

**CO-SPONSORS AND ADVISORS:**

Association of California State Employees with Disabilities (ACSED)  
Black Advocates in State Service (BASS)  
CAFE de California  
CA Department of Personnel Administration (In-Progress)  
California Civil Rights Officers Council (CCROC)  
University of Southern California State Capital Center



## APSEA Internship Program

**Symposium Chair: Dean Lan**

APSEA, Senior Advisor

**Co-Chair: Leadership (L)**

Rebekah Christensen, CEO, ORA Systems, Inc., APSEA Board Secretary  
Committee Members: Per Below

**Co-Chair: EEO (E)**

Karen Moreno, EEO Officer, Department of Motor Vehicles (DMV)  
Committee Members: Per Below

**Marketing Committee (MC) Co-Chairs:**

**Keith Christensen**, Business Tax Supervisor, Board of Equalization  
and **Stephen Vang**, EEO Analyst, California State Lottery  
Committee Members: Per Below

**Finance Committee (F) Chair:**

**Helen Fong** Committee Members: Per Below

**Event Steering Committee:**

**Cheryl Artega**, Chief, Office of Civil Rights, Department of Toxic Substances Control; Chair, California Civil Rights Officers Council; Co-Chair: (E) EEO Awards Committee  
**La Sonja Boulware**, Business Services Branch Chief, Caltrans District 11  
**Keith Christensen**, Business Tax Supv, Bd of Equalization (MC)  
**Rebekah Christensen**, CEO, ORA Systems, Inc. (E, L, MC, F)  
**Gwinn Correa**, Chief, Office of Equal Employment Opportunity Department of Transportation - Los Angeles  
**Paul Danczyk**, Interim Director, University of Southern California State Capital Center (L)  
**Helen Fong**, Second VP, APSEA (F)  
**Robert Jones**, President, EcoLinx (L)  
**Dean Lan**, Senior Advisor, APSEA (E, L, MC, F)  
**Margret Kim**, Legal Counsel, Air Resources Board (L)  
**Glenn Medrano**, EEO Officer, California Department of Food and Agriculture (CDFA) (Co-Chair, EEO Awards)  
**Karen Moreno**, EEO Officer, Department of Motor Vehicles (E, L)  
**Angela Minniefield**, VP, Strategic Advancement, Charles Drew University of Medicine and Science (L)  
**Ryan Shiroy**, Treasurer, APSEA  
**Dan Tokutomi**, Business Tax Administrator, Board of Equalization, Immediate Past President, APSEA (MC)  
**Jodi Traversaro**, Statewide Learning and Performance Management, CalHR (L)  
**Stephen Vang**, EEO Analyst, California State Lottery (MC)  
**Jeff Uyeda**, Chief Dep, Dir, CA OTEch  
APSEA President

**OVERVIEW:** The intent of the Asian Pacific State Employees Association ([APSEA](#)) – **Navigating Leadership Challenges and EEO in a Changed World** is to enhance the experience, outreach, performance and long-term benefits of this event by expanding real-world educational opportunities for students and recent graduates. This internship program will specifically target students and/or recent graduates seeking to gain exposure to, or understanding of state-of-the art Government operations and/or employment within the public sector or those seeking careers that bridge employment activities between private sector and public sector for the beneficial interest of society.

This internship program encourages experiential learning as a complimentary approach to augment the student’s education and/or career objectives. As the event sponsor, APSEA, and the event Co-Sponsors (current and future) recognize that obtaining exposure to best business practices and innovative leadership equal to exposure opportunities for good entry-level positions is critical in today’s competitive job market. Recognizing that a student’s educational experience must include spending time learning within the structure of a real business prior to graduation, this internship focuses on increasing the quantity and quality of business internship opportunities that lead to permanent employment for students. In order to ensure the minimum standards are met to grant academic credit for an internship, here are the following requirements for these internship opportunities:

- Starting Date:** June 1, 2012 (or sooner)
- End Date:** November 15, 2012
- Time Commitment:** Approximately 2-4 Hours Weekly (Unless otherwise noted)  
Note: Additional Hours will be required the week of the event
- Event Attendance:** Required (November 8, 2012)
- Compensation:** Volunteer Internship – No Compensation
- Duties:** Per below: **Note:** Many of the internship activities will be conducted remotely by the intern.

1. **Attend and Participate/Support in Committee Activities:** (Interns shall select 1-2 Committees to support and serve the activities performed.) Most committee meetings are held weekdays from 5:30 - 7:00 PM via in-person meetings and/or conference calls. Our committees are the "pulse" of the event. Thus interns will be afforded not only the opportunity of planning and executing a large training event bridging Government and the Private Sector, but additionally they will gain a core understanding of state-of-the-art business affairs correlating with the event theme: **Navigating Leadership Challenges and EEO in a Changed World. Event Goal:** To facilitate leadership training (inclusive of AB 1825 Sexual Harassment Training) for Supervisors/Managers to address the complexities of leadership in a changed world; e.g., resource restrictions, budgetary restrictions, continual public/virtual

scrutiny, the expanding needs of Government in serving our State's citizens in a virtual marketplace or as a virtual business partner with enhanced accountability and transparency, increasing organizational performance through diversity, and more!

