

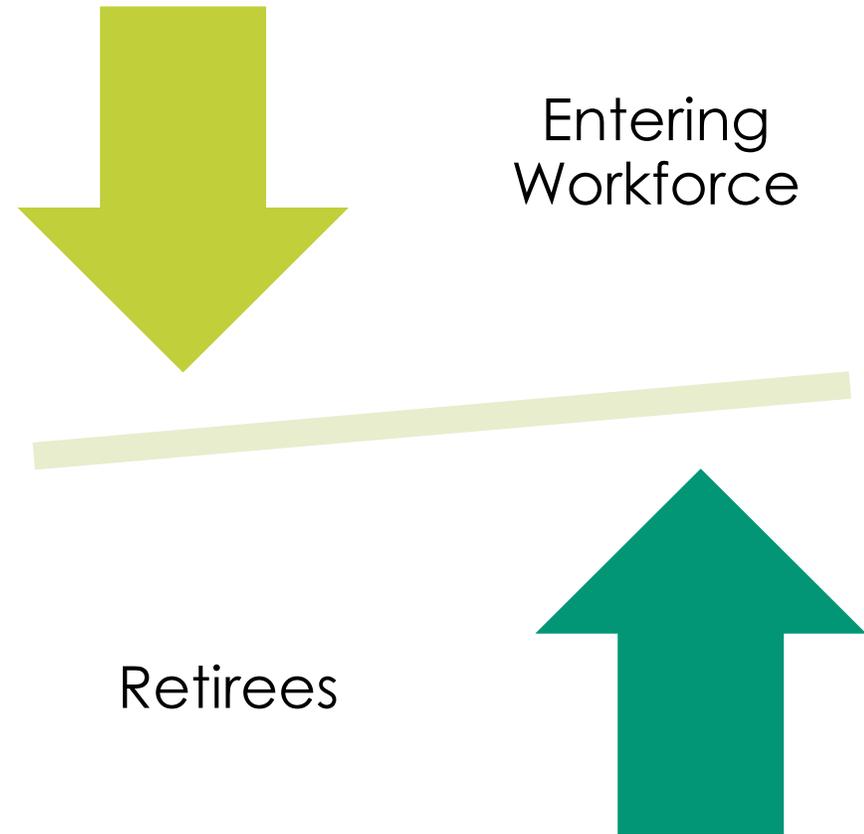
# Summer STEPS Program

City of West Sacramento



# The Problem

- Changing Workforce
- Lack of practical experience for young job-seekers
- Results in an imbalanced, unexperienced organization



# The Solution:

## Summer STEPS

(Strides Towards Entering Public Service)





## Program Description

The City of West Sacramento has established a paid student summer internship program to provide students with practical work experience related to their academic major or chosen field of study. This program provides the City with the opportunity to invest in our future workforce and demonstrate how students can have the career they want in local government while serving their community.

