



Mid-Ohio Regional
Planning Commission

LOCAL GOVERNMENT INTERNSHIP PROGRAM GUIDE

SUMMER 2016

CITY AND REGIONAL PLANNING



KNOWLTON
SCHOOL



**THE OHIO STATE
UNIVERSITY**

JOHN GLENN COLLEGE
OF PUBLIC AFFAIRS

FRANKLIN
UNIVERSITY 

The logo for Franklin University, featuring the text "FRANKLIN UNIVERSITY" in a blue, serif font. To the right of the text is a blue graphic consisting of three stylized, vertical, rounded shapes that resemble a building or a set of columns.

Mid-Ohio Regional Planning Commission (MORPC) Local Government Internship Program



Summer 2016 Start Date: May 16, 2016 End Date: August 19, 2016

MORPC is a voluntary association of approximately 60 Central Ohio governments and regional organizations which envisions and embraces innovative directions in transportation, energy and air quality, data and mapping, land use, planning and the environment, legislative advocacy and economic prosperity. MORPC member governments range from villages to counties and are located in and around Franklin, Delaware, Fairfield, Licking, Madison, Perry, Pickaway, Ross and Union counties.

MORPC is pleased to offer the Local Government Internship Program to member governments. MORPC coordinates the selection, placement, training and advising of the intern. Prospective host governments submit their intern requests by November 12, 2015 to the MORPC Internship Coordinator. (See the **Calendar** for the program dates). A list of the available internships and application instructions for interns will be sent to the partner schools on November 16, 2015. Undergraduate and/or graduate college students enrolled at our partner schools that meet the qualifications are recruited to fill the requests. Host governments will be able to conduct a final interview before the intern placement is confirmed.

Participating local governments pay MORPC a program fee of \$600 per intern and pay the intern a minimum hourly wage of \$10.00 per hour (\$13.00 per hour graduate students) less any taxes and/or required benefit deductions for any work performed for the host government by the intern.

Minimum Qualifications

- 30 hours of completed college coursework
- Interest in public service careers
- GPA 3.0 and above
- Currently enrolled in the requested majors at either Columbus College of Art and Design; Columbus State Community College, Franklin University and The Ohio State University-City & Regional Planning-Knowlton School of Architecture and/or John Glenn College of Public Affairs
- Legally eligible to work in the USA
- Two personal references (with at least one reference from a faculty member in the Partner School program).
- Interns must have their own reliable transportation

For questions about the application process, please contact Eileen Leuby at 614.233.4135 or via email eleuby@morpc.org.

INTERN INFORMATION

Intern finalists will need to successfully complete the respective host government's employment application process prior to commencement of work. Interns will need to furnish the appropriate documentation that verifies their eligibility to work in the USA as well as that they have completed 30 hours of college coursework and have earned a GPA of 3.0 or above. In most cases, an unofficial transcript can serve as the document to verify completed hours. In the case of OSU students, a current copy of the "student advising form" may suffice.

Interns hired by a local government are assigned a mentor at MORPC who will serve in an advisory role throughout the experience. Interns are solely responsible for obtaining approval and completing all actions required to earn optional college credit at their respective college/university department. MORPC does not represent or guarantee that these internships will meet coursework expectations as the assignments vary depending on the host government.

2016 CALENDAR

October 10, 2015	MORPC announces Local Government Internship Program to members.
November 12, 2015	Local government intern requests due to MORPC Coordinator.
November 16, 2015	MORPC notifies participating schools of intern requests. Partner schools notify students in intended majors of the application process.
January 4, 2016 4 p.m.	All intern applicant materials due to MORPC Coordinator.
January 5–January 28, 2016	Intern candidates are evaluated by the selection committee.
January 29, 2016	All Intern finalists and the potential host governments are notified. Host governments may elect to conduct additional interviews with their finalist candidate and must arrange to complete by February 11, 2016.
February 12, 2016	Host governments confirm interest in the intern to the MORPC Coordinator.
February 19, 2016	MORPC Coordinator will notify the intern if the host government confirms the selection of this intern finalist and next steps.
March 1, 2016	Intern finalists confirm acceptance of the placement at the host government to the MORPC Coordinator. Subsequent letters will be issued to confirm start dates, host location and any other pertinent information after any pre-employment requirements have been met.
May 16, 2016	MORPC holds orientation for interns at MORPC. MORPC Mentors meet with interns.
May 16–August 19, 2016	Interns complete the work hours.
July 1, 2016	MORPC Mentors submit mid-period contact forms to MORPC Coordinator.
August 18, 2016	MORPC Mentors final contact forms due to MORPC Coordinator.
August 18, 2016	Host Government submits Intern Performance Evaluation to MORPC Coordinator.
August 18, 2016	Interns submit completed Intern Feedback and Summary forms to MORPC Coordinator.
August 18, 2016	Interns receive Certificates of Completion from MORPC Coordinator at Celebration Event.
August 19, 2016	Interns complete check out process at host government.

