



Dear Potential Junior Year Internship Mentor,

**At Del Lago Academy, we believe that education is everyone's business. Learning opportunities are everywhere, not just inside classrooms.** Research tells us that we learn best when we're personally motivated. When we have a passion for what we're doing, knowledge unfolds and evolves naturally. A mentor gives each scholar the opportunity to learn from an adult with a similar interest. The focus on real work in professional settings gives the scholar's learning context and depth. Through genuine relationships, mentors teach a work ethic and model what it means to be an adult member of our community.

**Want to make an impact on the life and career of an aspiring high school Junior?**

We are actively seeking mentors from a variety of different careers, fields and occupations. As a partner, you will have the opportunity to mentor, work with work, and share personal experiences, challenges and knowledge with DLA Scholars who are in their junior year. As a valued partner and mentor with Del Lago Academy, you are not only investing in the futures of scholars in your community but also seizing an opportunity to leave a legacy for years to come. You and/or your company will also be recognized for your efforts on the DLA website and yearbook.

**The internship program begins on March 1st and is completed on April 14th, 2016.** During this time, each intern completes four hours at your site every Tuesday and Thursday with intern work hours being determined by the mentor.

**Are you interested in making a difference in the Escondido community and the lives of scholars - who might just be your future employees?** The enclosed materials detail mentor responsibilities and next steps. For more information, please contact Rita Alatorre, Principal's Secretary, at 760.291.2501 or through email at [ralatorre@euhsd.org](mailto:ralatorre@euhsd.org)

Sincerely,

Keith Nuthall



## **INTERNSHIP LOGISTICS AT A GLANCE**

### **Internship Details**

Dates: March 1<sup>st</sup> – April 14<sup>th</sup>, 2015

Inactive Week: March 21<sup>st</sup> – March 25<sup>th</sup>, 2015

Days of the Week: Tuesdays and Thursdays

Hours per Day: Minimum of 4 hours

Daily Hours: To be determined by mentor and scholar.

### **School Contact Information**

Name: Rita Alatorre

Email: [ralatorre@euhsd.org](mailto:ralatorre@euhsd.org)

Telephone: 760.291.2501

### **Coverage Information**

Evidence of Liability: Attached

Workers Compensation Insurance: Attached



## **JUNIOR YEAR INTERNSHIP PROGRAM COMMON QUESTIONS**

### **Insurance**

The District carries general liability insurance that covers students at internship locations, the same insurance a student has while on a school campus. Copies of the insurance policy are available from the school office. The District does not provide medical insurance.

### **Transportation**

It is the responsibility of the intern to get to and from the workplace. Arrangements are made for each situation. If in the course of the work it is necessary for the intern to travel with the mentor, the parent/guardian will sign a permission letter acknowledging and approving that the child will be transported by private vehicle and the mentor's automobile insurance is in effect in case of an accident. The District will require the mentor to submit a driver authorization form to the District prior to transport; the District will review the driving record and insurance prior to approving.



### **Mentor Background Check**

Mentors are required to obtain fingerprint clearance through the Department of Justice (DOJ) as part of the processing to become a mentor at no cost to the mentor. This DOJ clearance will include ongoing communication to the EUHSD Human Resources department regarding subsequent arrest notifications. Any notifications involving sexual content, drugs, assault, battery, or felony charges will automatically disqualify an interested party from mentor service.

NOTE: To assist with the fingerprint clearance process, DOJ clearance service will be provided at Del Lago Academy, and upon request, at the potential mentor's place of business, time and dates to be determined.

### **Dress**

Each internship requires appropriate attire. Throughout the course of an internship different dress may be required for different aspects of work. The mentor should explain the dress expectations to the intern.

