

CITY OF OCEANSIDE**PROFESSIONAL SERVICES AGREEMENT****PROJECT: MEASURE X FY2025-26 MIRACOSTA COLLEGE DUAL ENROLLMENT PAID INTERNSHIP PROGRAM**

THIS AGREEMENT, dated July 1, 2025 for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and MIRACOSTA COMMUNITY COLLEGE, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**1. SCOPE OF WORK.** The project is more particularly described as follows:

The purpose of the program is to provide students from marginalized populations with equitable on-ramps to high-skill, high-wage, in-demand careers that directly correlate to their Career Technical Pathway specialty through paid internships and help build the local workforce.

- CONSULTANT will recruit and manage enrollment of 20 OUSD high school students for two semesters during the upcoming 2025-2026 academic year;
- CONSULTANT will establish contact for each potential employer and identify supervisors for each internship site to oversee each student;
- CONSULTANT will assign students faculty mentors to develop SMART goals for the internship, guide and evaluate the students throughout the internship through check-in meetings to assess progress toward goals and provide guidance and support their success;
- CONSULTANT will work with student(s) to ensure they have all resources (transportation, technology, professional attire, and compensation) to succeed and access the internship experience;
- CONSULTANT will ensure all performance evaluations are completed by site supervisor(s), students, student essays and faculty evaluation;
- CONSULTANT will submit monthly invoices for authorized grant expenses to the Grant Coordinator with supporting documentation for any expenses claimed by the 15th of the following month;
- CONSULTANT will submit a quarterly report to the Grant Coordinator with information about the participants including: number of youth attending; demographics (age, race/ethnicity, income levels, etc.); projects/activities/field

MEASURE X FY2025-26 MIRACOSTA COLLEGE DUAL ENROLLMENT PAID
INTERNSHIP PROGRAM

trips; report progress toward goals and outcomes; surveys/testimonials; partner referrals, and any successes or barriers to program implementation, due no later than the 15th of following month;

- CONSULTANT will submit a quarterly Non-Profit Org Financial Reporting Form to City's Finance staff by the 15th of the following month;
- CONSULTANT and its participants agree to participate in all Youth Services evaluation requirements and activities;
- CONSULTANT will attend monthly OCSP meetings to provide verbal report of progress and opportunities for collaboration with other youth providers;
- CONSULTANT is required to carry a Sexual Misconduct policy under their general liability insurance.

2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

4. **LIABILITY INSURANCE.**

4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2. CONSULTANT shall maintain liability insurance in the following minimum limits:

MEASURE X FY2025-26 MIRACOSTA COLLEGE DUAL ENROLLMENT PAID
INTERNSHIP PROGRAM

Comprehensive General Liability Insurance

(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance

(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
---------------------------------------	--------------

*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

CONSULTANT is required to carry Sexual Misconduct coverage on their general liability insurance when working with youth under the age of eighteen (18)

- 4.3** If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.
- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5** All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.

MEASURE X FY2025-26 MIRACOSTA COLLEGE DUAL ENROLLMENT PAID
INTERNSHIP PROGRAM

- 4.6 CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

5. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or

MEASURE X FY2025-26 MIRACOSTA COLLEGE DUAL ENROLLMENT PAID
INTERNSHIP PROGRAM

subsequent declaration by the CONSULTANT.

6. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of Thirty-Thousand Dollars (\$30,000). CONSULTANT agrees to submit all invoices for payment no later than the fifteenth (15th) of the following month. CONSULTANT will submit a quarterly Non-Profit Org Financial Reporting Form to City's Finance staff by the 15th of the following month. Failure to comply with these reporting requirement may result in delay of payment until reporting requirements are met.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

7. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY by June 30, 2026. All final reports shall be submitted no later than thirty (30) days after end of term or July 30, 2026.
8. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
9. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

10. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

MEASURE X FY2025-26 MIRACOSTA COLLEGE DUAL ENROLLMENT PAID
INTERNSHIP PROGRAM

11. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.
12. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

MIRACOSTA COLLEGE

CITY OF OCEANSIDE

By: 
Elba Gomez, Assistant Superintendent/
Vice President of Administrative Services

By: _____
Jonathan Borrego/City Manager

By: Elba G. Gomez
Name/Title

APPROVED AS TO FORM:

07428585
Employer ID No.

City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of San Diego)

On July 18, 2025 before me, Melanie S. Haynie,
(here insert name and title of the officer)

personally appeared Elba G Gomez

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]

