

PORT OF OAKLAND
Division of Social Responsibility
Employment Resources Development Program
HIGH SCHOOL AND COLLEGE SUMMER INTERNSHIPS
PROGRAM REQUIREMENTS - 2003

BACKGROUND

The Port of Oakland's High School and College Internship Programs has traditionally focused on intern positions in the engineering, computer science and other technical fields. Although the Port has been viewed as transportation oriented, the uniqueness of the Port's divisions in Maritime, Aviation and Commercial Real Estate transcends beyond the transportation industry. The Port utilizes people with expertise in areas such as finance, commercial real estate, communications, legal, civil and mechanical engineering, environmental health and safety, and contract compliance among the few.

The types of duties interns perform vary but are generally oriented to provide clerical and technical support to the various departments. The internship program is competitive and interns are assigned based on their educational goals, career interests and meeting the minimum qualifications of the internship opportunity within the department.

PROGRAM GOALS

The program goals are:

- Provide an opportunity for high school and college students to be exposed to various occupations and aspects of the Port of Oakland.
- Enable students to develop productive work habits and positive attitudes.

PROGRAM OBJECTIVES

The objectives of the Internship Program are:

- To provide a "real world" work experience for students.
- Use of mentoring, on-the-job-training and work assignments to enhance the skills and abilities of the students.
- Expose students to various occupations as part of their career awareness.

PROGRAM OPERATIONS

Upon approval by the Board of Port Commissioners, the students may begin internship assignments on or about June 23, 2003 and conclude August 29, 2003. An Orientation will be conducted to familiarize interns with all divisions of the Port. On-going trainings, workshops and meetings will be part of the internship program requirements.

The deadline for applications to be submitted is **May 21, 2003**

Please submit applications to:

Port of Oakland Employment Resources Development Program (ERDP)
530 Water Street, Oakland, CA 94607

**PORT OF OAKLAND
2003 HIGH SCHOOL AND COLLEGE
INTERNSHIP PROGRAM INFORMATION AND SELECTION CRITERIA**

WORK SCHEDULE AND COMPENSATION

Students will work full time (30 hours/week). Schedules will be Monday through Friday, work hours will be arranged with Supervisor but will be within appropriate work hours.

Must be available to work from June 23 through August 29, 2003

High School Interns earn \$8.50 per hour. College interns earn \$12.00 per hour.

EVALUATION

The intern's department manager, or his/her designee will be required to work closely with the intern and evaluate the student's progress during the internship.

SELECTION CRITERIA

Interns will be selected by the following criteria:

- **Minimum** grade point average of 2.5 (student must provide latest transcript)
- **High School Interns must** be between the ages of 16-18 and fully enrolled in high school.
- **College Interns must be** between the ages of 18 – 21 and fully enrolled in college.
- **Must** be an Oakland resident at the time of Internship.
- **Completed application** and address the questions related to why he/she would like to have an internship with the Port of Oakland. You should include other achievements and awards, evaluation of school and community activities, and any work experience (if applicable).
- **Oral Interview**

Note: Port Employees children are not allowed to participate in the Internship Program.

The top students who pass the evaluation assessment are recommended to the Port department to which they are interested.

Students who are selected must pass a Port medical examination.

The final candidates are recommended to the Board of Port Commissioners for final approval of appointments to Internship.

TERMINATION OF INTERNSHIP

Certain standards of participation must be maintained while enrolled in the Port's College Internship Program. Failure to maintain these standards could be cause for terminating the Internship opportunity. These standards are:

- Unexcused, and/or excessive absenteeism.
- Compliance with the same rules and regulations as those of a regular Port employee.

For more information – (510) 627-1126



PORT OF OAKLAND

HIGH SCHOOL AND COLLEGE SUMMER INTERNSHIP APPLICATION

Deadline to apply: May 9, 2003

I. PERSONAL DATA

Name: _____

Address: _____

_____ City State Zip Code

Phone: _____
(Include any message numbers)

Email Address: _____

High School: _____ Date of Graduation: _____

Name of Counselor: _____
(High School Students)

College: _____ Date of Graduation: _____

Major: _____ Minor(s) _____

Social Security #: _____ CDL/ID# _____

Are you or will you be at least 16 years old by June 2003? Yes ___ No ___

Are you able to work a minimum of 30/hrs week during the summer? Yes ___ No ___

When do you anticipate returning to school in the fall? _____

Do you speak or write any foreign languages? If so, please note: _____

What is your means of transportation to and from work? _____

Do you require any special accommodations for work? _____

II. EMERGENCY DATA

Person to contact in case of emergency: _____

Daytime phone: _____ After 5:00p.m. _____

Relationship to you: _____

III. ACTIVITIES AND WORK EXPERIENCE

A. List activities in which you have been actively involved in school (for example: student government, sports, music, clubs and publications). List name of school, dates of participation, offices held and any special recognition:

B. List community activities for which you have volunteered (for example: church, work, hospital, volunteer, tutoring, and children's programs). List name of agency/organization, your title, dates of participation and special awards:

C. List all jobs, including summer employment you have held for the past three (3) years:

Dates	Employer	Title	Duties

C. What classes have been most beneficial to you and why?

D. What are your educational/career goals and why?

E. Why do you think the Port of Oakland's Internship Program will be helpful in reaching your goals?

