****

**Student Timeline for 2022 SAMP Internship Program**

**Apprentice/Intern Timeline (check marks indicate completed)**

January 27-31, 2022, announcement to students and industry – Application packets delivered to schools

Prior to April, 2022 complete FAFSA and save the email that you receive that indicates scholarships and grants available to you

March 4, 2022 - Internship application completed packets due to Kathi Finfrock, 2797 E. Ajo Way, Tucson,85713

* 1. Completed Student Form- Areas of interest 2022
  2. Cover letter of interest addressed to **Southern Arizona Manufacturing Partners**
  3. Current resume including: contact phone number and personal email address (other than your high school email address)
  4. A referral from a teacher or career counselor (other than your Industrial Technology instructor)
  5. A copy of your current H.S. transcript including: GPA and attendance record
  6. A copy of your Pima Community College transcript showing dual credits obtained
  7. Confirmation of completed Federal Student Aid (FAFSA)
  8. Copies of all industry recognized certifications (example : NIMS, MMS or Solidworks)
  9. A copy of photo ID (state ID i.e. driver’s license) – for staff files only not shared with employers prior to interviews
  10. Completed Pima County One Stop WIOA SAMP checklist

March 18, 2022 - copies of applications delivered to interested SAMP partners hosting interns

April 7, 2022 - interviews at PCC Downtown Campus, Amethyst Rm. Interviews will begin at 8:30 sharp and continue until all candidates have been interviewed by all employers.

* Only companies providing interest forms will be notified to interview students.
* Only students who provide applications will be interviewed at this session.

April 15,, 2022 - students’ and employers rating sheets due to [kathi.finfrock@pima.gov](mailto:kathi.finfrock@pima.gov)

Mid to late May - placements announced

May 26 – June 3 - 2022, activities for applicants to identify possible eligibility for workforce funding includes attending a scheduled One-Stop Youth Center Introduction, Intake and TABE assessment event

May 26 – June 3 - 2022 meet with SAMP intern designated case manager

June 6, 2022 - all students will attend the SAMP Symposium. 2022 session held at AGM Container, 3526 E Ft. Lowell Tucson, 85716 Employers are encouraged to arrive for lunch with your intern

**June 7, 2022 - students start work assignment at Manufacturing site**

June - all interns will need to finalize ALL paperwork with case manager for PCC classes to receive request for approval by One-Stop management

August 15, 2022 - PCC classes begin

ALL INTERN COMPLETED APPLICATION PACKETS ARE DUE **MARCH 4, 2022**

TO: Kathi Finfrock, 2797 E. Ajo Way, Tucson,85713

**APPLICATION PACKETS WILL NOT BE ACCEPTED AFTER this date (3/4/22)**

Please contact Kathi Finfrock 724-6742 or [kathi.finfrock@pima.gov](mailto:kathi.finfrock@pima.gov), if you have any questions/concerns