(Seal)

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of PSA Measure X

City of Oceanside
containing 6 pages, and dated 07/18/25

The signer(s) capacity or authority is/are as:

- Individual(s)
 Attorney-in-Fact
 Corporate Officer(s) _____ Title(s)

- Guardian/Conservator
 Partner - Limited/General
 Trustee(s)
 Other: _____

representing: _____
Name(s) of Person(s) or Entity(ies) Signer is Representing

Additional Information

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:
 form(s) of identification credible witness(es)

Notarial event is detailed in notary journal on:
Page # 8 Entry # 8

Notary contact: _____

Other

Additional Signer(s) Signer(s) Thumbprint(s)



City of Oceanside: RFP No.25-07 Measure X- Youth Services Dual Enrollment Paid Internship Program Proposal

PROGRAM INFORMATION

Name of Program: Dual Enrollment Paid Internship Program

Purpose of Program: The purpose of the program is to provide students from marginalized populations with equitable on-ramps to high-skill, high-wage, in-demand careers that directly correlate to their Career Technical Education Pathway specialty through paid dual enrollment internships and help build the local workforce.

Amount Requested: \$44,600

Funding Justification: This proposal is seeking to secure the funding to continue offering paid dual enrollment internships to OUSD students for the 2025 – 2026 academic year.

Program timeline: July 1, 2025 – June 30, 2026

City Strategy Alignment: The program proposal is aligned with the city of Oceanside's youth services funding strategy 4: high school and post-secondary workforce development and student success

EXECUTIVE SUMMARY

Oceanside youth—particularly those from underserved neighborhoods—face barriers to career exposure, college access, and economic mobility. MiraCosta College's Dual Enrollment Paid Internship Program addresses this gap by providing high school students with the opportunity to earn college credit and gain hands-on work experience in high-demand industries. Through structured internships aligned with students' Career Technical Education (CTE) pathways, participants develop critical employability skills, receive mentorship from faculty and site supervisors, and earn compensation that supports their basic needs. The program primarily serves juniors and seniors from El Camino, Oceanside, and Surfside High Schools, with a focus on Hispanic/Latino, low-income, and first-generation students—many of whom contribute to their family's income and would otherwise be excluded from unpaid opportunities. With continued Measure X support, this initiative will place 20 students in meaningful internships in Spring and Summer 2026, empowering them to set postsecondary goals, build professional confidence, and transition into college and career pathways that improve their long-term outcomes and contribute to Oceanside's local workforce. If awarded,

funding will continue to support student compensation for internship hours and Student Success Scholarships for technology, professional attire, and transportation.

APPLICANT INFORMATION

Organization Name: MiraCosta College, Dual Enrollment Program

Location: 1 Barnard Drive, Oceanside, CA 92056

MiraCosta Website: miracosta.edu

Dual Enrollment Program Webpage: miracosta.edu/dualenrollment

Key Contact Information

MiraCosta College Primary Program Contact

Dean of Instructional Services

Zhenya Lindstrom

zindstrom@miracosta.edu

760.757.2121 ext. 2180

MiraCosta College Authorized Signee

Tim Flood

Vice President, Administrative Services

tflood@miracosta.edu

760.757.2121 ext. 6653

MiraCosta College Contracts Contact

Mina Hernandez

Director of Purchasing, Contracts & Material Management

mihernandez@miracosta.edu

760.795.6793

Vision Statement

MiraCosta College: MiraCosta College will be a leader and partner in transforming lives and communities through learning.

Dual Enrollment Vision for the Future: MiraCosta College aims to enhance educational opportunities for high school students by offering a comprehensive dual enrollment program with strong partnerships with local school districts, structured program pathways, and wraparound services and support

Organization Background and History

MiraCosta College (MCC) was founded in 1934 as a department within the Oceanside High School District. In line with its longstanding history of community support, an overwhelming 84% of the community voted to create a junior college months after the first 120 students began taking courses. Since then, MCC has grown to an enrollment of nearly 20,000 students annually, 43% of whom are Hispanic, making MCC a federally recognized Hispanic-Serving Institution. MCC's mission is to foster the academic and holistic success of diverse learners within a caring and equitable environment to strengthen the educational, economic, cultural, and social well-being of the communities

it serves. We achieve this mission through innovative teaching, learning, and support services, and by offering degree, certificate, career education, adult education, transfer, and life-long learning opportunities. MCC has an expansive reach across the region, offering programs and services at three sites whose backgrounds and needs are diverse and whose contributions are essential to the region's overall success.

