

**UPDATED**



ON-RAMPS TO CAREERS



**2022**

**INTERN GUIDE**








# Congratulations!

**Congratulations on your summer internship with On-Ramps to Careers! This internship and the people you meet will be a gateway to many future college and career opportunities. On-Ramps' team will support you throughout the summer.**

## Things to do before you start

- ☒ **Complete the On-Ramps to Careers Application**  
If you are just joining On-Ramps you must complete the application:  
[onrampstocareers.org/apply](https://onrampstocareers.org/apply)
- ☒ **If you are hybrid or in-person, provide proof of vaccination by June 10th.** Please submit proof [HERE](#)
- ☒ **If you have SYEP, Login to your portal & complete your Online Orientation ASAP.** Please allow 48-72 hours for the system to be updated. This information does not update in real time, and must be completed with 100% accuracy. If you have any issues email [summerjobs@dc.gov](mailto:summerjobs@dc.gov) or call 202-698-3492.
- ☒ **Check your email FREQUENTLY** for instructions from On-Ramps and your summer employer. Reply to all your emails, even if only to say, "Thank you, I received the information."

## Things to do before you start

-  **Check your SYEP portal.** If you have SYEP, make sure you have the correct placement. If your portal says “On-Ramps to Careers” and your assigned site, you are all set. *If you are placed in the wrong internship,* -For DC Public School and Friendship Charter Students, complete this [\*\*MBSYEP Placement Error Form\*\*](#)  
-All other students, please contact Ms. Jones, [hjones@onrampstocareers.org](mailto:hjones@onrampstocareers.org). *Do not contact SYEP directly.*
-  **For SYEP payments, make sure you have your US bank card or direct deposit set up.** Contact US BANK for any bank card questions **1-877-474-0010** and SYEP at for other banking questions at **202-698-3492**. **If you need to update your banking information- complete the banking scheduling request form [HERE](#)**
-  **Share any schedule conflicts with your supervisor.** Once your supervisor shares your weekly schedule, please send them any schedule conflicts you may have ASAP.
-  **Be sure you have the correct date/time and virtual location for your first day.** Some employers may have you starting on a later date in the week or starting earlier than 9am. It is important to know the specific details. If you sure you have not received instructions from your site after checking all your emails, please contact Ms. Jones.
-  **Map out your route early** If you are in-person or hybrid, be sure to plan your travel route in advance. Check for station closures and plan your Metro trip [\*\*HERE\*\*](#)

# INTERNSHIP DAILY TO DO'S



## CHECK YOUR WEEKLY SCHEDULE & SET CALENDAR REMINDERS

Schedules will vary based on your employer, check your weekly schedule sent by your supervisor and set meeting reminders and create task lists.



## ATTEND ALL ON-RAMPS WORKSHOP

Be sure to attend all On-Ramps workshops. They are designed to help you through the summer and provide important updates.



## STAY IN CONSTANT CONTACT WITH YOUR SUPERVISOR.

Save your supervisor's phone and email on your phone in case you are running late or sick. Notify your supervisor as soon as you know you will be late.



## MOST IMPORTANTLY, TREAT YOUR INTERNSHIP AS A REAL JOB.

You are now in a professional workplace and will be held to the standards of an employee. Even virtual, you are expected to be present & engaged.

Have additional questions?  
Contact Hilary Jones, Managing Director  
[hjones@onrampstocareers.org](mailto:hjones@onrampstocareers.org)  
617-620-5554

[www.onrampstocareers.org](http://www.onrampstocareers.org)

Follow us @onrampstc



## All about

# Payroll

Interns enrolled in the Marion Barry Summer Youth Employment Program will be paid the following:

Ages 14-15 - \$6.25/hour (increased to \$15.20 FOR DCPS CRI Students)

Ages 16-21 - \$9.00/hour (increased to \$15.20 for DCPS CRI Students)

Ages 22-24 - \$15/hour (will increase to \$16.10 on July 1, 2022)



### Maximum hours

Ages 14-15 - 20 hours/ week  
(16 hours max, the week of July 4th)

Ages 16-21- 25 hours per week  
(20 hours max, the week of July 4th)

**\*\*MONDAY, JULY 4 2022 IS AN OBSERVED HOLIDAY. YOU WILL SEE A REDUCTION IN HOURS THE WEEK OF JUNE 27TH, THESE CANNOT BE MADE UP.**

## 2022 PAY DATES

### Pay Period

### Pay Dates

June 27 - July 2 (1 week of pay)

Wednesday, July 13th

July 3 - July 16\*

Wednesday, July 27th

July 17 - July 30

Wednesday, Aug. 10th

July 31 - August 5 (1 week of pay)

Wednesday, Aug. 17th

**PLEASE REFER TO THE PAY SCHEDULE TO IDENTIFY WHICH WEEKS ARE INCLUDED FOR EACH PAY DATE.**

## Important Payroll reminders

- 1. Remember taxes are taken from each check.** You are able to view their paycheck stubs by logging into their portals
- 2. You will receive payment via a US Bank Focus card or direct deposit** (selected during registration.) It comes in a blank envelope, it can be mistaken for junk mail so be sure to check your mail carefully.
- 3. If you have not received your card** - If you have not received your card, you must contact US BANK directly. We cannot contact them for you because you will need to provide your social security number. They can tell you where and when you card was sent and issue a new card if necessary- **US Bank- 1-877-474-0010**
- 4. For general questions regarding pay (direct deposit questions, etc.), participants can contact the DOES Office of Youth Programs (OYP) at 202-698-3492.**

# Important Intern Policies

**I. Attendance Policy:** As an Intern, it is important that you are knowledgeable of the following procedures related to attendance.