BENEFIT TO HOST GOVERNMENTS

Internships are one of the most effective recruiting methods for hiring new college graduates. Interns provide assistance to participating governments for short term projects and special events. Interns offer new ideas and methodologies from their recent coursework and learning experiences. Interns are eager to learn and apply their knowledge. The process of mentoring a student allows participating governments to prepare students to become valuable contributors in the workforce. Participants gain supervisory experience and receive feedback from the students which can enhance their professional growth. The accumulated knowledge of existing staff is passed on to a new generation of entering professionals.

MORPC Local Government Intern Request Form– SUMMER 2016

NAME OF GOVERNMENT:

CONTACT NAME:

CONTACT TELEPHONE:

CONTACT EMAIL:

___ Yes, we would like to participate in the Local Government Internship Program (“Program”) for the Summer 2016. We agree to the responsibilities outlined on page 6.

___ Yes, we agree that we will be employing any interns through the Program, not MORPC, and that we are solely responsible for complying with, and will comply with, all applicable employment matters related to any intern we employ through the Program.

___ Yes, we agree that we are not relying upon any statement by MORPC regarding any intern that we employ through the Program and that we make our own decision regarding whether or not to hire an intern and under what conditions.

___ Yes, we acknowledge that we will be invoiced the \$600 Local Government Internship Program Fee per intern that covers items such as: intern orientation materials, initial applicant screening, intern job posting, initial telephone interview with intern candidate, and a portion of the coordination costs.

___ Yes, we have included the **Host Government Intern Criteria Desired**.

Host Government Intern Criteria Desired:

Local Internship Partners are listed below with suggested majors and projects. These partners offer additional majors and fields of study, however, preference will be given to students who most closely match the skills, studies and experience desired by the host government.

Please indicate the desired field of study for the internship you plan to offer:

A. The Ohio State University, Knowlton School's City & Regional Planning Section: These students are earning degrees in City and Regional Planning. They have completed the Professional Studio Class, which involves working in groups to complete a real-world planning project, and are preparing for their final year of studies. These students are interested in gaining practical experience in developing sustainable communities. These students are available to work 24 to 40 hours per week and have been pre-screened and recommended as outstanding students in their field of study by OSU Faculty. Ideal assignments include projects from any of the focus areas listed below and should involve a clear scope of work with deliverables for the students to complete over the summer.

Number of interns requested from this program:____ Hours per week:____

Check one or more of the focus areas listed below that best describe your project:

- ___ Community Development
- ___ Data Analysis/Research
- ___ Economic Development
- ___ Energy
- ___ Environment
- ___ Food/Public Health
- ___ GIS

- ___ Historic Preservation
- ___ House
- ___ Policy/Legislation
- ___ Public Involvement/Advocacy
- ___ Public Transit
- ___ Site Planning/Site Development
- ___ Sustainability

- ___ Transportation/Multi-Modal
- ___ Urban Design
- ___ Zoning/Development
- ___ Regulations
- ___ Other_____

B. The Ohio State University-John Glenn College of Public Affairs These students are earning degrees in Public Affairs. These students are primarily juniors or seniors interested in gaining practical experience in communications and organizational management. These students are available to work part-time or full-time.

Number of interns requested from this program: _____ Hours per week: _____

Check one or more of the focus areas listed below that best describe your project:

- | | | |
|--|--|--|
| <input type="checkbox"/> Policy/Legislation | <input type="checkbox"/> Issue management | <input type="checkbox"/> Research and analysis |
| <input type="checkbox"/> Public Involvement/Advocacy | <input type="checkbox"/> Social responsibility | <input type="checkbox"/> Budget analysis |
| <input type="checkbox"/> Internal/external relations | <input type="checkbox"/> Information dissemination | <input type="checkbox"/> Other _____ |

C. Columbus State Community College These students are completing two-year associates degrees and/or four-year degrees. The CSCC serves Delaware, Franklin, Madison and Union Counties through two campuses as well as student centers and online learning. A variety of potential projects are suited for these majors. These students are available to work part-time and/or full-time.