The Dual Enrollment Program is one of MCC's exponentially growing programs that seeks to bridge the equity gap within higher education by expanding access to early college credit opportunities to marginalized local student populations. MCC has grown its dual enrollment efforts over the past several years and enrolled 792 unduplicated high school students in dual enrollment courses in 2024-2025 within its three feeder districts. Students within the program are exceptionally successful, with an 88% overall course success rate in 2023-2024 (2024-2025 data is in progress). One of MCC's strongest dual enrollment partnerships is with the Oceanside Unified School District (OUSD), which serves the Mesa Margarita/Libby Lake, Mesa Margarita/Back Gate, Eastside, and Crown Heights neighborhoods of Oceanside and represents 54.5% (432) of the programs unduplicated enrollments for the 2024-2025 academic year. MCC and OUSD established a College and Career Access Pathways (CCAP) Agreement for Dual Enrollment in 2017. Through this agreement, both districts have established a strong collaborative partnership to increase equitable access to early college credit opportunities for the diverse and underrepresented populations served by OUSD.

These data represent evidence of the effectiveness of dual enrollment as a strategy to engage disproportionately impacted students. Multiple studies have shown that students who participate in high-quality dual enrollment programs during high school are more likely to graduate from high school, enter college, and persist to completion. A 2017 What Works Clearinghouse Intervention Report summarized findings from five studies that met eligibility criteria on Dual Enrollment programs, finding they had positive effects on college readiness, access and enrollment, and degree attainment. Additionally, in the Community College Research Center brief "What Do Dual Enrollment Students Want? Elevating the Voices of Historically Underserved Students to Guide Reforms" by Aurely Garcia Tulloch, one of the six identified student wants is "DE courses to be aligned with career and academic pathways in their fields of interest" highlighting student's desires for career and major exploration while in high school and the opportunity for dual enrollment to meet the student need through work-based learning and workforce development.

MCC currently offers approximately 250 internships annually through which students receive transcripted credit. While traditionally enrolled students in some programs at MCC have work-based learning opportunities through internships, high school students who were dually enrolled had not yet benefited from these opportunities. Building on MCC's existing dual enrollment and Career Technical Education (CTE) offerings, MCCD collaboratively worked with OUSD and the City of Oceanside to offer a for-credit internship pilot program composed of BUS 136: Human Relations (3 units) in Fall 2023 and BUS 292: Internship Studies in Spring 2024 (1 unit). This pathway offered students

the opportunity to build meaningful work experience in different positions at the City of Oceanside that directly correlated to their CTE Pathway specialty and develop their employability skills. In Spring 2024, five students started and completed internships with the City of Oceanside within Housing, Administration, Business Management, Library/Public Service, Arts and Cultural Services, and Health Administration. In January 2024, the City of Oceanside awarded MiraCosta College a Measure X grant which allowed the program to convert the internships into paid Dual Enrollment internships, increasing access to socioeconomically disadvantaged student populations who contribute financially to their households. Through these internships, high school students gained professional work experience aligned with their career goals, while earning college credit. The grant funded their internship hours and provided scholarships to support students' basic and work readiness needs, such as technology, transportation, and professional attire. In late April 2024, the City approved an extension to support additional paid dual enrollment internships for Summer 2024 which supported an additional nine interns. This collaborative effort reflects MCC's continued commitment to equity, workforce development, and meaningful community partnerships that empower historically underserved students through early access to college and career pathways.

Current Programs & Activities

Currently, for the Spring 2025 semester, 13 students from El Camino, Oceanside, and Surfside High Schools are participating in internships through May 23, 2025, with four local employers: the City of Oceanside (including Housing & Neighborhood Services and the Public Library), Frontwave Arena, Main Street Oceanside, and Visit Oceanside. These internships directly align with students' prior Fall 2024 dual enrollment coursework in business, hospitality, computer science, and marketing and are intended to build career readiness while supporting transition into postsecondary education or employment. All participating students are enrolled in MiraCosta College internship courses (BUS 292, BUS 299, CSIT 292, and HOSP 292) and are earning 1–1.5 units of college credit. Students are compensated at \$20 per hour for 54–81 hours, receiving two disbursements totaling either \$1,080 or \$1,620, with the final disbursement scheduled at the end of May. Assigned MCC faculty mentors and employer site supervisors are providing mentorship and MCC and OUSD administrative staff are supporting each intern's overall success.

