

COLLEGE STUDENT INTERN PROGRAM	POLICY	
	Document Number:	AS-HR-PL-2595
	Version Number:	2

1.0 Purpose:

To actively play a role in the development of potential future employees by providing hands-on project work experience for senior undergraduate and graduate college students. This program offers a meaningful learning experience for the student while applying knowledge gained in the classroom.

2.0 Scope:

This policy applies to all departments at VTA.

3.0 Policy:

Student interns may be utilized when there is a need to carry out or complete short-term projects and there are available funds in a Division's current annual salary budget. Student Interns are to be assigned time-based projects with meaningful and specific deliverables relevant to the particular project and the student's field of study. The project must support one or more of VTA's goals.

4.0 Procedure:

The Organizational Development and Training Unit (OD&T) shall serve as the program administrator and point of contact for the Student Intern program. The OD&T Unit will coordinate with colleges, students and VTA Divisions interested in obtaining a student intern.

- 4.1 To qualify as a Student Intern, candidates must be enrolled in college as a senior undergraduate student or graduate student either in the current school term or the school term prior to their internship with VTA, if the internship is to begin during the summer break. The school enrollment must be/have been considered by the school to be full-time. Divisions are responsible for verifying the eligibility of their student intern candidates.
- 4.2 Prior to initiating the hiring process, criteria of an Internship must be met. The Internship must have a defined start and end date, along with a job description with desired qualifications. The Interns will be assigned to complete a non-critical, specific project that culminates in a deliverable such as a recommendation of solutions to a problem, provides research and recommendations on process improvements, or other type of project that results in a deliverable that may be adopted or acted upon by the agency. The internship project will directly support one or more of VTA's goals.
- 4.3 The Intern is to be supervised by a VTA professional with expertise, education and/or professional background in the related field of experience. The Intern cannot replace a regular status position, and the work performed by the Intern cannot be critical to the needs of the department or a VTA program.

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- 4.4 When a Division has identified a project for a Student Intern, and has available funds in its current annual salary budget, the Division shall prepare a “VTA College Internship Program Request” and “Authorization to Fill Internship” form and submit them to the OD&T Unit for approval, including a description of the work to be performed by the Student Intern and the responsibilities of the supervisor and supervising instructor. In addition, the hiring authority must submit an “Internship Certification” Form. Once OD&T approves the Internship Program Request Form and the Authorization to Fill Internship Form, OD&T will post intern positions to local college websites. The coordination of passing eligible student information between local colleges and the Hiring Authority, is the responsibility of the OD&T Unit.
- 4.5 Once an intern selection has been made by the Hiring Authority, an appointment form and a reference check form are submitted to the Recruitment and Selection (R&S) Unit. Upon approval by the R&S Unit, the Division may extend the internship offer to the candidate. The rate of pay is determined by the R&S Unit. Pre-employment processes take two weeks to clear and must be factored into the internship start date.
- 4.6 Student Intern assignments may start at any time of year, but are limited to no more than 4 months in duration and up to 29 work hours per week. Exceptions may be requested prior to the end date for projects extending beyond the defined period and are subject to review and approval by the Internship Program Manager. Interns are paid for time worked. Holidays and requests for illnesses, vacations, and personal time off are unpaid. Interns do not receive benefits of any kind.
- 4.7 It is recommended there be feedback from the Intern’s supervisor, including one written performance evaluation at the end of the Internship.
- 4.8 A Separation Form must be completed, at the end of each internship and forwarded to the R&S Unit to formally separate the intern.
- 4.9 Student Interns are bound by all applicable Personnel Policies and Procedures.
- 4.10 The maximum number of Student Internships that may be filled at any given time will be established by the Human Resources and Diversity & Inclusion Department with the approval of the General Manager. At the discretion of the Human Resources Department, and with the approval of the General Manager, VTA may participate in additional Internship or work-study programs, including High School Student Internships, subject to applicable employment laws and VTA policy.

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5.0 Definitions:

Student Intern is defined as a full-time student enrolled in an accredited college or university as a senior undergraduate or graduate student, who fulfills an Internship assignment at VTA, subject to the procedures specified above.

6.0 Summary of Changes:


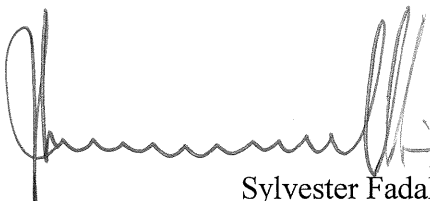
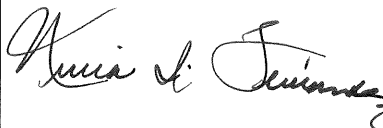
This Student Intern Policy revises and replaces Policy 020.4 – Student Intern Program.

Amended Policy section 3.0 to include updated description of assignments for interns;
Amended section 4.6 to update work hour limits.

Removed Service Agreement Contract Procedures which are no longer applicable.

Added sections 4.2, 4.3 and 4.9.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Mitsuno Baurmeister Diversity and Inclusion Manager	 Sylvester Fadal Deputy Director, HR & Diversity Programs	 Nuria I. Fernandez General Manager