A. Each intern is required to give advanced notice of his/her intent to be absent from work, regardless of the reason.

1. The Host Employer will notify On-Ramps & school-based staff about the Intern's absenteeism when:

a) The absence is unexcused. ANY unexcused absence should be reported to the school-based staff and documented in the Incident Reporting Form.

b) The intern communicates more than one consecutive excused absences

***Always communicate with your employer, if you cannot reach your employer contact the back-up supervisor or Ms. Jones. Do not make the mistake of not communicating, we are here to help.***

## **II. Terminations:**

Interns may face termination from the worksite for any of the following reasons:

A. Intern has more than (2) unexcused absences

B. Intern has more than (3) excused absences

C. Drugs — The possession, sale, or use of illegal drugs or alcohol while on the job. This includes the use of Marijuana.

D. Disruptive Behavior—Fighting, physical or verbal assaults, or any act that endangers the well-being of coworkers

E. Theft—Stealing property from the worksite, employees, or other interns.

F. Falsifying Documents – In particular, falsifying their timesheets

G. Insubordination—Refusal to adhere to program or the worksite rules and regulations.

H. Harassment—Verbal, sexual, or physical—these could lead to legal action.

## **III. Termination Procedure:**

Host Employers may request that an intern be terminated from his/her worksite. In the event of a termination for violent or illegal behavior, the intern will be dismissed from the site pending an official dismissal from DCPS/OSSE.

To view all MBSYEP policies, please review the full manual in your SYEP portal

## On-Ramps Date Reminders

**MONDAY, JUNE 27TH – SUMMER INTERNSHIPS BEGIN**

**WEDNESDAY, JUNE 29 - 4:15-5:15PM  
"WHAT IF YOU WERE IN CHARGE?" BUSINESS ETHICS**

**WEDNESDAY, JULY 6 - 4:15-5:15PM  
PROBLEM SOLVING AND CONFLICT RESOLUTION WITH ACCENTURE**

**WEDNESDAY, JULY 13 - 4:15-5:15PM  
PRESENTATION SKILLS SERIES  
PART I - CREATING YOUR VIDEO CONTENT**

**MONDAY, JULY 18 - FINAL PROJECT DRAFTS DUE**

**WEDNESDAY, JULY 20 - 4:15-5:15PM  
PRESENTATION SKILLS SERIES  
PART II - DRAFTING YOUR PRESENTATION**

**WEDNESDAY, JULY 27 - 4:15-5:15PM  
PRESENTATION SKILLS SERIES  
PART III -GIVING ONLINE PRESENTATIONS**

**FRIDAY, JULY 29- FINAL PROJECTS DUE**

**THURSDAY, AUGUST 4 - 4:30-6:00PM  
INTERN CELEBRATION**



**FRIDAY, AUGUST 6 - SUMMER INTERNSHIPS END**

### **On-Ramps Weekly Workshops Link**

Every Wednesday at 4:15pm  
(sessions count towards weekly hours)  
Join through <https://zoom.us/j/2975386395>



## VIDEO CONFERENCING ETIQUETTE

Consider exercising these tips for your next virtual meeting or training session

### PLAN AHEAD TO AVOID DISTRACTIONS

Carefully choose where you will take part in the virtual session to avoid distractions for you and your colleagues.



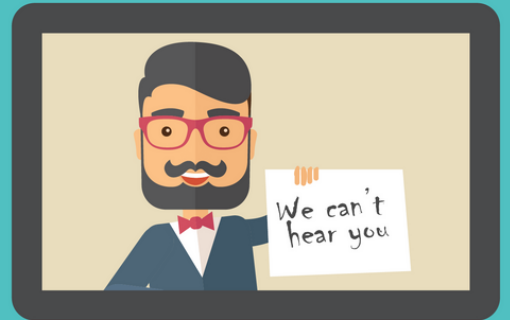
### THINK POSITION

Position your camera at the top rim of the monitor in the center, or slightly left or right. By doing so, you will look the most natural.



## PREPARE

Complete a test run before your meeting or training session starts to make sure all the equipment is working properly. This will ensure you can start and end the conference on time and keep everyone engaged from the beginning.



### BE AWARE OF LOCATION

Your surroundings are also on camera. Inappropriate decor or a messy space reflects poorly on you.



## ELIMINATE BACKGROUND NOISE

If your system isn't on mute, be aware that everyone can hear you moving around—including rustling through papers, typing on your keyboard, coughing or tapping on your desk.



## CONSIDER LIGHTING

You want to eliminate background light from windows so that you don't appear as a silhouette; however, a bright front light can be equally garish, causing bad shadowing. Experiment and see what light source positioning works the best.



### SELECTIVELY MUTE

Avoid potential feedback by muting your microphone if you will not be speaking for a long period. Also mute your camera if you need to get up during the session.