To remove barriers, the program awarded \$6,150 in Student Success Scholarships to address transportation, technology, and professional attire needs. Needs were assessed and documented through employer and student surveys. In addition to developing technical and industry-specific skills, interns receive guidance on soft skills, job etiquette, and goal-setting, increasing their capacity to pursue future employment or education. The Spring 2025 cohort reflects the program's commitment to serving Oceanside's priority youth populations:

- Grade Levels: 8 juniors, 5 seniors
- High School: 5 El Camino HS, 7 Oceanside HS, 1 Surfside
- Gender: 54% female, 46% male

- Ethnicity: 46% Hispanic/Latino, 15% each White, Asian, and Black/African American, 8% Pacific Islander, 8% Two or More Races
- First-Gen Status: 31% first-generation college students

MiraCosta College and OUSD are currently preparing for Summer 2025 internships, which will expand access to a new cohort of interns continuing to remove barriers, strengthen local partnerships, and to promote high school and post-secondary workforce development and student success

Organization Accomplishments

In 2023–2024, MiraCosta College successfully launched a paid Dual Enrollment Internship Program in partnership with Oceanside Unified School District (OUSD) and the City of Oceanside, supported by its first Measure X grant award. The program built on existing dual enrollment and Career Technical Education (CTE) pathways to provide high school students from underserved Oceanside communities with transcribed college credit and hands-on, career-aligned work experience. In its pilot year, 14 students completed internships within local business, hospitality/tourism, and STEM career fields. The following accomplishments highlight the program’s early success and impact:

- The Dual Enrollment program originally sought to facilitate 12 paid internships and exceeded its goal by supporting a total of 16 student internships across Spring and Summer 2024.
- All 16 OUSD high school students earned college credit and developed employability skills through paid internships in the business, STEM, hospitality, and public service sectors.
- The program demonstrated strong cross-sector coordination among MiraCosta College, OUSD, the City of Oceanside, and local employers to place students, register them in coursework, issue stipends and scholarships, and provide ongoing mentorship and support.

MiraCosta and OUSD received positive feedback from students, families, and employers, many of whom expressed interest in hosting future interns. The program not only removed barriers through wraparound services—including transportation, technology, professional attire, student check-ins, and mentorship—but also served as a model of equitable, community-based workforce development that expands early college and career access for Oceanside youth.

NARRATIVE

Population and Geography

The Dual Enrollment Paid Internship Program is intentionally designed to serve transitional-age youth (ages 16–18) attending Oceanside Unified School District (OUSD) high schools, with a targeted focus on students from historically underserved communities residing in the City of Oceanside’s designated opportunity neighborhoods—Mesa Margarita/Libby Lake, Eastside, Crown Heights, and Back Gate.

These neighborhoods face longstanding systemic challenges related to income inequality, college access, and workforce opportunity, which the proposed program aims to directly address.

OUSD is MiraCosta College's largest dual enrollment partner, representing 54.5% (432 of 792) of all unduplicated high school dual enrollment participants in the 2024–2025 academic year. The district's dual enrollment population closely reflects the broader youth demographics of Oceanside, with 61.6% of students identifying as Hispanic/Latino, 68.3% identifying as female, and 28.9% identifying as first-generation college students. These figures underscore the importance of providing targeted support to promote access to postsecondary education and career exploration for historically marginalized students.

The program specifically targets juniors and seniors enrolled in dual enrollment CTE pathways, offering them the opportunity to apply classroom knowledge in a professional setting while earning both high school and college credit. By connecting students to paid internships in high-demand fields, the program helps foster career readiness and introduces participants to sustainable employment options beyond traditional low-wage or unskilled labor.

Data from the California Department of Education's [DataQuest platform](#) (2021–2022) show that college-going rates in Oceanside are consistently below the state average. At El Camino High School, 36.9% of students enrolled in college following graduation, while 43.5% of Oceanside High School students and only 16.1% of Surfside Educational Academy students did the same. According to the 2024 California School Dashboard, 45.8% of El Camino High School students and 46.2% of Oceanside High School students are considered prepared for college or career success, compared to just 18.6% of Surfside students. Additionally, 71.8% of Surfside students are classified as socioeconomically disadvantaged, and many contribute to their household income, further limiting their ability to participate in unpaid career readiness programs.

