

# CITY OF SAN ANTONIO

## HUMAN RESOURCES DEPARTMENT

### **Student Internship Program** *Frequently Asked Questions (For Students)*

#### **Selection Process:**

##### **What are the eligibility requirements?**

Student interns must meet the following requirements: **1)** be currently enrolled in an accredited vocational or technical school, college or university, **2)** have completed the first year of their program of study (preferred), **3)** commit to the entire internship session (minimum of 12 weeks), **4)** be eligible to work in the United States.

##### **How many internship positions are available?**

Internship availability is based on need, so it is hard to predict the number of internship positions that are available.

##### **How do I apply?**

Interested students should apply for available internship positions on the City of San Antonio website at [www.sanantonio.gov/hr/jobs](http://www.sanantonio.gov/hr/jobs). Applications and/or documents are only accepted online.

##### **What are the differences between the Student Intern I/II/III positions?**

To qualify for a Student Intern I position students must be enrolled in an accredited Associate's Degree program, vocational or technical school, with the first year of the program completed. Student Intern II positions require students to be enrolled in an accredited undergraduate degree program, and Student Intern III positions require enrollment in an accredited graduate or post graduate degree program.

##### **How long is the application process?**

The application process takes between 3 – 4 weeks. Student interns will need to complete all necessary forms before the internship can begin.

##### **Do I need to provide a copy of my academic transcript?**

An academic transcript can be utilized to verify enrollment, but is not used in the selection process since there is not a minimum grade point average (GPA) requirement.

##### **Are drug tests and background checks required?**

Yes, student interns are required to take a drug test and pass a background check before beginning the internship.

#### **Compensation, Hours and Duties:**

##### **Are internships paid or unpaid?**

The student intern job posting details the qualifications for the position, the internship description, and whether the position is paid or unpaid.

##### **Are internships eligible for academic credit?**

The internship may be eligible for academic credit, but it is the sole responsibility of the student intern to speak with their school's academic advisor or career placement office to determine credit eligibility and requirements.

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#### **How many hours per week will I be expected to work?**

If paid, a student intern cannot work more than 20 hours per week during the semester. Work schedules will be coordinated between the student intern and the Intern Mentor, but will typically be Monday through Friday, sometime between the hours of 7:45 a.m. and 4:30 p.m.

#### **What is the duration of the internship?**

The typical duration of the internship is 12 weeks, but internships can be discontinued at anytime.

#### **Are student interns eligible for City of San Antonio employee benefits?**

No, student interns are not eligible for employee benefits.

#### **Intern Support:**

##### **What is the role of the Internship Coordinator?**

The Internship Coordinator is the Human Resources Department representative that serves as an intermediary assuring the internship is meaningful, memorable, and rewarding for the student intern.

##### **What are the expectations of the Intern Mentor?**

As the hiring department's representative, the Intern Mentor, will mentor, coach, and supervise the student intern during the duration of the internship.

##### **Is the student intern's supervisor their Intern Mentor?**

Yes, the student intern's supervisor is also their Intern Mentor.

##### **Who can I contact for assistance if I have issues with my Intern Mentor/supervisor?**

If the student intern has concerns and/or issues with their Intern Mentor they should contact the Internship Coordinator.

#### **Other:**

##### **Does participation in the Student Internship Program guarantee a permanent position in the future and/or at the end of the internship?**

No, participation in the Student Internship Program does not guarantee a permanent position in the future and/or at the end of the internship. If a student intern applies for a position with the City of San Antonio they can include the internship period on their resume and/or job application.

##### **How much notice will be given to me, before the end of my internship?**

Before the internship begins the student intern and the Intern Mentor will discuss and finalize the work schedule, which will include the last scheduled day of the internship.

##### **Will a certificate of completion be provided?**

Yes, each student intern who successfully completes the program will be provided with a certificate of completion signed by their Intern Mentor.

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**Are all the work locations indoors in an office setting?**

No, not all the work locations are indoors. The internship work location will vary by department and function.

**Does each work location have parking onsite?**

Yes, each location has parking onsite except for departments that are located downtown. The student interns will be required to pay for parking or utilize the VIA bus system.

**Is there a dress code?**

The student intern's dress code will be discussed during the orientation. At a minimum we ask each student intern maintain a neat and professional appearance during their internship.