Agenda

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Vision, Mission & Strategies

Vision
Top talent of today inspiring the top talent of tomorrow by promoting innovative learning environments focused on science, technology, engineering, and mathematics (STEM).

Mission
Offer a summer program that pairs Boeing role models with top high school students to provide hands-on experience and increases exposure to STEM.

Strategies
Partner with local high schools who have specific math, science, and technology academic programs.
Provide Boeing engineers the opportunity to guide and inspire future engineers through a mentor-student relationship.

Program Objectives

- Provide students learning opportunities for technical skill-building, networking, and presentation skills through special projects, training or other assignments
- Introduce students to various engineering careers and exposure to our Boeing products
- Encourage the engineering workforce to mentor high school students and provide positive learning experiences through mentoring, assignments/projects, and increase knowledge of Boeing's products
Program Details

- **Unpaid Internship Duration:** ~ 7-8 weeks (June - August)
- **Required Hours of Completion:** 125-160 hours or depending on school curriculum/program requirements - must be in a minimum of 4 hour increments
- **Home Location:** El Segundo or Huntington Beach. Students may access other SoCal sites based on program activities as required.
- **Target Schools:** Public or private with technical program or curriculum focused in the areas of science, technology, engineering and math
- **Current number of schools:** 24
  - **El Segundo site**
    - Don Bosco Tech
    - California Academy of Math & Sciences
    - da Vinci Science
    - El Segundo High
    - Hawthorne High
    - Mira Costa High
    - Palos Verdes High
    - Port of Los Angeles
    - Redondo Union
    - Peninsula High
    - Sacred Heart
    - Windward Academy
    - South High
  - **Huntington Beach site**
    - Brea Olinda
    - California Academy of Math & Sciences
    - Diamond Bar
    - Palomar Preparatory
    - Ocean View
    - Orange Lutheran
    - Sage Hill
    - Sunny Hills
    - Troy Tech
    - Tustin High
    - Valencia
    - Westminster
    - Whitney
- **Target Students:** Students entering their senior year, U.S. citizens
- **Number of Students:** 124

Program Details Cont....

- **Workweek Schedules**
  - Flexible and defined/agreed by mentor and student intern
  - Timesheets to be completed weekly
  - No overtime permitted, weekends, or school/Boeing holidays work
- **Badge & Export**
  - Students are issued a picture, non-escorted badge (pre-coordinated prior to Day 1)
  - All students must be U.S. citizens - exposure to export controlled data OK
  - Students are required to sign a non-disclosure agreement to protect proprietary data
- **Computing Access**
  - Students will be assigned a PC with internet connectivity, but with limited internet access
  - Students will receive a **EXT. Name@Boeing.com** email account
- **Transportation**
  - Students provide their own transportation to/from Boeing facilities. At no time will a Boeing employee transport any student intern.
- **Dress Code**
  - **Business casual** (button-down shirts, polo shirts; NO jeans, shorts, flip-flops, yoga pants, tights/leggings)
- **Absences/Time-off/Late/off-Campus**
  - Student interns are required to notify via a phone call to their mentor and supervisor of absences, running late or request time-off. If student intern is leaving Boeing campus during working hours, they need to notify mentor and/or supervisor prior to departure.
Required Forms & Documentation

- School District & Company Agreement
- High School & Boeing Training Agreement
- Non-Boeing Badge Request Package (3 forms)
  - Non-Employee Badge Request Form
  - Conviction or Current Charges Information Form
  - Export Control Compliance Verification Form
- Intellectual Property & Confidentiality Agreement
- Internet Terms of Access & Usage Agreement
- Student & Parent/Guardian Agreement
- Student & Mentor Agreement
- Workweek Timesheet

Executive Champion Responsibilities

- Serve as a sponsor for the program and ensure adequate resources are allocated
- Authorize and sign any documents required on behalf of The Boeing Company
- Support program coordinator with program oversight
- Review program feedback and metrics
Program Coordinator Responsibilities

- Serve as a liaison between the school, school district, student interns, and mentors