The Dual Enrollment Paid Internship Program directly addresses these challenges by integrating academic and workforce readiness experiences in high-wage, high-growth fields. Through partnerships with local employers and targeted student support, the program aims to increase college-going rates, career readiness, and long-term economic mobility among Oceanside youth. Over the grant period, the program will serve an estimated 20 students, with approximately 10 students placed per semester in Spring 2026 and Summer 2026. By leveraging existing support systems and strong community partnerships, the program will continue to engage, retain, and empower youth with the skills, confidence, and resources needed to succeed in both college and career pathways.

Program Design

Proposed Activities & Services

Continue to offer paid professional experience to an estimated 20 OUSD high school students for two semesters during the upcoming 2025-2026 academic year. Students

will enroll in a one-credit MCC internship course 292, 299, or equivalent for a discipline related to their CTE Pathway or career goals. Students will work a minimum of 54 hours for 1 unit and 81 hours for 1.5 units within the enrolled semester, with placement at a local employer aligning with each student's CTE Pathway specialty. Internship disciplines will continue to include BUS 292 and HOSP 292 and allow the expansion to others as well. This initiative aims to expose students to the professional workforce, expanding their choices beyond traditional unskilled labor and acting as equitable onramps to high-skill, high-wage, in-demand careers while providing early career exploration for high school students.

In addition, students will earn high school graduation credit and college credit building their college transcript. Through the internship, students will have the opportunity to put into practice the knowledge acquired from previous pathway courses and explore career fields catered to their interests. With guidance from an MCC faculty mentor and site supervisor, students will develop attitudes and skills crucial for successful job performance and professional relationships. The Career Center has developed a comprehensive internship studies program [syllabus](#) that clearly outlines expectations and provides a comprehensive overview of the internship course. A key element is the incorporation of the MCC Faculty mentor who develops and serves as the trusted adult within the program as well as the site supervisor who will collaborate and work closely with the student to develop attainable goals, provide guidance, and advocate for the student's success. Beyond the work experience, interns complete reflective assignments and skill inventories to strengthen job etiquette, self-advocacy, and career readiness—addressing critical elements of Strategy 4 such as goal setting, improved connection to caring adults, and development of soft skills for sustainable employment.

The employability skills acquired during the internship will positively impact future employment opportunities, fostering connections that can serve as valuable references. The compensation component of \$20 per hour is integral, recognizing that students in the target population often contribute to their household income, making the program more accessible by supplementing their wages. Additionally, through the grant funding scholarships will be provided to address individual barriers related to transportation, technology, and professional attire based on internship requirements to mitigate barriers.

Challenges and Solutions

As previously mentioned, before the 2023 – 2024 academic year internship opportunities had not been extended to dually enrolled high school students. As pioneers of this initiative during the pilot year, the Dual Enrollment team ran into the below barriers and roadblocks but through proactive discussions and collaboration with different internal and external departments, has established processes that have allowed the program to run more smoothly and adjust as needed.

- **Student Employment Eligibility:** Due to MCC's administrative policy (AP 7270), high school students cannot be hired directly as student workers. To address this, the program worked with the MCC Financial Aid and Accounting offices to design a scholarship-based disbursement model using BankMobile. This allows students to receive stipends as non-wage scholarship awards, meeting legal requirements while ensuring timely payment.
- **Financial and Resource Access:** Students often face barriers such as lack of reliable transportation, appropriate work attire, and access to technology. The program's Student Success Scholarships mitigate these challenges, ensuring that each student receives tailored support that removes practical barriers to full participation. Wraparound services are coordinated in advance, and students are also connected to MCC's broader support resources, including food pantry access, counseling services, and textbook assistance.
- **Employer Recruitment:** Initially, some employers expressed hesitation about hosting high school interns. However, positive feedback from Spring and Summer 2024 participants—emphasizing professionalism, reliability, and skill—helped shift perceptions. Employers have since requested additional interns and referred colleagues within their organizations. As awareness and trust in the program grows, the employer network continues to expand across new departments and industries.

Timeline

The internship program will align with MiraCosta College's 2025-2026 academic calendar. The timeline dates will be based on the below general table outline and the start and end dates of each semester. The 2025-2026 academic year calendar the Spring 2026 semester will run from January 20th to May 22nd. The Summer 2026 semester dates are under development.

