



Mid-Ohio Regional
Planning Commission

LOCAL GOVERNMENT INTERNSHIP PROGRAM

Summer 2017

CITY AND REGIONAL PLANNING
 The Ohio State University

KNOWLTON
SCHOOL



THE OHIO STATE
UNIVERSITY

JOHN GLENN COLLEGE
OF PUBLIC AFFAIRS

FRANKLIN
UNIVERSITY



MID-OHIO REGIONAL PLANNING COMMISSION (MORPC) LOCAL GOVERNMENT INTERNSHIP PROGRAM



Summer 2017 (May 15, 2017 – Aug. 18, 2017)

MORPC is a voluntary association of approximately 60 Central Ohio governments and regional organizations that 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 provides a 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 in the fall to the MORPC internship coordinator. Undergraduate and/or graduate college students enrolled at our partner schools are recruited to fill the requests. The MORPC internship coordinator works with career centers and the college program faculty to identify students. Prospective interns submit an application that must include at least one faculty reference. Host governments 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 (\$13.50* per hour graduate students) less any taxes and/or required benefit deductions for any work performed for the host government by the intern.

*The recommended hourly minimum for the intern is \$12.00 per hour minimum (\$14 per hour graduate students).

Minimum Qualifications

- 30 hours of completed college coursework (undergraduates)
- 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-Masters in Public Administration and The Ohio State University-City & Regional Planning-Knowlton School of Architecture and/or John Glenn College of Public Affairs and/or College of Engineering
- Legally eligible to work in the USA
- Two personal references (with at least one reference from a faculty member in the college)
- 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.

The 2017 Local Internship Partner Institutions are listed below:

The Ohio State University:

- Knowlton School of Architecture - City & Regional Planning.
- John Glenn College of Public Affairs
- College of Engineering

Columbus State Community College – Several Majors

Columbus College of Art & Design - Graphic Design

Franklin University - Masters in Public Administration



2017 CALENDAR

Dates are subject to change. Final Program dates will be posted on the website.

Oct. 13, 2016	MORPC opens requests process to member governments.
Nov. 10, 2016	Local government intern requests due to MORPC coordinator.
Nov. 17, 2016	MORPC notifies participating schools of intern requests. Partner schools notify students in intended majors.
Jan. 9, 2017 4 p.m.	All intern applicant materials due to MORPC coordinator.
Jan. 9–20, 2017	Intern candidates are evaluated by the selection committee.
Jan. 23, 2017	Intern finalists and potential host governments are notified. Host governments may elect to conduct additional interview with potential candidate and must arrange to complete by February 10, 2017.
Feb. 10, 2017	Host governments confirm interest in the intern to the MORPC coordinator.
Feb. 15, 2017	MORPC coordinator notifies the intern if host government confirms the selection of intern finalist and next steps.
March 1, 2017	Intern finalists confirm acceptance of placement at host government to the MORPC coordinator. Confirmation of start dates, location, etc. is sent shortly after this date.
May 15, 2017	MORPC holds orientation for interns at MORPC. MORPC mentors meet with interns.
May 15–Aug. 18, 2017	Interns complete the work hours.
June-July	Social Media for Local Governments Forum (Optional).
July 5, 2017	MORPC mentors submit mid-period contact forms to MORPC coordinator.
July TBA	Career advising lunch (Optional).
Aug. 17, 2017	MORPC mentors' final contact forms due to MORPC coordinator. Host government submits intern performance evaluation to MORPC coordinator. Interns submit completed intern feedback and summary forms to MORPC coordinator.
Aug. 18, 2017	Interns receive Certificates of Completion from MORPC Coordinator at Celebration Event (TBA).

HOST LOCAL 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. Through the process of mentoring an intern, experienced staff are able to pass on accumulated knowledge to a new generation of future professionals. Participants gain supervisory experience which can enhance their professional growth. Interns are exposed to challenges in the day-to-day work activities. Hosts help attract talented students to choose careers in public service.