**Committees include:**

1. -Steering Committee
2. -Leadership Committee
3. -EEO Committee
4. -Marketing Committee
5. -Finance Committee

2. **Shadow Speaker(s):** Each intern selected will be matched to one of the event speakers and/or an event steering committee member, and will be given the opportunity to shadow the speaker/event committee member in the context of their work environment for a period of one day. From a standardized essay format, each participating intern will be required to document this experience. These essays will be made available in the published event proceedings in electronic format. (It is APSEA's intent that this requirement will meet an institutional requirement for obtaining class credit. Relative to the institutional requirements, adjustments can be made to conform to the school's requirements. APSEA will comply with the school's requirements for the interns to receive credit for their activities in this program.) Additionally, APSEA will create a facilitated forum for the combined intern group to collaboratively share their internship experiences with each other.

3. **Support onsite registration and event management:** (Each intern selected will be asked to provide onsite event support.) This will include the registration desk (inclusive of breakfast, luncheon and reception environments), classroom and speaker support within presentation framework and event set-up and cleanup. **Note:** Media interns will support the media functions of the event.

4. **Internship Types (Specializations): (1) Editorial, (2) Videographer, (3) Social Media, (4) Event Management and (5) Marketing:**

**(1) Editorial:**

1. Selects one committee, attends and participates in meetings.
2. Provides editorial support to the Event Co-Chair covering 1<sup>st</sup> drafts and editorial review of all event documentation, to include but not limited to: marketing documents, event program, fliers, web content, meeting minutes, applicable general correspondence, etc. Ample time turn-around will be given to the intern to complete requests. Many activities will be conducted remotely from the intern's location.
3. Shadows speaker/or committee member on job site, per above with the schedule mutually coordinated. Drafts follow-up report (via a standardized format that will be provided by APSEA) that highlights the learning experience.
4. Provides onsite event management support per above which will include a group training session with other interns and volunteers.

5. Attend one facilitated group intern discussion meeting per month to collaboratively learn, share and support as needed.

6. Approximate time commitment: 2-4 Hours Weekly

**(2) Videographer:** [Reporting to Rebekah Christensen]

1. Attends monthly event Steering Committee Meeting

2. Selected speakers will be asked if they will agree to be videotaped by responding to 3-4 questions developed by the Steering Committee. Also each speaker will be asked to identify personal insight or wisdom that has most influenced their leadership in their community and/or career. Specific appointments will be scheduled with each speaker. The speakers will be given the questions ahead of time to prepare for the video interview. With Steering Committee oversight, the intern will perform the following tasks:

a. Intern will film the interview, edit all and integrate into one mini-documentary;

b. Individual excerpts will be extracted for marketing;

c. The above will be used as marketing for the event and as a value-added resource for attendees via an electronic link, and;

d. The above will be used for future access by APSEA members and for purposes of marketing organizational benefit to current and future APSEA members.

**Note:** APSEA will obtain waivers from each speaker covering intellectual property rights and rights of distribution.

3. Shadows speaker or committee member on job site, per above with the schedule mutually coordinated. Drafts follow-up report (via a standardized format that will be provided by APSEA) that highlights the learning experience. (We would work to coordinate a shadowing experience with the Department of General Services with the Media Department for the remote streaming of an event - OR the video streaming of our event if we can achieve the donation of this from DGS.)

4. Provides onsite event management support in media management per above to include a group training session with other interns and volunteers.

5. Attend one facilitated group intern discussion meeting per month to collaboratively learn and share.

6. Approximate time commitment: Video interviews of speakers will be scheduled over a span of 3 Days with follow-on video editing to finished product.

7. Distribution: Event, Web, YouTube, Facebook (FB), Twitter, etc.

8. Intellectual Property: The video product produced shall be used by [1] APSEA for its use for pre/post and at the event, [2] as a student work product to be submitted to the student's

school or community college, and [3] as a link to APSEA's website in the student's portfolio.

### **(3) Social Media:**

1. Selects one committee, attends, participates and supports meetings as needed.
2. Works with committee chairs in developing social media updates (APSEA Website, FB and Twitter) advertising overall event as well as specific classes. This activity will be coordinated with the activities of the videographer and the marketing and outreach plan developed for the event.
3. Shadows speaker or committee member on job site, per above with the schedule mutually coordinated. Drafts follow-up report (via a standardized format that will be provided by APSEA) that highlights the learning experience.
4. Provides onsite event management support in media management to include a group training session with other interns and volunteers.
5. Attend one facilitated group intern discussion meeting per month to collaboratively learn and share.
6. Approximate time commitment: 2-4 Hours Weekly

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### **(4) Event Management:**

