

SEIP Employer Training

Thank you to Taos Pueblo, Doña Ana County, and Bernalillo County for providing their training materials from previous years, which contributed to the making of this presentation.



Agenda

Education At Work & PED

Expectations

SEIP Overview

Safety Regulations

Available Resources



Education at Work provides programs and services to students, employers, education, and government partners to create a workforce system that expands opportunity for students and meets the needs of employers. The mission is to bridge the gap between where education ends and the workforce begins. E@W supports stakeholders to provide paid, flexible, work-based learning.

<https://eaw.org/>



SEIP Overview

Changes and Outcomes

- Program Changes
 - Additional requirements from PED for tracking, safety, accountability, and accessibility
 - Centralized administrative function provided by E@W
 - Internship and Coordinator/Employer matching
 - Payroll
 - Virtual Training
 - Timecards



The New Mexico Summer Enrichment Internship Program provides paid, meaningful internships for high school students. Internships are hosted by government agencies, nonprofits, and private sector partners, giving interns real-world work experience while meeting critical community needs. This program has been vital in bridging the gap between academic knowledge and practical work experience.

<https://nminterns.com/>



Structure

8 weeks long

Begins once students finish the school year and will last for most of their summer break.

14 hours of work per week

Students will work part-time, spending 14 hours each week working on projects or duties assigned by employer sites.

6 hours of career readiness

Internship Coordinators (ICs) will train students using a curriculum provided by the Work-Based Learning Alliance (WBLA).

Goals of SEIP

Provide high school students with job experience



Create lasting professional relationships



Build key practical and durable skills



Offer opportunities for career development and exploration



Employer of Record

E@W will be responsible for paying the student interns and ICs. E@W provides full liability and insurance coverage.

Coordinate Placements

E@W works with local operators to assign students to employer sites. E@W will provide sites a roster of students and contact info for ICs.

Administrative Work

E@W will handle all onboarding, compliance, ongoing support, and weekly timekeeping.

Education at Work's Role

Testimonials from Summer 2025 Employers

“This Program is amazing for youth and businesses.”

“(SEIP) gives us a chance to show interns future options in employment while teaching them everyday skills ...”

“Our student ... jumped in and tackled every project, while bringing a new perspective ... This was a fun and wonderful experience for all of us.”

Expectations of Sites

Success Day 1

Review Duties & Expectations

Building tour

Instruction on Machines

Finish any paperwork

**Identify Chain of Command
and back up**

Attire/Uniform requirements

DON'T FORGET!

- **Check in about students' schedule to verify changes**
- **Verify students understanding of clocking in and out especially for breaks or meals**
- **To inform you IC of critical information for student success**

Success @ End of Program

The student has tangible work experience in community

Completed all required projects

Returned any company property

Can identify personal strengths and growth opportunities

Felt supported & engaged

DON'T FORGET!

- **Provide students with training certificates as applicable**
- **Confirm if you will be a reference for students AND what that means**
- **Write letter of recommendation**

Safety Regulations

To keep a safe environment:

- **Adhere to federal and state child labor laws**
- **Stay aware of additional work restrictions for students aged 14-15**
- Provide proper training
- Keep students supervised
- Use safety equipment if needed
- Track emergency contacts
- Take reports of violence or harassment seriously
- Keep spaces substance free

Examples of industries and materials students are restricted from working with:

- Explosives
- Slaughtering, meat-packing, and meat processing
- Power-driven machinery
- Roofing
- Radioactive substances
- Forestry
- Trenching and excavations

Ongoing Engagement

Mutual Schedules

Interviews

Members of the EAW team, may want to talk to students and employers about what the program has meant to them

Content Capture

Willing employers and students can have the EAW team on site to capture photos and videos.

Ongoing Support

Internship Coordinators will do host site visits and have availability to support employers throughout the duration of the internship.

Virtual Communications

Weekly to biweekly updates and reminders



Polls or Forms requesting feedback



Student lead projects in your area and from across the state



Early access to information for participating in 2027



Available Resources

[NM Child Labor Law](#)

[Working as a Teen in NM](#)

[Federal Non-Agricultural Labor Law
\(Ages 14-15\)](#)

[Federal Non-Agricultural Labor Law
\(Ages 16-17\)](#)

[Education At Work Website](#)

[SEIP Website](#)

FAQs: <https://nminterns.com/faqs/>

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