Please select the preferred majors for your local government needs and desired hours per week:

- | | |
|--|--|
| <input type="checkbox"/> Civil Engineering Technology (hours per week _____) | <input type="checkbox"/> Geographic Information Systems (hours per week _____) |
| <input type="checkbox"/> Construction Management (hours per week _____) | <input type="checkbox"/> Human Resource Management (hours per week _____) |
| <input type="checkbox"/> Criminal Justice (hours per week _____) | <input type="checkbox"/> Interactive Media (hours per week _____) |
| <input type="checkbox"/> Emergency Medical Services Technology (hours per week _____) | <input type="checkbox"/> Landscape Design & Management (hours per week _____) |
| <input type="checkbox"/> Environmental Science, Safety & Health (hours per week _____) | <input type="checkbox"/> Other major (hours per week _____) |

D. Columbus College of Art & Design These students are completing degrees in Fine Arts & Master of Fine Arts. Ideal projects include brand development, brand implementation, photography, graphic design, and video production. These students are available to work part-time or full-time.

Please select the desired majors and desired hours per week:

- Advertising & graphic design (hours per week _____)
- Animation (hours per week _____)
- Cinematic Arts (hours per week _____)
- Illustration (hours per week _____)
- Photography (hours per week _____)

E. Franklin University—Masters in Public Administration..Franklin University serves the needs of adult students who often take evening and online courses in combination with other responsibilities. The Masters Students in Public Administration are preparing for leadership careers in government and/or non-profit organizations. Students seek part-time internships where they can apply their organization skills. Ideal projects include department reorganization, succession planning, lean process improvements, strategic communications, work flow redesign, job description revisions, process documentation, and research and analysis among other areas.

Public Administration Masters Student (hours per week _____).

Local Government Summary

Host Government Name:

Intern Supervisor Name & Department:

Intern Supervisor Title, email, and telephone:

Brief Description of the Internship Position:

Check off skills desired:

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Microsoft office | <input type="checkbox"/> GIS | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Research |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Analytic | <input type="checkbox"/> Digital Photography |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Interpersonal | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other: _____ |

RETURN THIS statement via email to: Eleuby@morpc.org by November 12, 2016. For any questions, contact eleuby@morpc.org or 614.233.4135.el

Estimated Costs

Hours/week	Minimum Hourly Rate	Weekly Wage	14 weeks	Program Fee	New hire Drug test(a)	Background Check(a)	Estimate
12	\$10	\$120	\$1,680	\$600	\$25	\$65	\$2,370
24	\$10	\$240	\$3,360	\$600	\$25	\$65	\$4,050
40	\$10	\$400	\$5,600	\$600	\$25	\$65	\$6,290
(a) Host government chooses and manages							

Masters (Public Administration Franklin U) minimum hourly wage \$13 per hour

RESPONSIBILITIES OF HOST GOVERNMENT

Compensation

Participating governments agree to compensate the undergraduate students a minimum of \$10.00 (Graduate students a minimum of \$13.00) per hour minus any taxes and/or required benefits. Payments are made via a check made payable to the student by the participating host government. Interns are considered hourly paid temporary employees of the host government, not MORPC, during the internship period. Interns will have the opportunity to participate in additional MORPC programs during their experience to maximize their career preparation. MORPC registration fees will be waived for the intern. Host governments are expected to compensate the intern for the time spent at orientation, commission meetings, a MORPC social media workshop and the Intern Celebration Meeting. All other special MORPC related meetings are up to the discretion of the Host Government, as to whether the intern can be compensated for participation. Interns are considered part-time temporary employees and are not eligible for paid holidays unless otherwise noted in their employment agreement.

Supervision

All interns will report directly to a host government supervisor. Ideal work assignments are projects that can be completed in the allotted period. Interns will likely be interested in gaining practical work experience to help them prepare for careers in public service.

The onsite supervisor at the host government should ensure that the following topics are explained to the intern:

- Work space/use of computers/cell phones/work phones
- Dress code/office hours/parking information
- Break time/coffee/vending machines
- Location of restrooms/conference rooms
- Personal conduct standards/confidentiality/ethics/non discrimination;
- Security & safety/ emergency procedures
- Absence/schedule changes
- Visitor policy/keys/mail/supplies/copy center
- Holidays are non paid