Internship Sponsoring Broker/Mentor Application

This Internship Program is a collaboration of efforts between the Los Rios Community College District and the Sacramento Association of REALTORS®. Los Rios students who apply for the program must be unlicensed and have successfully passed a class in Real Estate Principles.

As an SAR Sponsor/Mentor you play a critical role. The experience you provide a real estate student will help him/her decide if he/she wants to pursue a career in real estate. For this reason, the SAR Internship Committee has developed several guidelines to which Sponsor/Mentors must adhere. Although you have a significant responsibility for your Intern, those who have served in this capacity in the past have found it quite rewarding.

Please read the Sponsor Guidelines before completing this application to ensure you are in a position to serve in a Sponsor/Mentor capacity.

Application Deadline: January 5

Mentor Information

First name Last name

NRDS Cell phone

Email address

Office Information

Broker office

Office street address

City Zip

Office phone

Have you sponsored an intern in the past? ☐ yes ☐ no

If available, are you interested in sponsoring more than one intern? ☐ yes ☐ no

Why do you wish to sponsor an intern at this time?

What would an intern contribute to your office?

What could you contribute to an intern's understanding of the real estate industry?

Will you commit to nine hours per week for 16 weeks mentoring an intern? ☐ yes ☐ no

I have read and agree to the Sponsor/Mentor Guidelines and the list of Intern Activities accompanying this application.

_____ _____

Mentor Designated Broker/Office Manager

_____

Date

Please return your completed application by January 5 to Judy Wegener at jwegener@sacrealtor.org or SAR, 2003 Howe Avenue, Sacramento, CA 95825 | 916.437.1207 | fax: 916.779.3945

Internship Program at a Glance

- The Internship Program is a collaboration between Los Rios Community College District and the Sacramento Association of REALTORS®.

- Sponsors and/or Mentors work with students for 10 hours each week (time and date is decided by intern and sponsor) for 16 weeks.

- The semester begins January 21 and ends May 6

  Students attend class at SAR twice a month from 2:30 – 4:20pm on Wednesdays – January 21, February 4, February 18, March 4, March 25, April 8, April 22 and May 6.

- Sponsors **interview** potential interns on **Tuesday, January 13**. Sponsors may indicate their first, second and third choices of students but the Internship Committee will make the final decision on who will be placed with whom.

- Internship Professor: Pat Hogarty – hogartp@scc.losrios.edu
  SAR Internship Committee Chair: Sam Yee – sam4homes@aol.com
  SAR Internship Committee staff liaison: Judy Wegener – jwegener@sacrealtor.org

- If your intern misses more than two meeting in a row, please notify Professor Hogarty

- Interns cannot hang a real estate license with a broker during the internship period.

- Also, a sponsor shall not pressure his/her intern into joining his/her firm during the internship period.

SAR Sponsor/Mentor Guidelines

The purpose of this internship is to provide hands-on experience in a real estate office for college students who would like to pursue a career in the real estate industry. One reason for this real life experience is that it will help the student determine if he/she is a good fit for this business.

To be eligible to participate in the program a student must have completed a three-unit Real Estate Principles course.

Difference between a Sponsoring Broker and Mentor

For the purposes of the SAR/Los Rios Community College District Internship Program, we have designated Sponsoring Broker and Intern Mentor in the following manner.

A **Sponsoring Broker** is the designated broker who must approve the Intern and MLS application. The sponsor must adhere to the legal requirements listed below, sign the Internship Agreement and ensure that the Intern Mentor is following through with his/her responsibilities. The Sponsoring Broker

may assign one or more appropriate licensees to serve as the intern's mentor. The Sponsoring Broker may also be the Intern Mentor.

An **Intern Mentor** is the agent/broker who is working with the Intern under the Sponsoring Broker's license. The Mentor is responsible for adhering to the requirements listed below. More will be explained at the Mentor meeting being held prior to **Intern interviews on Tuesday, January 13 at SAR. The Intern Mentor Meeting is from 11am – noon. Interviews go from approximately 12:30 – 4pm. Attendance at this Intern Mentor Meeting is required.**

Intern Mentor Requirements

Since the Mentor is directly responsible for the activities of the intern, we are listing the requirements of the Mentor rather than the Sponsor. The Sponsor, however, must ensure the Mentor is following through with these requirements.

- Your role is to provide your Intern with enough exposure to the business that he/she can decide if it is meant for them. **The intern is not to be looked upon as "free labor."**

- Your intern must work in your office for a total of 144 hours – nine hours per week for 16 weeks. He/she will also be attending two-hour biweekly real estate educational sessions at SAR throughout the semester.

- Each Intern will be required to keep a log of his/her internship activities (including time worked) on a daily basis.

- Mentors must work out of a professional office and not their personal residence.

- All mentors must be member of SAR. If a mentor moves to another company, they must remain a member of SAR. If a mentor changes to another broker, the Internship Committee must approve the change and obtain a new signature from that broker.

- At the conclusion of the internship, both the sponsor and the student will be required to complete a written evaluation. If the internship is satisfactorily completed, the student will receive four units of college credit.

- Every intern will be given the same basic specified training and experience. The training will be as broad and meaningful as possible, while not involving the student in activities that would subject either the intern or the sponsor to liability for unlicensed activities.

- SAR will provide you with a list of activities we would like you to engage your Intern in throughout the 16-week semester. These include taking your Intern to an open house, watching you work on zipForm® and the MLS, preparing marketing materials, etc.

- It should be noted that the internship program is open to full-time and part-time students; however, many of the tasks needed to be accomplished in the program may require availability between the hours of 8:00am and 5:00pm, Monday through Friday.

Sponsoring Broker Legal Requirements

- Sponsoring Brokers must have workers compensation insurance. Please consult your insurance carrier to ensure your insurance covers interns.
- Sponsoring Brokers must have general liability insurance.

- You must follow laws against discrimination and you must comply with all applicable federal and state laws regarding discrimination in employment and ADA.
- As a participating Sponsoring Broker, you and each mentor must be in good standing with SAR.
- Carefully review the US Department of Labor, Wage and Hour Division Internship Program under the Fair Labor Standards Act.
- If an Intern is going offsite to do a business related activity – someone from the office must drive them.

Activities to be covered by Mentor

This is a list of activities we ask the Mentor to complete with his/her Intern during the 16-week program. More items will be added to this list and provided to you at our Sponsor/Mentor meeting on January 13. Please note that your Intern does not need to learn how to do these activities. They simply need to have exposure to them. If you have any questions, don't hesitate to call Judy Wegener at 916.437.1207.

- **MLS** – how to set up a buyer search, create a farm, use a lockbox
- **Safety** – view NAR Safety video, discuss tools to have on hand for protection
- **Appraisal** – How to do a CMA, What a BPO is and how to do it
- **Forms** – Review RPA, Listing Agreement, zipForm, Digital Ink, Counter offers/Addendums
- **Escrow & Title** – Purpose and role in a transaction, how to review a prelim
- **Financing** – Different types of loans
- **Inspections** – Home, pest, chimney, pool, sewer, etc.
- **Disclosures** – Review of standard disclosures, Agent AVID
- **Prospecting** – Hosting an open house, what a farm is, creating a database, how to use social media

2015 Internship Spring Schedule

Intern applications due	Tuesday, December 23, 2014
Mentor applications due	Monday, January 5, 2015
Mentor Orientation	Tuesday, January 13 11:00 12noon
Intern Interviews	Tuesday, January 13 12:30 4:00pm
Match Results notification	Wednesday Thursday, January 14 15, 2015
First day of class	Wednesday, January 21, 2015
Last day of class	Wednesday, May 6, 2015