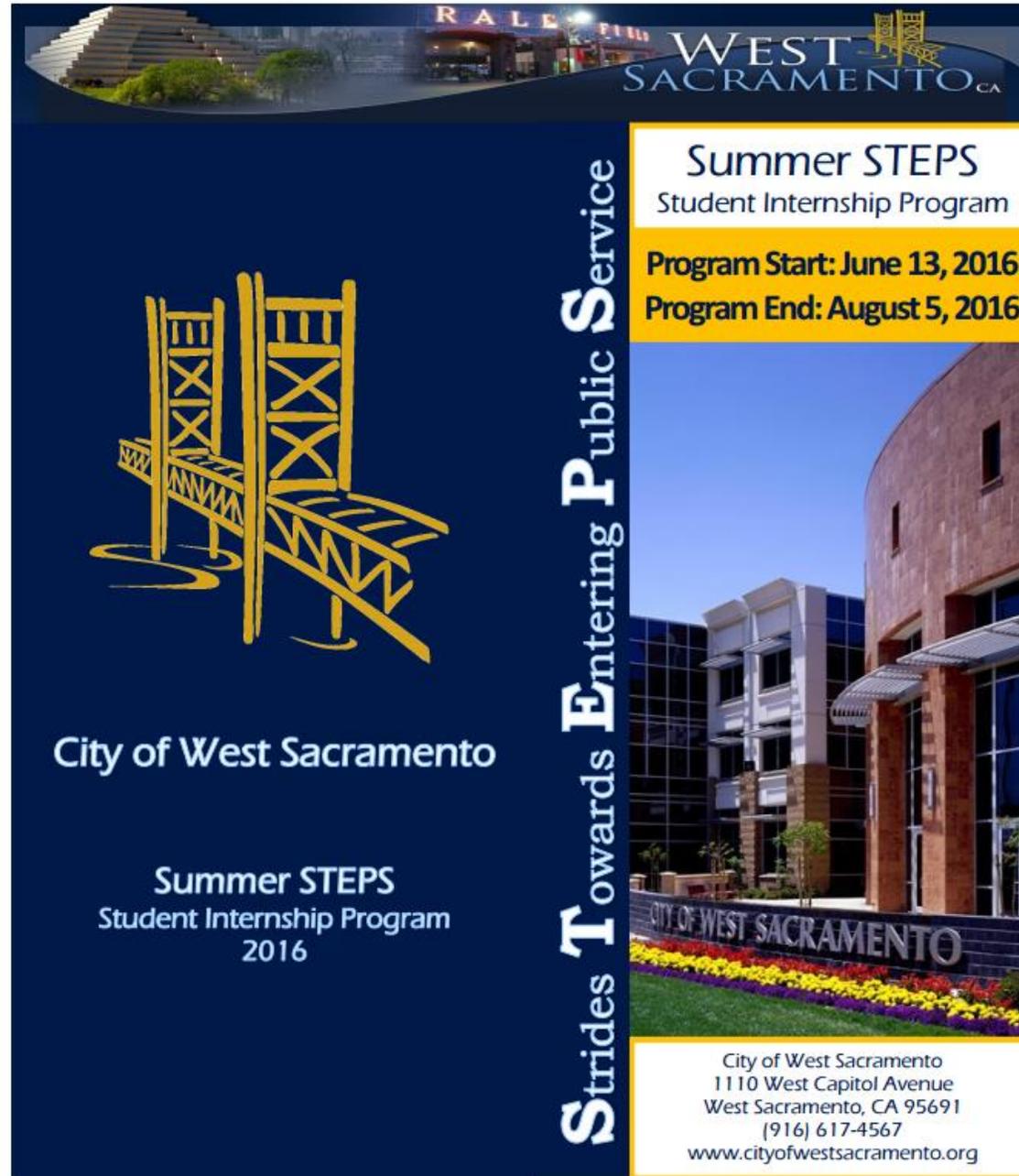
The eight-week internship will provide interns with positive examples of public service, hands on experience, and an insight into how city governments are run.

Interns will spend time job shadowing City employees. Assignments will be based on the level of experience and the department to which they are assigned.

## Eligibility Requirements

In order to be eligible to participate in the Program, the intern must:

- Be a high school junior or senior 16 years of age or older OR be enrolled in an accredited college/university or a graduating high school senior enrolled in an accredited college/university
- Be able to work in the US
- Submit an official City application form
- Priority will be given to Washington Unified School District (WUSD) students who are enrolled in a career-driven pathway or academy. Secondary preference will also be given to other Washington Unified School District students and graduates, and West Sacramento residents.



**WEST SACRAMENTO CA**

**Summer STEPS**  
Student Internship Program

**Program Start: June 13, 2016**  
**Program End: August 5, 2016**

**City of West Sacramento**

**Summer STEPS**  
Student Internship Program  
2016

**Strides Towards Entering Public Service**

City of West Sacramento  
1110 West Capitol Avenue  
West Sacramento, CA 95691  
(916) 617-4567  
[www.cityofwestsacramento.org](http://www.cityofwestsacramento.org)

# Recruitment

- Application
  - Required to complete an official City application
  - Complete supplemental questionnaire
- Applicant Evaluation
  - Applications were screened with preference points awarded to West Sacramento youth
- Department Interviews
  - Top applicants were invited to a department level interview
- Final Selection
  - 650+ applications
  - 19 interns selected
  - 8 City departments



# Learning about the City





Video: <https://www.youtube.com/watch?v=05xnb47Jjh4>



# Summer STEPS Digital Badge



- Department Badge
  - Specific objectives that Department mentors set
- Summer STEPS Badge
  - More general City-wide learning experience
  - Necessary to continue to Next STEPS



# Playlists

Playlists are made up of...

## XPs

An XP is a learning experience. XPs can be local or digital.

## Resources

A self-contained piece of media content that can be consumed or used by the learner.



A shareable credential that provides evidence of a learning achievement.



# Opportunity

An activity that is unlocked by earning a badge. Youth earn a badge after completing a Playlist.