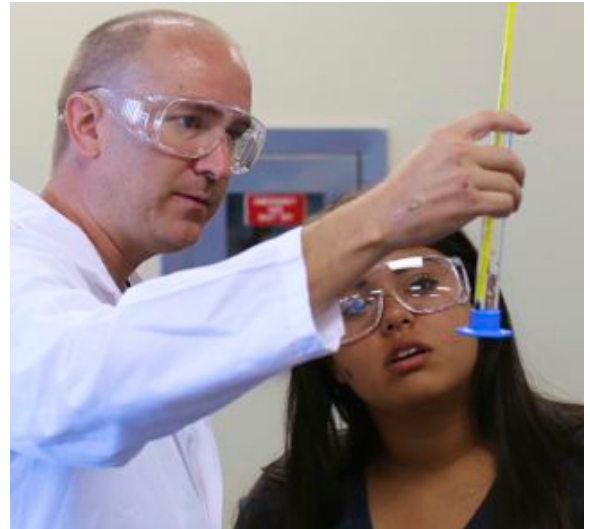


## **JUNIOR YEAR INTERNSHIP PROGRAM MENTOR QUALITIES AND RESPONSIBILITIES**

Each mentor should demonstrate a commitment to the scholar's personal growth and workplace learning. Important qualities and responsibilities of a mentor are:

### **Coaching**

- Expects the intern to contribute to the workplace.
- Has a high expectation of the intern.
- Offers challenging ideas.
- Holds the scholar accountable.
- Teaches by example.
- Trusts the student intern.
- Inspires and offers encouragement.
- Engages the student intern.
- Shares enthusiasm for their career.
- Knows the student well.
- Is patient.



### **Communication**

- Call the teacher advisor if the scholar is late or absent.
- Schedule regular times to meet with the scholar intern.
- Have regular phone or e-mail contact with the teacher advisor.
- Meet twice with the teacher advisor at your workplace.
- Contact the teacher advisor whenever there is a question.

### **Collaboration**

- Work with the advisor to plan meaningful work for your intern.
- Identify common interests with your intern.
- Follow through with plans.
- Attend your intern's exhibition (they can be at the workplace).
- Attend orientation events for mentors.

### **Organization**

- Plan a work schedule with the teacher advisor and scholar intern.
- Identify workplace resources.
- Help your intern schedule his or her time daily, weekly, and by project.
- Share your own time management skills and tools.
- Encourage scholar intern to use their journal for thought and reflection.



## **JUNIOR YEAR INTERNSHIP PROGRAM SCHOLAR QUALITIES AND EXPECTATIONS**

Del Lago Academy scholars engage in a school-to-career program that intentionally teaches and expects scholars to develop important professional and work habits. This allows our scholars to be prepared for their Junior Year Internship with the following essential skills and abilities.

### Use of technology with skill and responsibility:

- Adobe Creative Suite (Photoshop, InDesign, Illustrator) and iMovie.
- Word processing, spreadsheet, and slideshow presentations (Apple and Microsoft).
- Google Applications.
- Note taking and journaling.
- Key graphic arts design principles.
- Maintaining a laboratory notebook.
- Using biotechnology equipment, including but not limited to running gels.

### Use of biotechnology equipment and processes by:

- Maintaining a laboratory notebook to document experiments and experimental design.
- Organizing and analyzing data.
- Using biotechnology equipment including micro pipetting, plating and streaking, plant propagation, vertical and horizontal electrophoresis, and DNA extraction.

### Demonstrate respect for self and others by:

- Using kind,, courteous, and respectful words.
- Taking responsibility of their own actions.  
Maintaining self-control by communicating respectfully in challenging situations.
- Making the choice to act respectfully.

### Work with commitment and purpose by:

- Being reliable by making punctuality and attendance a priority.
- Being active learners who are focused on giving their personal best effort.
- Creating, monitoring and revising their own goals.
- Applying project management skills.

### Communicate with clarity and precision by:

- Reading and writing workplace documents.
- Speaking to industry professionals.
- Speaking in another language. (Bilingual Scholars - Spanish).

**SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS  
AUTHORITY (SDJPA)  
Additional Insured Endorsement**

**WHO IS A COVERED MEMBER (Per section 11 item 3 of the MOC – Memorandum of Coverage)**

Any person(s), entity(ies), or organization(s) you are required by a **covered member contract** to include as an **additional insured** solely with respect to **bodily injury** and **property damage** and arising out of:

- a. Premises leased, used or occupied by you;
- b. **Automobiles** leased or rented by you;
- c. Equipment owned, leased or rented by you;
- d. Mortgagees and Loss Payees of a **Covered Member**; or
- e. Property owners and property managers of property owned, leased, rented or occupied by you

However, the additional insured status and coverage does not apply to:

- (1) Any **occurrence** which takes place prior to or after you cease to occupy the premises as stated in the **covered contract**;
- (2) Any structural alteration, new construction or demolition operations performed by or on behalf of the additional insured;
- (3) Any **wrongful act, employment practices wrongful act or employee benefit wrongful act**.

This coverage will be further limited to the extent and Limits of Liability required by the **covered member contract** and will not increase the limits stated in **SECTION III-LIMIT(S) OF COVERAGE** nor alter any of the terms of coverage stated in this MOC. The **covered member contract** must be effective and executed prior to a covered **occurrence**.

San Diego County Schools Risk Management Joint Powers Authority.  
#SDJPA070114 July 1, 2014 to July 1, 2015

Re: City of Escondido, 201 N. Broadway, Escondido, CA. its officials, employees and volunteers are Additional insureds per this form.

MOC Effective 7.1.14

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/18/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>BB&amp;T-John Burnham Ins Services</b> <b>750 B Street Suite 2400</b> <b>San Diego, CA 92101</b> <b>619 231-1010</b>	<b>CONTACT NAME:</b> Marie Guerard <b>PHONE (A/C, No, Ext):</b> 619 525-2869 <b>FAX (A/C, No):</b> 888 328-1311 <b>E-MAIL ADDRESS:</b> mguerard@bbandt.com																					
<b>INSURED</b> <b>San Diego County Schools/JPA</b> <b>Escondido Union H.S. District</b> <b>302 N. Midway Dr.</b> <b>Escondido, CA 92027</b>	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A :</td><td>San Diego County Schools Risk</td><td></td></tr> <tr> <td>INSURER B :</td><td>Permissively Self-Insured</td><td></td></tr> <tr> <td>INSURER C :</td><td>Allied World Assurance Company</td><td>19489</td></tr> <tr> <td>INSURER D :</td><td>ARCH Specialty</td><td>21199</td></tr> <tr> <td>INSURER E :</td><td>Landmark/Homeland/Great AM</td><td>3138</td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	San Diego County Schools Risk		INSURER B :	Permissively Self-Insured		INSURER C :	Allied World Assurance Company	19489	INSURER D :	ARCH Specialty	21199	INSURER E :	Landmark/Homeland/Great AM	3138	INSURER F :		
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## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			SDJPA070115	07/01/2015	07/01/2016	EACH OCCURRENCE \$5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> \$500,000 SIR						PERSONAL & ADV INJURY \$
	<input checked="" type="checkbox"/> Professional Liab*			Incl EPLI- Wrongful Acts	07/01/2015	07/01/2016	GENERAL AGGREGATE \$10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$10,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$5,000,000
	<input checked="" type="checkbox"/> ANY AUTO			SDJPA070115	07/01/2015	07/01/2016	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> \$500,000 SIR						\$
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			JPA MEMORANDUM OF COVERAGE	07/01/2015	07/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Blanket Property			030567751N	07/01/2015	07/01/2016	\$5,000,000/\$100,000 SIR
D	Blanket Property			ESP005485702	07/01/2015	07/01/2016	\$20,000,000 XS \$5M
E	Blanket Property			LHD421067	07/01/2015	07/01/2016	\$475,000,000 XS \$25M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate is subject to policy limits, conditions and exclusions. Policy A placed by General Reinsurance Corporation reinsurance program over Named Insureds MOC approved Self-Insurance Program. Property pol incl Special Form/Replacement Cost. 90 Day NOC/10 Days for Non Pay. Improper Sexual Conduct Included pol "A".  
 Re: Evidence of Insurance.

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance  
 c/o Escondido Union High School District  
 302 N. Midway Drive  
 Escondido, CA 92027

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Marcia Ann Schillo*