1. Reports to the Leadership Committee chair; attends, participates and supports the meetings as needed.
2. Provides event management support consisting of: updating of tasks and timelines preparation of meeting agendas and meeting minutes; preparation of speaker agreements and monitoring of receipt; preparation of volunteer training guidelines and conducting of training event; preparation of onsite management, to include speaker support, meal and reception planning, registration, etc.
3. Shadows speaker or committee member on job site, per above with the schedule mutually coordinated. Drafts follow-up report (via a standardized format that will be provided by APSEA) that highlights the learning experience.
4. Provides onsite event management support per above which will include a group training session with other interns and volunteers.
5. Attend one facilitated group intern discussion meeting per month to collaboratively learn and share.
6. Approximate time commitment: 2-4 Hours Weekly

### **(5) Marketing:**

1. Selects one committee, attends, participates and supports meetings as needed.
2. Provides market research support such as identification of community sponsors and/or in-kind support, possible solicitation of silent auction donations. Provides support in development of marketing solicitation and outreach collateral. Ample time turn-around will be given to the intern to complete assignments. If possible, presents updates at the monthly event steering committee scheduled on the 1st Wednesday of each month from 5:30- 7:00 PM, in the home of Rebekah and Keith Christensen, 2204 Capitol Avenue, Sacramento, CA.
3. Shadows speaker on job site, per above with the schedule mutually coordinated. Drafts follow-up report (via a standardized format that will be provided by APSEA) that highlights the learning experience.
4. Provides onsite event management support per above which will include a group training session with other interns and volunteers.
5. Attend one facilitated group intern discussion meeting per month to collaboratively learn and share.
6. Approximate time commitment: 2-4 Hours Weekly

#### **Internship Benefit(s):**

These select internships offer an uncommon opportunity to interface, work alongside and support multi-ethnic leadership that have dedicated their careers to high-level positions in public and private sector, education and non-profit environments. The event topics are not exposing the status-quo, but rather the leadership challenges and solution driven skills and approaches for thriving as employees and leaders in a "changed world". The mentoring coupled with the networking opportunities that will transpire in the context of the event committee activities will provide unique "real-world" experience for our interns. This, coupled with the ability for our interns to "shadow" the diverse leadership environments of our event speakers will provide irreplaceable hands-on experiences.

#### **Opportunity to Apply Principles Learned In and Out of the Classroom**

These internships will provide students with hands-on experience and a good idea of what a professional position in Government and/or the Private Sector will be like. In most cases, interns should be able to relate the "real world" internship experience to knowledge and skills that they have gained through college-level classroom instruction.

#### **Opportunity to Observe Professionals in Action**

It is important that student interns be able to observe professionals in their particular career field in order to gain an understanding of the type of work the occupation involves - not only in the context of event management, but additionally in the topic areas being covered by this event. Interns will be encouraged to collaboratively contribute in the context of all environments of exposure.

**Free Event Admission:** All interns will receive free admission to the event.

## Internship Program Coordination

APSEA will coordinate these internship opportunities with (but not limited to) the following schools:

1. **UC Davis:** The Department of Asian American Studies offers an interdisciplinary major and minor that examines the experiences of various Asian American groups in the United States. Pertinent to these experiences are the historical, cultural, legal, political, social- psychological, class, and gender contexts for Asian Americans. (Initial Contact #: (530) 752-4447. **Example Course of Study:** Social and Ethnic Relations: The interdisciplinary minor in Social and Ethnic Relations explores the racial, ethnic, class and gender aspects of human relations in the modern world. Students study human societies and cultures from a multi-ethnic perspective and across established academic departmental lines. The minor is jointly sponsored by the African American and African Studies Program, the Asian American Studies Program, the Department of Native American Studies, and the Women's Studies Program.
2. **Sac State:** Department of Ethnic Studies: Ethnic Studies at California State University, Sacramento has been in existence for over 40 years! The Department is comprised of four programs: Asian American Studies; Chicano Studies; Native American Studies; and Pan African Studies.
3. **USC:** (In-progress.)

### How to Apply (or request further information)

Rebekah Christensen, Event Co-Chair - Leadership at: [rchristensen@me.com](mailto:rchristensen@me.com)  
916.801.7462

Stephen Vang, Marketing Committee Co-Chair at: [svang@calottery.com](mailto:svang@calottery.com)  
916.822.8150

### Submit via email (per above) by detailing all of the following:

1. Email Subject line: APSEA Internship (Identify specific internship)

**Select one or more Internship Types (Specializations): (1) Editorial, (2) Videographer, (3) Social Media, (4) Event Management and (5) Marketing:**

2. Name
3. Mailing Address and Email
4. School Attending (or Graduate)
5. Grade Completed
6. Degrees received or in progress
7. Available for Summer School 2012 (Indicate Yes or NO.)

8. Available for Fall 2012 Semester (Indicate Yes or NO.)
9. Provide a statement as to “Why” the selected internship interests you.
10. Name, Email and Phone # of School Advisor.
11. **Intern Selection Process:** APSEA will confirm receipt of all applications received. Page | 7  
Members of the Event Steering Committee will review and select applicants. The application cycle will remain open until all internships are filled, but applicants should submit as soon as possible.

**Note: Plans for Evaluation and Feedback to the Student and the Institution**

APSEA personnel will work with the participating university internship offices to document activities and provide any documentation and/or evaluations required to support obtaining applicable university credit.

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**Encl:** Event Save-the-Date Flier