente South Bay
- Los Angeles Department of Transportation
- Los Angeles Maritime Institute
- Los Angeles Metro
- Marathon Petroleum Corporation
- Marine Exchange of Southern California
- Office of CA Assemblymember Mike Gipson
- Oggi's Restaurant, Barstow
- Peacock Piper Tong + Voss LLP
- Port of Los Angeles
- Quality Refrigeration
- Rock-it Global
- San Pedro Meals on Wheels
- Spirit Cruises
- TTSI - Total Transportation Services
- Valero
- Wilmington Chamber of Commerce
- Yusen Logistics America, Inc

For more information:

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