- Responsible for program oversight including:
  - Processing all legal and required documentation for the program and its participants
  - Establish a plan to communicate program and seek mentoring assignments
  - Coordinate interns assignments and logistics
  - Obtain metrics and feedback on the program from participants
  - Develop and coordinate change recommendations with collaboration of the Executive Champion
  - Conduct periodic process reviews
  - Plan and coordinate intern development and other onsite activities (e.g., Mentor orientation, Welcome day, training, etc)
  - Distribute and collect all required signed documentation from school and students

High School Responsibilities

- HS Coordinator to serve as liaison between the school, school district, company representatives, and the Program Coordinator

- HS Coordinator is responsible for coordinating the following activities with the Program Coordinator:
  - Obtain School District’s program participation approval and signature on the School District and Boeing Agreement
  - Limits Boeing liability and district agrees to provide general liability, insurance as required to protect the school and/or student
  - Select participating students based on program criteria and availability of assignments
  - Provide selected student list and student resumes to Program Coordinator
  - Distribute, collect, and submit all required signed documentation from approved students to Program Coordinator
  - Coordinate on-site visits for other school representatives such as counselors, teachers, principal or other administrators
  - Assist students with visiting Boeing Badge office prior to Orientation
  - Help address any needs or issues that may arise (e.g., assist the student to improve his/her job performance, help students solve job-related problems, etc)
  - Share feedback with Program Coordinator and/or Executive Champion
  - Provide the necessary related instruction and appropriate academic credit for internship completion
  - Keep parent(s) informed of student’s progress and be available to answer any questions about the program requirements
  - Assist student in the preparation to the job location, necessary form completion, and clarify any school-related requirements
  - Make periodic visits as necessary to the job location to observe the student and/or consult with the employer
Student Intern Responsibilities

El Segundo/Huntington Beach Engineering – High School Internship Program

- Must be enrolled in a participating school and in a "Tech Program" or Tech Track curriculum
- Must be in good academic standing as determined by the school
- Be able to show proof of US citizenship and be 16 years of age at the time of entering the program
- Must contact the employer (mentor/supervisor) in advance when absent, late for work or prior to departing off-campus
- Must report any major schedule changes or termination to the Program Coordinator and HS Representative
- Student intern must show honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to work and learn
- Keep regular attendance, both in school and on the job, and will not work on any school day that he/she fails to attend school
- Consult with High School Coordinator or Program Coordinator about any difficulties arising during the internship
- Student intern and parents must sign liability waiver
- Provide own transportation to/from Boeing (or arrange for school to provide)
- Document work schedule by submitting timesheets
- Provide feedback to the Program Coordinator about internship experience
- Participate in program activities (e.g., First & Last Day events, Lunch & Learn training, etc.)
- Take an active learning role by completing assignments provided by assigned mentor and satisfactorily complete internship
- Write a one-page summary of internship experience or present internship experience at Intern Luncheon
- Prepare and display a poster summarizing internship experience
- Have Fun!!!

Parent/Guardian Responsibilities

El Segundo/Huntington Beach Engineering – High School Internship Program

- Provide permission to the student to enter the High School Internship Program
- Encourage the student to effectively carry out his/her duties and responsibilities
- Have the responsibility for the conduct of the student during their participation in the program
- Sign the Student-Parent/Guardian Agreement that indicates the understanding of the responsibilities and acceptance of the program requirements
- Provide transportation to the student to/from specified work location and/or coordinate transportation with the school coordinator
- Contact High School Coordinator with any program questions or concerns
Mentor Responsibilities