Action Item	Timeline	Responsibility & Partnerships
Recruit and manage enrollments of students into MiraCosta College internship course based on previously completed coursework and interest in career exploration opportunities.	1 month before the semester	A/R Specialist Dual Enrollment Team OUSD Partners
Assist students in the completion of required paperwork (MCC application & CCAP Form) and registration process.	3 weeks before the semester	A/R Specialist Dual Enrollment Team OUSD Partners
Collaborate with the MCC Career Center, Dual Enrollment Faculty Coordinator, and OUSD CTE Department to identify appropriate positions based on student interest with local employers and create sections.	3 weeks before the semester	MCC Career Center Amy Walker-Pinneo Zhenya Lindstrom Shelly Tampon

		Employer
Establish contracts with each employer and discuss student compensation details. The compensation processes may include scholarship disbursement to students, or the employer will invoice MiraCosta College with the paystubs for the cost of wages. MiraCosta will then reimburse the employer.	3 weeks before the semester	MCC Career Center Zhenya Lindstrom Amy Walker-Pinneo Employer
Identify site supervisors at each internship site to oversee each student.	3 weeks before the semester	MCC Career Center Zhenya Lindstrom Faculty Mentor Employer
Assign students faculty mentors to guide and evaluate the students throughout the internships.	2-3 weeks before the start of the semester	MCC Career Center Faculty Mentor
Dual Enrollment admin to connect with the students via a survey to identify internship technology, transportation, and professional attire needs for their positions and provide scholarships to students based on need.	2 weeks before the start of the semester	Dual Enrollment Admin Students
Distribute Student Success Scholarships/stipends to students.	First week of the semester	Dual Enrollment Admin
The faculty mentors coordinate check-in meetings with the students throughout the internship to assess progress toward goals, modify as needed, and provide guidance, and support their success. Faculty mentors work with students to develop SMART (specific, measurable, attainable, realistic, timely) goals for the internships with an action plan and individual project. Faculty mentors meet with the students on the agreed-upon schedule and check-ins with the site supervisors as needed.	Throughout the semester	Faculty Mentors Students
Performance evaluation completed by the site supervisors.	By the end of the semester	Site Supervisors
Students complete an essay identifying objectives achieved and competencies developed and reflecting upon the impact of the internship experience on education and career plans.	By the end of the semester	Students

Students complete a survey about the program and experience	By the end of the semester	Students
---	----------------------------	----------

Staffing and Partners

The program is supported by a skilled and diverse team of professionals across MiraCosta College, OUSD, and the employer network. Many team members are experienced in working with high school youth, and are committed to advancing educational equity. As a part of the MiraCosta College and OUSD onboarding processes, all staff and faculty working with minors complete required fingerprinting and background checks. Faculty mentors participate in structured training on the internship course and are supported by the Career Center and Academic Departments. This integrated team structure ensures every student receives consistent, supportive, and high-impact mentorship throughout their internship experience.

Name	Title	Project Role	Job Description
Dual Enrollment Team			
Zhenya Lindstrom	Dean, Instructional Services	Project lead to provide coordination and program management	Job Description
Ana Aragon	Assistant to Dean	Provide internship coordination assistance, grant management and administrative process assistance.	Job Description
Amy Walker-Pinneo	Hospitality Associate Instructor and Dual Enrollment Faculty Lead	Assist in coordinating internships and establish and strengthen partnerships with local hospitality and tourism employers.	Job Description
Marisol Zacarias	Early College Credit Admission & Records Specialist	Process student paperwork, registration steps, and enroll students	Job Description
Career Center Team			
Mike Green	Internship Coordinator	Provide assistance in identifying local employers, creating sections, drafting contracts, and	Job Description

