

A young man with curly brown hair, wearing a light blue button-down shirt and dark trousers, is seated at a light-colored wooden table. He is looking towards the right side of the frame. In the background, a woman with long blonde hair, wearing a light-colored top and dark pants, stands with her arms crossed. The room has white walls, a white door, and a whiteboard. On the table in front of the man is a laptop, a blue water bottle, and a clear plastic cup. The overall atmosphere is professional and collaborative.

SUMMER INTERNSHIP PROGRAM 2022

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ON THE COVER: Intern Mateo Godoy '18 working with former intern now Operations Manager, Caroline Goldsmith '17, at Gideon Strategic Partners.



WELCOME FROM THE ALUMNI ENGAGEMENT OFFICE

Welcome internship applicants and sponsors!

The purpose of this handbook is to clarify the expectations and requirements to participate in the Brentwood School Summer Internship Program. The program is a three-way partnership with the students/alumni who are interning, the employers providing the internship opportunities, and the Alumni Engagement Office at Brentwood School.

Going beyond the classroom, our program is designed to give students and college-age alumni the ability to create connections within our incredible Brentwood School network of alumni, parents of alumni, and current parents. Participants gain professional knowledge and experience simply by applying to the program, regardless of whether they land an internship.

The Alumni Engagement Office is here to help you through the application process. Kindly review the important dates, paperwork, and our overall timeline.

We look forward to working with you!

The Brentwood School Office of Alumni Engagement

Emily Ellis '94 - Director of Alumni Engagement

Flor M. Cruz - Assistant Director of Alumni Engagement

Angela Song - Alumni Engagement Associate

TIMELINE AND IMPORTANT DATES

February 4

Summer Internship Program listings go live [online](#). Link will be shared with 10th, 11th, and 12th graders, as well as college-age alumni

February 22

[Current Student](#) and [College-Age Alumni](#) applications are due by the end of the day

March 25 - April 10

Spring Break

April 18

Internship decisions communicated to students

April 13

Deadline for Sponsors to notify Alumni Office of internship decisions

March 14 - March 25

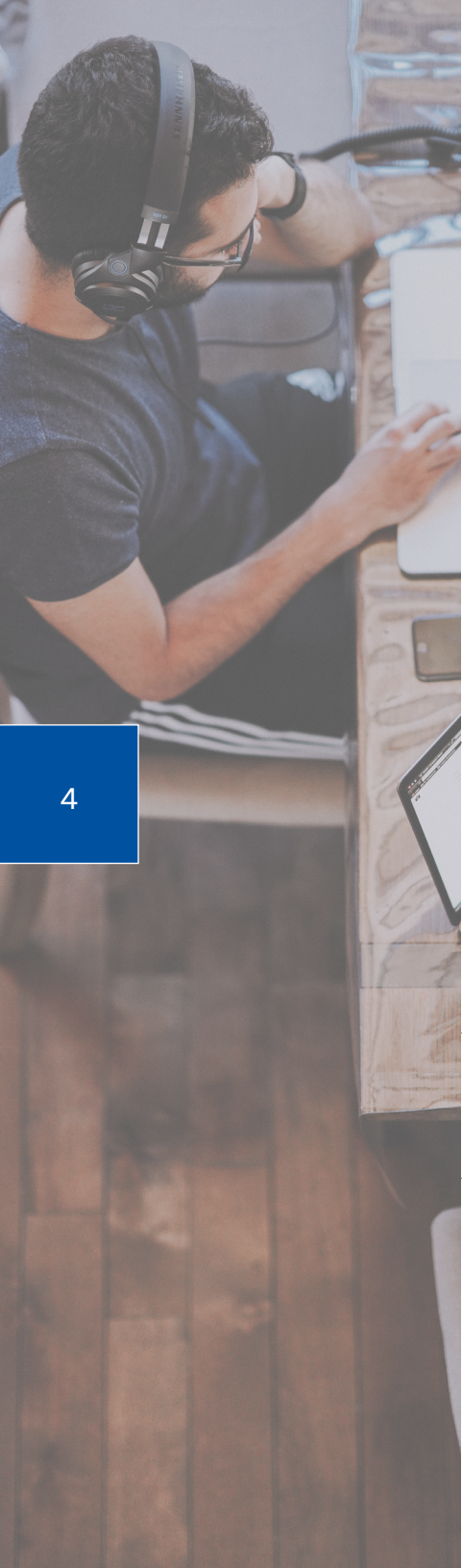
Student Interviews

February 24 - March 11

Sponsors review applications

June 20 - August 20

Internship participation window and site visits



APPLICANT INFORMATION

Please review the [Timeline and Application Process Overview](#) carefully as they provide important information for applying to internships for the summer of 2022.

All internships will be listed online on the [Summer Internship Program](#) webpage.

Application Process Overview

- Students may apply for up to 4 internships
- Please submit a separate Google Form (application) for each position.
- Applications are due February 22 by the end of day.
- All participating interns must complete an enclosed waiver and submit to the Alumni Engagement Office before starting internship.

Application Links
[Current Student](#)
[College-Age Alumni](#)

Eligibility

Internship positions are open to rising juniors, seniors, and college-age alumni.

Please verify your eligibility before you apply as some internships have age requirements. Each job description will list its requirements.

- Some employers require students who are 18+ years of age.
- Some employers are only hiring college-age alumni while others are only hiring high school students.

Compensation

Opportunities may be **paid** or **unpaid**, depending on the employer. If you are under 18 years and obtain a paid internship, we will connect you to the Business Office, who can help you obtain a work permit for the summer.

