

Frequently Asked Questions *For Employers and Host Sites*

What is the SEIP Program?

The New Mexico Summer Enrichment Internship Program (SEIP) is a state-supported initiative designed to provide paid internships for high school students. Earlier this year Education at Work, a national nonprofit organization, was selected after a competitive process to administer the program on behalf of the NM Public Education Department in Summer 2026.

- For High school students, grades 9 - 12, including graduating seniors
- 8 week summer internship program, June 1 - July 31, 2026 (*site dates may vary*)
- Education at Work will be the Employer of Record

Who can be an employer?

Employers can be nonprofit organizations, private businesses, government agencies and more. Employers must be registered to do business in the State of New Mexico and meet applicable child labor laws.

Does it cost money to participate?

No, this is a no cost internship program. The SEIP is a state funded initiative that covers 100% of student wages, payroll fees and administrative costs.

How does an employer join the program?

Interested employers should submit an Employer Interest Form by April 10, 2026 for priority. After an employer submits the Interest Form, they will be contacted by an Education at Work team member to answer questions and gather additional information about the internship opportunity.

What are the requirements to be an Employer Site?

Employers must be registered entities in the State of New Mexico, and be eligible to host high school aged students (ages 14+) as outlined in the Federal Fair Labor Standards Act.

In addition, Employer sites are required to:

- Enter into a contract agreement with E@W
- Commit to having an assigned supervisor for the student
- Assign entry level tasks, industry and career learning opportunities
- Deliver a safe work environment and review all safety protocols
- Hold general liability insurance and be prepared to name E@W as an “other insured”, and E@W will name employer as additional insured
- Provide proof of workers compensation insurance

What are the roles and responsibilities of a Supervisor ?

Each student intern should be assigned a Supervisor at the employer host site. Supervisors will provide a real-world experience to the intern. Supervisors will provide the student with regular supervision and mentorship for the on-site hours, which is 14 hours per week.. In addition to the Supervisor, we will have an Internship Coordinator assigned to each student. The Internship Coordinator will check in with the student and the Supervisor regularly, submit timecards and payroll, and be a resource during this program. Supervisors should work closely with their designated Internship Coordinator to address any challenges or concerns that may arise during the internship program.