		supporting of internship process and requirements.	
Financial Aid and Accounting Team			
Mike Dear	Financial Aid Director	Assistance with coordinating fund distribution to students	<u>Job Description</u>
Inger Hopkins	Financial Aid Supervisor	Assistance with coordinating fund distribution to students	<u>Job Description</u>
Gonzalo Lozano	Accounting Specialist	Assistance with coordinating fund distribution to students	<u>Job Description</u>
Internship Course			
Multiple, assigned when an internship is identified	MCC Faculty Mentor	Guides student throughout the internship course	<u>Internship Role</u>
Multiple, determined when an employer is identified	Site Supervisor	Provides onsite internship direction	<u>Internship Role</u>
OUSD Career Technical Education Team			
Teresa Collis	CTE Coordinator	OUSD high school partner internship coordination support.	N/A
Shelly Tampon	CTE Employee Training Specialist	OUSD high school partner internship coordination support and assist in identifying employers.	N/A
Current and Previous Local Internship Employers			
Erin Nakasone	City of Oceanside, Library	Local Employer	N/A
Maria Yanez & Michele Gehr	City of Oceanside, Housing &	Local Employer	N/A
ManLai Tam	Visit Oceanside	Local Employer	N/A
Chasen Eddow	Frontwave Arena	Local Employer	N/A
Mary Jo Canaletti	Main Street Oside	Local Employer	N/A
Fred Parker	OUSD, Bonds Department	Local Employer	N/A
Juan Hernandez	OUSD, OHS Environmental Science pathway	Local Employer	N/A
Stormi Posch	Marriot, Spring Hill Suites	Local Employer	N/A

Sustainability

The Dual Enrollment Paid Internship Program is embedded in MiraCosta College's long-term strategic vision to create clear, equitable onramps from high school to high-wage careers. The infrastructure—internship courses, faculty mentor models, and employer partnerships—is already institutionalized through Guided Pathways and Career Education initiatives. If Measure X funding is not renewed, MiraCosta College will continue to offer internships as unpaid internship experiences for credit while actively seeking other revenue sources including grant funding and Employer cost-sharing partnerships.

The program is poised for scale, with growing employer interest, consistent student demand, and an eligibility waitlist in place based on student interest and program age requirements. The college is committed to expanding the number of placements and employer partners annually to meet regional workforce and youth development needs.

Evaluation

MCC has multiple methods and sources to gather quantitative and qualitative data. Our existing student success database and dashboards provide baseline and comparison data which will facilitate the collection of all the data needed for summative project evaluation. The data that is collected includes student enrollments by semester and academic year, demographic make-up, and success rates.

<p>Process Measures</p>	<ul style="list-style-type: none"> • All identified students being placed in an internship with a local employer including hospitality/tourism employers, City of Oceanside, and OUSD. • All students being assigned a faculty mentor and site supervisor • Students have all the resources (transportation, technology, professional attire, compensation) to succeed and access the internship experience.
<p>Outcome Measures</p>	<ul style="list-style-type: none"> • 100% of students completing BUS 292, HOSP 292 or other internship course successfully and receiving HS graduation and college credit.
<p>Qualitative Measures</p>	<ul style="list-style-type: none"> • Students gained valuable workplace skills in a specific career specialty that enhances their resume and future career endeavors • Students are able to develop and assess SMART (specific, measurable, attainable, realistic, timely) goals related to the workplace.

BUDGET

25/26 Proposed Budget & Match

Expense	Description	Estimated Total Cost
---------	-------------	----------------------

Student Internship Scholarships/ Stipends	<ul style="list-style-type: none"> • An estimated 20 Student internship scholarships/ stipends <ul style="list-style-type: none"> ○ 1 unit: 10 students x \$20/hr x 54 hours=\$10,800 ○ 1.5 units: 10 students x \$20/hr x 81 hours=\$16,200 • An average of 10 students per semester, Spring 2026 and Summer 2026 <p>*Dependent on the agreement with the employer funds will be provided to students as a scholarship disbursement or reimbursement to the employer via an invoicing process.</p>	\$27,000
Student Success Support Scholarships	<p>Up to \$1,150 per student, dependent on employer and student surveys.</p> <ul style="list-style-type: none"> • Transportation: \$250x 20 students= \$5,000 • Technology: \$700 x 20 students= \$14,000 • Professional Attire: \$200 x 20 students= \$4,000 	\$23,000
Total Proposal Estimated Cost		\$50,000

25% Match (Minimum Match: \$50,000 * 25%=\$12,500)		
Item	Description	Estimated Match
5% of payroll costs from 25-26	A portion of the Dean's salary to support the coordination and management of dual enrollment internships. \$227,388 per year (Based on the <u>Academic Administrators Deans and Associate Deans 24/25 salary schedule, year 3</u>) x 5%	\$11,369.40
5% of payroll costs from 25-26	A portion of the Dean's Administrative Assistant's salary to support the coordination of the dual enrollment internships and grant management. \$85,476 per year (range 24, step 3 on the 2024/25 classified salary schedule) x 5%	\$4,273.80
Total Estimated Match		\$15,643.20

24/25 Award Budget

The program received an award of \$60,000/\$72,000 requested. The budget was adjusted for the award amount and to adhere to the new legislation of minimum paid internship hours and units, which decreased from a minimum of 75 paid internship hours to 54 paid internship hours per unit. Student were provided the option between a 1-unit internship course (54 hours) or a 1.5-unit internship course (81 hours).

