



POLICY: Paid Internships

Approved by Governing Council On: 3/1/23

Paid Internships are a component of Siembra's Entrepreneurial Community-based learning Programming with the Community Engagement Pillar. Paid internships are a part of Siembra's focus of transitioning young people into higher education, industry and entrepreneurship. As a school we value the learning taking place outside of the four walls of the building and believe that engaging young people in real world experiences is beneficial for all. As an innovative leader in education in the State of New Mexico, Siembra launched its own internal paid internship program in the Spring of 2023.

Student Applications for Paid Internships. All students must submit an application as part of the paid internship process. Applications are required for all paid internships. Applications are via Google form Applications will be accepted 2 to 6 weeks prior to the start of the semester. Submission includes resume or commitment to complete resume upon acceptance prior to starting at the identified internship site.

Eligibility Requirements. All young people enrolled in any of Siembra's programs in 11th and 12th grade and alumni are eligible to apply for paid internships. Students must be at least 15 years of age. During the initial buildout of programming availability and sites may be limited.

Student Compensation and Credit. Students are compensated at a rate no less than \$15.00 per hour for the participation in a paid internship. As part of the paid internship experience, students also complete a Celebration of Learning (CoL) to demonstrate their mastery learning. For every 60 hours successfully completed in a paid internship experience, students earn one of the following a 0.50 high school credits in one of the following: As part of the paid internship experience, students also complete a Celebration of Learning (CoL) to demonstrate their mastery learning.

- Siembra Business Communications credit (ELE)
- Siembra Business Management credit (ELE)
- Siembra Academic Career Experience (ELE)
- Siembra Business Work Experience/Co-op (CTE)

Student Employment Packet. Upon being selected for a paid internship experience, students must complete a human resource (HR) packet as an employee of Siembra that is also signed by parents/guardians for those students under the age of 18. Timesheets are submitted by students electronically every two weeks. A parent/guardian agreement form and emergency contact form are included in this employment packet.





Site agreements. All identified paid internships enter into an agreement with Siembra which includes commitment to provide a mentor/site-supervisor to students. All site mentor/supervisor must complete a New Mexico background check prior to hosting students.

Monitoring & Oversight. Consistent check-ins during paid internship experiences take place weekly with Siembra community engagement staff and students and monthly with Siembra community engagement staff and host sites.

Supplemental Documents for Reference:

- [Application](#) and/or [Google Application Form](#)
- [Entrepreneurial Community-based Learning Framework](#)
- [HR packet](#)
- [Parent agreement/emergency contact form](#)
- [Internship Site Agreement](#)