2016 Summer STEPS: Traffic & Transportation Division

**Criteria**

To earn this badge, complete the following XPs:

- **Transportation Research and Analysis:** Assist staff with project-specific research and analysis. This may include document review, data collection, project site visit(s), research, and project document preparation.
- **Community Participation in Transportation:** Learn about local government and leadership through attendance at one or more local Commission meetings, and participate in the development and facilitation of Community Engagement and Public Outreach activities related to specific transportation projects.
- **Municipal Public Works Experience:** Gain real-world experience assisting citizens with questions at the Public Works Department Counter. Learn about use of GIS applications and technical traffic engineering equipment in the field.
- **Public Works Administrative Support:** Experience working in a professional office setting and apply skills using software such as Microsoft Word and Excel.
- **Professional Development in Transportation:** Attend one or more transportation focused professional organization meetings or events and shadow a transportation professional for a day.
- **Transportation Project:** Complete a professional activity binder that represents all of the projects and assignments completed over the course of your internship, including community participation, and professional development activities.
- Complete a final evaluation with the department representative

**Workforce Competency:**

Team Work Ethic

**Competencies & Standards:**

Time Management, Problem Solving Skills, Professionalism

# Earning a Badge

XP

APPLY FOR 2016 SUMMER STEPS!

XP

Lunch and Learn

XP

Conduct an interview of a city staff member

XP

Watch a Commission Meeting

XP

Attend a City Council Meeting

XP

Earn Department Badge





Transportation Research and Analysis



Community Participation in Transportation



Municipal Public Works Experience



Public Works Administrative Support



Transportation Professional Development



Complete Final Performance Evaluation With Department Representative



# 2016 Summer STEPS: Traffic & Transportation Division

Issuer:

The City of West Sacramento



Age: Ages 13+

LRNG LVL: Level Up

Description:

THIS BADGE IS ONLY AVAILABLE TO THOSE ENROLLED IN THE 2016 CITY OF WEST SACRAMENTO SUMMER STRIDES TOWARDS ENTERING PUBLIC SERVICE (STEPS) PROGRAM

Public works is the combination of physical assets, management practices, policies, and personnel necessary for local government to provide and sustain structures and services essential to the

Outcome =



Badge Approved



Revision Requested

Feedback for Treasure

Wonderful work Treasure. Well detailed and articulate work. Each of the learning experiences clearly delineated how you met the criteria for completion.

ffic and Transportation  
on policies, capital  
ffic operations within the  
playlist focuses on  
d of Transportation while

wides transportation

r of West Sacramento 2016

# EVALUATION

Created on September 9, 2016 at 1:09 PM

Transportation Professional Development



# TRANSPORTATION PROJECT

Created on September 9, 2016 at 1:09 PM

accompany the transportation professional over the course of a work day to learn about the career and document the experience in the form of a memo to be submitted to your mentor. In addition, you will be asked to attend a transportation-focused professional organization meeting or event, provide a photo and write about the experience.

View Post



## Table of Contents

- Speed Limit Signs Map.....1
- Work Orders.....2
- Average Daily Traffic.....3
- Website Improvements.....4
- Speed Survey.....5
- Gridsmart Demo.....6
- Potluck.....7
- Memos for Internship.....8
- Agendas for Internship.....9

# 2016 SUMMER STEPS INTERNSHIP

By: The City of West Sacramento

# CITY OF WEST SACRAMENTO



APPLY FOR 2016 SUMMER STEPS!



Lunch and Learn



Conduct an interview of a city staff member



- Parks, Recreation & Intergenerational Commission
- Planning Commission
- Port Commission



Watch a Commission Meeting



Attend a City Council Meeting



Earn Department Badge



# City of West Sacramento 2016 Summer STEPS Internship

## Issuer:

The City of West Sacramento



Age: Ages 13+

LRNG LVL: Level Up

Career

## Description:

THIS BADGE IS ONLY AVAILABLE TO THOSE ENROLLED IN THE CITY OF WEST SACRAMENTO SUMMER STRIDES TOWARDS ENTERING PUBLIC SERVICE (STEPS) PROGRAM

The City of West Sacramento's 2016 Summer Strides Towards Entering Public Service (STEPS) internship program provides students with a practical, hands-on experience working in local government related to their career pathway, academic major or chosen field of study.

By completing this badge, you will have successfully participated in and completed the City of West Sacramento's 2016 Summer STEPS internship program and gained a better understanding of job opportunities in the public sector and how local government functions.

## Opportunity:

Earning this badge will unlock hiring preference for the Next STEPS Program, which is the City of West Sacramento's internship program during the school year.

## Criteria:

To earn this badge, complete the following XPs:

- Apply for the 2016 Summer STEPS program
- Attend a Lunch and Learn Meeting
- Conduct an interview of a City staff member
- Watch a Commission meeting
- Attend a City Council meeting
- Earn a City Department or Division badge