- Provide the Program Coordinator with a brief description of expected assignments for the intern
- Participate in the Mentor Orientation & support program activities
- Provide a reasonable expectation of what intern is expected to learn, and inform intern about rules/regulations
- Set goals and objectives with the intern & conduct periodic meetings to address any questions or issues
- Conduct periodic meetings with the intern to address any questions or issues
- Arrange for student intern to observe and participate in day-to-day activities, assist the mentor with tasks
- Set up tours and learning experiences to allow students to become acquainted with Boeing and the defense/aerospace industry
- Guide and teach intern with assignments
- Provide opportunities for observation & learning
- Provide student evaluation and feedback about the program to the Program Coordinator
- Abide by State and Federal Laws/Regulations pertaining to employment of youth (No overtime, weekend or work on school/Boeing holiday)
- Verify the number of hours the student participated in the program and sign timesheets
- Consult with the Program Coordinator, school representative, or teacher about any difficulties or issues that may arise for the student or with the student during their internship participation
- Refrain from assigning intern hazardous tasks
- Sign the student-mentor agreement that indicates a willingness to participate as a supervisor/mentor and accept program responsibilities
- Reward and recognize your intern as appropriate

2017 Program Schedule (tentative)

El Segundo/Huntington Beach Engineering – High School Internship Program

1. Internal Communication
   - Seeking Mentors
     - Jan - April

2. Mentors & Assignments
   - Established
     - April 7

3. Notify Schools of Assignments
   - Apr 14

4. School selects Interns & Submits List, Resumes, Student Docs
   - By May 1

5. Mentors Review Resumes & Confirm Selection
   - May 8 - 12

6. Process Required Documentation
   - (Boggs, IT, etc.)
   - May 13 – June 2

7. Mentor Orientation
   - May 22
   - Huntington Beach

8. Notify Mentors On Start Dates & Welcome Emails
   - June 2

9. Intern Orientation Day
   - Interns with Assignments
     - June 15 – August 4

10. Development Days
    - Interns with
      - Classes, Workshops, Training, Field Trips
      - June 15 – August 4 (FR)

11. Lab Tour
    - July/August

12. Inform Experience
    - Leadership Activities
      - HR – August 3 (HR/FL)
      - ELS – August 4 (FR)

13. Intern Evaluation
    - September

Possible start date: June 15/22
Possible end date: Aug 3/10
Program Curriculum

El Segundo/Huntington Beach Engineering + High School Internship Program

Interns are required to participate in several mandatory training and other learning opportunities that will assist in meeting their internship requirements.

**Total of 15 hours** of program curriculum must be completed by participating in the following learning opportunities:

- **Mandatory Training** (total of 4 hours)
  - Export/ITAR Training
  - Safety Training
  - Computing Access Training

- **Engineering/Technical Awareness** (total of 4-6 hrs)
  - Technical Careers
  - Engineering Labs
  - Technical Topic

- **Interpersonal Skills Training** (2 hrs)
  - Presentation Skills/Team Building
  - Business Etiquette

- **Other learning opportunities** (total of 4 hours)
  - Welcome Event
  - Additional Guest Speaker Sessions (Boeing Executives, Technical Followers, etc)
  - Other Lab/Site Tours as appropriate or available
  - Poster Session
  - Closing Ceremony
# Student Intern 2027 Activity/Training Schedule

**El Segundo/Long Beach Engineering High School Internship Program**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>June 13</td>
<td>Welcome to Boeing, Houston Training, Team of the Month, Meet Your Mentor</td>
<td>Boeing California</td>
<td><a href="mailto:jacobson@boeing.com">jacobson@boeing.com</a></td>
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<tr>
<td>June 20</td>
<td>Student Orientation Reunion Day (329)</td>
<td>Boeing California</td>
<td><a href="mailto:jacobson@boeing.com">jacobson@boeing.com</a></td>
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<td>June 21</td>
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<td>Aug 31</td>
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<td>Boeing California</td>
<td><a href="mailto:jacobson@boeing.com">jacobson@boeing.com</a></td>
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**Contacts**

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    - Program Coordinator / El Segundo
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    - Program Logistics Coordinator
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    - Communications
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Summary

El Segundo/Huntington Beach Engineering – High School Internship Program

- Improve student interest in technology, science and mathematics through mentor-student relationships and real world, hands-on experiences.

"We make a living by what we get, we make a life by what we give".
Winston Churchill

Next Steps

El Segundo/Huntington Beach Engineering – High School Internship Program

- Submit signed School/Boeing & Training Agreements by January 26