SA2020 COMMISSION ON EDUCATION

DRAFT POLICY RECOMMENDATIONS

1. **Internship programs shall make reasonable effort to be more equitable and take action towards addressing gaps in service.**

   a) Make reasonable efforts to recruit and advertise internship opportunities, program requirements to minorities, at-risk youth, students with disabilities or special needs, and students in underserved communities regardless of students' age, gender identification, sexual orientation or preference into internship programs. Wait lists for the internship programs also should prioritize these areas.

   b) Create or identify apprenticeship opportunities and/or experimental learning opportunities for students who have graduated high school and are enrolled in a certification program or in transition to their first year in college.

   c) Consider transportation concerns from program participants and offer resources or make reasonable accommodations for students seeking internship opportunities.

   d) Take a trauma-informed care approach to identify barriers and provide access to resources for students prior to dismissing students from a program.

   e) Evaluate internship program process and operations regularly to identify opportunities to be more equitable, work towards resolving gaps in service for all City of San Antonio residents and provide updates as needed to the SA2020 Commission on Education.

2. **The City of San Antonio shall develop program standards and expected outcomes for all internship programs receiving funding from The City of San Antonio.**
   a) Require each program to include standardized pre/post-survey questions measuring desired standards related, but not limited to experience, impact and benefit of the programs for both students and employers.
   b) Develop program standards to outline the expectations and quality of programming related, but not limited to, professional development, soft skills and student development provided by internship programs.
   c) Create standard process on how to identify need and prioritize students on waitlists to ensure those who need paid internships the most receive priority.

3. **Improve the infrastructure to supporting internship programs.**
   a) Build a city-funded and managed website with a database and user portable capabilities available for all internship programs in the City of San Antonio to improve access to information for students and employers seeking internship opportunities.
   b) Offer professional networking opportunities for both students and employers to improve and build professional relationships.
   c) Provide technical support, resources and professional development opportunities for employers who are interested in hosting interns. Support areas may be related, but not limited to, writing intern job descriptions, outlining intern project expectations, preparing a workspace for an intern, mentorship, conflict-resolution and onboarding skills.