Course Credit

Some opportunities require students to receive course credit. Please note that Brentwood School does not offer course credit. Students are eligible to receive **community service hours** if interning at a non-profit organization.

College students must check with their university's registrar to verify internship course credit.

Application Review Process

Sponsors will review applications between February 24 and March 11 and select the top candidates for interviews.

Interviews will take place between March 14 and March 25 via Zoom appointments set up through the Alumni Engagement Office.

As a general note, open interview time frames are set to take place during Brentwood Upper School **contact time, activities period, late start, or after school.**

Please be on the lookout for emails and specific communication from alumni@bwscampus.com for detailed information.

Commitment

The time commitment of internships is valuable to both sponsors and to the Alumni Office. Be sure to discuss any travel plans with the Sponsor prior to committing to the internship and definitely before the start date of your internship.

Internship Site Visits

The Alumni Engagement Office will schedule site visits or Zoom interviews with sponsors. The site visits will serve as a check-in with students and further build on the relationship with the sponsor. With sponsor permission, we love to visit and photograph interns on the job, so always be professional!

WAIVERS

Participants must submit signed waivers. Kindly sign the appropriate waiver and return to the Alumni Engagement Office.

[Student Waiver \(Under 18\)](#)

[College-Age Alumni Waiver](#)



SPONSOR INFORMATION

Please review the expectations for sponsors below to adhere to the application process timeline. We greatly appreciate your participation and sponsorship!

Alumni Summer Internship Sponsor Form

Age Requirement

Verify the age eligibility that you are able to offer with your Human Resource department, and select all eligibility age ranges that apply.

Paid vs. Unpaid Internships

Verify compensation of internship.

If the internship is not paid, please ensure full adherence to the [US Department of Labor](#) and [California Department of Industrial Relations](#)' law for unpaid internships.

Brentwood School will provide work permits to students under 18 that land a paid internship.

Application Review Process & Interviews

The expected period for reviewing applications is **February 24 - March 11**. You may interview all applicants or select your top candidates. Once you have made your selection, please complete the following:

- Kindly submit a list of the students you would like to interview to the Alumni Engagement Office.
- The Alumni Engagement Office will be in touch with you to block several interview time frames. Interviews will take place between **March 14 - March 25**.
- We will use Calendly to set up and confirm interviews for both Sponsors and Students. All interviews will be conducted via Zoom unless requested otherwise by the Sponsor.

- Once final intern decisions have been made, please notify the Alumni Office by **April 13**. You are also welcome to make an offer to the student directly, but kindly keep us informed of your final decision!
- The Alumni Engagement Office aims to post and confirm all internship placements by **April 18**.

During the Internship

Sponsors are encouraged to reach out to the Alumni Engagement Office with any questions or feedback. We love hearing how our interns are doing and any communication is welcome! We may schedule a site visit throughout the summer to facilitate any communication and photograph the intern(s), sponsor(s), and workplace to feature in school communications.



FAQS

For further inquiries, email us at alumni@bwscampus.com.

Applicants

What do I need to submit for my application?

All applicants must apply through Google forms, answer the questions provided, and submit a resume in PDF format.

Can I apply for multiple positions?

Yes. Each applicant may apply for a maximum of 4 positions. Please be sure to check your eligibility for each internship.

Do you have advice on how to create a resume?

Yes. We found an excellent resource [HERE](#). You are also welcome to reach out to our office at alumni@bwscampus.com if you have any questions.

When will I be contacted with the final offer?

We will endeavor to send out all final offers by April 18th, but it ultimately depends on the sponsoring organization.

Will I be contacted if I do NOT receive an internship offer?

Yes, all candidates will be contacted.

What if I don't get an internship?

Even if you do not receive an internship, we hope that applicants still learn much about the job application process and gain access to the Brentwood community network. Please do keep a lookout for additional opportunities, as some opportunities present themselves later in the year.

How long do internships last?

Internships may be full time or part time, from one to several weeks. They will occur at any time between June 20 and August 20. It depends on the sponsor.

What is the minimum weekly time requirement, and what will a typical day look like?

This will depend on your sponsor. Please ask these questions during your initial interview.

Can I receive academic credit? (Current Brentwood students)

Unfortunately, Brentwood School does not currently offer academic credit for internships. You may receive community service credit if you intern for a nonprofit.

What if I'm under 18 and receive an offer for a paid internship?

The Alumni Office will put you in contact with the Business Office, which will help you get a work permit.

Can I extend the duration of my internship?

That is between you and your sponsor.

I've already participated in the BWS internship program, can I reapply?

Yes, you may participate in the internship program as many times as you wish. However, you must reapply each year.

The internships run from June 20th to August 20th, but I'm planning a vacation in the interim. Can I still participate?

You will have to discuss this with your sponsor.

College-Age Alumni

Must I currently be enrolled in undergraduate study to participate in the internships?

No, you do not have to be currently enrolled in undergraduate study to participate in most of our offerings, but some organizations may require it.

Can I receive academic credit?

Although we encourage sponsors to support interns in seeking academic credit for their work, we cannot guarantee that your university will accept the internship for credit. We recommend that you make inquiries about the process and requirements before you begin applying to internships with the relevant persons from your university (ex: professors, academic advisors, department head, career center, registrar).

INTERNSHIP FEEDBACK

At the conclusion of the summer, we ask that all sponsors and interns complete one of the following forms. Your input is greatly valued as we strive to create the best internship program possible!

[Intern Reflection Form](#)

[Sponsor Reflection Form](#)



ALUMNI ENGAGEMENT OFFICE

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