Expense	Description	Estimated Total Cost
Student Internship Scholarships/ Stipends	<ul style="list-style-type: none"> • An estimated 24 Student internship scholarships/ stipends (24 students x \$20/hr x 54/81 hours=\$37,000) • Students were provided a choice between 54 hours for 1 unit or 81 hours for 1.5 hours. <ul style="list-style-type: none"> ○ 1unit: 54 hrs x \$20/hr=\$1,080 ○ 1.5 units:81 hrs x \$20/hr=\$1,620 <p>*Dependent on the agreement with the employer, funds will be provided to students as a scholarship disbursement or reimbursement to the employer via an invoicing process.</p>	\$37,000
Student Success Support Scholarships	<p>Up to \$1,150 dependent on internship minimum hour requirements and employer and student surveys.</p> <ul style="list-style-type: none"> • Transportation: \$200 (54 hrs)/ 250 (81 hrs)x 24 students • Technology: \$700x 20 students • Professional Attire: \$200 x 20 students 	\$23,000
Total Proposal Estimated Cost		\$60,000



City of Oceanside-Youth Services
RFP 25-07. CITY OF OCEANSIDE YOUTH SERVICES
PROPOSAL BUDGET TEMPLATE

Name of Individual or Organization

Grant Period

MiraCosta College

From: 7/1/2025 To: 6/30/2026

Name of Program

Funding Source (Measure X or Opioid Settlement Funding)

Dual Enrollment Program, Paid Dual Enrollment Internships

Measure X

Expense Categories

City of Oceanside 25% Match (if applicable) Total \$

Example: Program Manager \$ 50,000.00 \$ 12,500.00 \$ 62,500.00

A. Personnel

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

B. Fringe Benefits

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

C. Materials and Supplies

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

D. Transportation

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

E. Mileage

	\$ -	\$ -	\$ -
--	------	------	------

F. Insurance

	\$ -	\$ -	\$ -
--	------	------	------

G. Indirect

	\$ -	\$ -	\$ -
--	------	------	------

H. Direct Student Aid

Student Internship Scholarship/Stipends	\$ 27,000.00	\$ 6,750.00	\$ 33,750.00
Student Success Scholarships/Stipends	\$ 23,000.00	\$ 5,750.00	\$ 28,750.00

I. Totals

	\$ 50,000.00	\$ 12,500.00	\$ 62,500.00
--	--------------	--------------	--------------

DETAILED BUDGET NARRATIVE EXPLANATIONS

Example:

F/T Grant Manager=\$75,000 + \$18,750(25% Benefits) =\$93,750 Annually

Program Incentives = \$20 x 120 Students = \$2,400 Monthly

Maintenance for Van = \$2000 Annually (Gas=\$100/mo x 12 mos; oil change=\$200 x 4 (quarterly))

A-B. Personnel & Fringe

C. Materials and Supplies

D. Transportation

E. Mileage

F. Insurance

G. Indirect

H. Direct Student Aid

Student Internship Hours (1 unit)= \$20/hr x 54 hours x 10 students (Spring 2026 or Summer 2026)=\$10,800 fiscal year

Student Internship Hours (1.5 units)= \$20/hr x 81 hours x 10 students (Spring 2026 or Summer 2026)=\$ 16,200 fiscal year

Student Success Scholarships (up to) =(\$700 Technology stipend + \$250 Transportation stipend + \$200 Attire stipend) x 20 students (est. 10 per semester, Spring 2026 & Summer 2026) = \$23,000

Explanation of Match

Match Calculation: \$50,000 (requested funding) x 25%=\$12,500 minimum

Dean of Instructional Services, project coordination and implementation: \$227,388 (Annual Salary) x 5% (estimated project time allocation)=\$11,369.40 (Annually, Permanent FT district funded position)

Administrative Assistant to the Dean of Instructional Services, operational and administrative support for project: \$85,476 (Annual Salary) x 5% (estimated project time allocation)=\$4,273.80 (Annually, Permanent FT district funded position)

TOTAL PROJECTED MATCH: \$15,643.20