



iSEE Industry Partner **Questions & Answers**

Thank you for becoming an iSEE Industry Partner! This document serves to address the most frequently asked questions about the iSEE Architecture & Engineering Internship Program and to define the roles of an iSEE Industry Partner, the iSEE Program and the iSEE Intern.

Q: What is the iSEE Architecture & Engineering Internship Program?

A: The iSEE Architecture & Engineering Internship Program (iSEE) is a two-phase program designed to engage, expose and challenge LAUSD high school students to explore architecture, engineering and construction as career opportunities. In its inaugural year, more than 150 students took advantage of the industry seminar series and hands-on experiences that the program provided in 2007.

For the 2008 program, iSEE partnered with the Los Angeles Community College District to offer a three-unit, college transferable course in Architecture & Environmental Design, which will teach students AutoCAD. Following this college course, students will attend five seminars, exposing them to architecture, engineering, construction and construction management and to the professionals working in the industry. The lectures are supplemented by hands-on experiences that reinforce industry principles and give exposure to all disciplines.

At the end of the seminar program, students with perfect attendance and who are available for at least three hours a day during the week to work, will be given the opportunity to participate in a six-week, paid internship with an iSEE Industry Partner - you!

Q: When do the iSEE Internships take place?

A: The majority of students will be available to intern during the summer of 2008. We have established a six-week internship period in order to ensure that students prepare their summer schedules in advance to allocate adequate time for their internships. In addition, the iSEE Program will need iSEE Industry Partners to offer internships in the fall and winter for students that attend school on non-traditional (Track) academic calendars.

The iSEE Program will make every effort to best match a student with your firm, based on your needs, the student's career interest, school schedule and available transportation.

iSEE Students will Intern with Firms During the Following Time Periods:

July 21 - August 29, 2008

Students on a traditional or A-Track academic calendars

September 8 - October 17, 2008

Students on B-Track academic calendars

November 3 - December 12, 2008

Students on C-Track academic calendars

Q: What is my role as an iSEE Industry Partner?

As an iSEE Industry Partner, your firm will receive an iSEE high school student (junior or senior) intern who will work with you from July 21 through August 29, 2008. The only exception to these dates is in the case of students that are on different academic calendars and will instead participate in their internships in the fall (September) or winter (November).

Q: What is the rate of pay for iSEE Interns?

A: Students shall be compensated \$8.00 to \$10.00 an hour. The firm must decide on the hourly rate, based on the work the student will perform.

As an iSEE Industry Partner, you should ensure that your iSEE Intern is fully exposed to the different aspects of the work your firm performs and of the industry that it serves. We encourage firms to enhance the educational experience students receive from their internships by ensuring they are able to learn new skills while on the job.

Q: When will the iSEE Program contact the Industry Partners regarding the intern assignment?

A: During the week of July 15, 2008, the iSEE Program will contact you with the information about the iSEE Intern that has been matched to your firm. This allows for at least a week's notice prior to the intern's July 29th start date. (For fall and winter internships, you will be informed of the assignment as well). If your firm requires additional time to process the hiring of your iSEE Intern, please notify the iSEE Program.

In addition, if your firm has any requirements that the student intern must meet before s/he is hired - such as age, CA Driver's License, special skills, etc., make sure your firm's iSEE Contact Person informs the iSEE Program coordinator in advance, in order to process the student in time to begin the internship on July 21.

Q: How old are the iSEE interns?

A: iSEE students are LAUSD juniors and seniors, therefore, students may be under 18 years of age. Students who are under age 18 are required to provide you with an application for a Work Permit that you must help complete and then return to the student. A sample of the Work Permit application is available on the iSEE webpage; www.laschools.org/contractor/sbop/isee.

The student is responsible for ensuring that the work permit is processed and s/he receives the actual Work Permit. The student will provide you with a copy of the Work Permit for you to keep on file before starting the internship.

Any Additional Questions?

If you have any additional questions, please contact iSEE Program Coordinator, Guelsy Gomez, at; Guelsy.gomez@lausd.net or 213-241-4979.