



Port of Stockton
CALIFORNIA

INTERNSHIP PROGRAM

OBJECTIVE

To provide “real world” work experience for qualified college students and the opportunity to gain marketable skills and insight into potential career choices. The program is designed to provide students with encouragement for the pursuit of careers in fields specific to Port activities while also allowing them to provide a service to the Port of Stockton.

PROGRAM COMPONENTS

1. Department Manager to submit a Request for Intern through his/her Deputy Port Director to the Human Resources Department. The request shall outline the desired duties and minimum qualifications. Final approval of the request rests with the Port Director.
2. For budgeting purposes, the number of internship assignments, their duration and compensation rates shall be determined at the start of each fiscal year. Compensation shall be subject to all federal, state and local income taxes.
3. Interns are not eligible to participate in the Port’s benefit programs (i.e. health and life insurance, pension plan, vacation leave, etc.). While in internship status, the total work hours for each intern shall not exceed 500 per calendar year.
4. To be considered for the program, prospective interns must
 - a. complete an *Application for Employment* form along with a supplemental *Internship Program Application* form – detailing personal data, school activities, prior work experience, accomplishments, and career interests.

- b. be available for interview via telephone or in person.
 - c. have completed the equivalent of at least one (1) year of college course work and provide proof of concurrent enrollment in twelve (12) or more semester units at an accredited college or university majoring or minoring in a field of study related to the department assignment.
 - d. provide a copy of his/her latest official college transcript showing an overall grade point average of 2.5 or better.
 - e. be 18 years of age or older, a resident of California, and able to provide proof of eligibility to work in the United States.
 - f. possess a valid California driver's license.
 - g. be responsible for his/her own transportation, housing, and living expenses.
 - h. participate in an orientation session conducted by Port staff.
5. The Port of Stockton is an equal opportunity employer. As such, no discrimination will be made in the selection of internship candidates. Final approval of the successful internship candidate rests with the Port Director and is dependent upon the availability of an appropriate internship opportunity.
6. Children of Port employees or commissioners are not eligible for participation in the Internship Program. Note: The Internship Program is separate and distinct from the Port's occasional use of "summer help".
7. As an employee of the Port of Stockton while participating in the internship program, each intern shall be expected to follow the Port's personnel policies and procedures and observe all work and safety rules. Failure to abide by this requirement could result in termination of the internship opportunity.
8. Interns will be expected to write an evaluation of their internship experience at the conclusion of their assignment.
9. Any questions regarding this program should be referred to the Human Resources Manager.