COMPENSATION, SUPERVISION & COSTS

Compensation

Participating governments compensate the undergraduate students at a minimum of \$10.00* (Graduate students at a minimum of \$13.50*) per hour minus any taxes and/or required benefits. Interns are considered hourly paid temporary employees of the host government – not MORPC – during the internship period. Interns have the opportunity to participate in additional MORPC programs during their experience to maximize their career preparation. Host governments compensate the intern time spent at orientation, commission meetings, a MORPC social media forum 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.

*The recommended hourly minimum for the intern is \$12.00 per hour minimum (\$14 per hour graduate students).

Supervision

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

The on-site supervisor at the host government is the designee to review these items with 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



Projected Program Costs are contingent on host's hourly rate:

\$10 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	10	120	1680	600	25	65	2370
24	10	240	3360	600	25	65	4050
40	10	400	5600	600	25	65	6290

(a)Host government chooses and manages

\$12 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	12	144	2016	600	25	65	2706
24	12	288	4032	600	25	65	4722
40	12	480	6720	600	25	65	7410

(a)Host government chooses and manages

\$13.50 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	13.5	162	2268	600	25	65	2958
24	13.5	324	4536	600	25	65	5226
40	13.5	540	7560	600	25	65	8250

(a)Host government chooses and manages

\$14 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	14	168	2352	600	25	65	3042
24	14	336	4704	600	25	65	5394
40	14	560	7840	600	25	65	8530

(a)Host government chooses and manages

\$15 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	15	180	2520	600	25	65	3210
24	15	360	5040	600	25	65	5730
40	15	600	8400	600	25	65	9090

(a)Host government chooses and manages



Best Social Media Practices for Local Governments 2016 Forum: MORPC Executive Director William Murdock and Columbus State Community College (CSCC) President Dr. David Harrison welcome interns to the opening session of the social media forum at CSCC's Center for Workforce Development.



(Left) MORPC Director of Public & Government Affairs Laura Koprowski, Marble Cliff Fiscal Officer Cindy McKay, Intern Harrison Allen, Marble Cliff Mayor Kent Studebaker and MORPC Executive Director William Murdock at Village of Marble Cliff.
 (Above) Intern Sarah Davis is pictured with City of Grandview Heights employees Kathy Kovacs, Bob Dvoraczky, Megan Miller, and Scott Gill.

INTERN INFORMATION

Interns hired by a local government are assigned a mentor at MORPC who serves 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.



MORPC Local Government Intern Request Form– SUMMER 2017

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 2017. We agree to the responsibilities outlined on page 4.

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 completed the **Host Government Intern Criteria Desired** below:

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 and equitable 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:

- | | | |
|---|--|---|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> House | <input type="checkbox"/> Urban Design |
| <input type="checkbox"/> Data Analysis/Research | <input type="checkbox"/> Policy/Legislation | <input type="checkbox"/> Zoning/Development |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Involvement/Advocacy | <input type="checkbox"/> Regulations |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Public Transit | |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Site Planning/Site | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Food/Public Health | Development | |
| <input type="checkbox"/> GIS | <input type="checkbox"/> Sustainability | |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Transportation/Multi-Modal | |

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. The Ohio State University-College of Engineering: These students are earning degrees in Civil Engineering. These students are primarily sophomores, or juniors interested in gaining practical experience in engineering. These students are available to work part-time or full-time. NOTE: These students are in short supply and command a higher wage to retain. It is recommended that they be compensated at a minimum of \$12 per hour. 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"/> Road Construction | <input type="checkbox"/> Public Services (water, utilities...) |
| <input type="checkbox"/> Other_____ | |

D. Columbus State Community College: These students are completing two-year associate 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 major for your local government needs. Hours per week:____

- | | | |
|--|---|---|
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Environmental Science, Safety & Health | <input type="checkbox"/> Landscape Design & Mgt |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> GIS | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Emergency Medical Services Technology | <input type="checkbox"/> Interactive Media | |

E. 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:

- | | |
|--|--|
| <input type="checkbox"/> Advertising & graphic design (hours per week____) | <input type="checkbox"/> Animation (hours per week____) |
| <input type="checkbox"/> Cinematic Arts (hours per week____) | <input type="checkbox"/> Illustration (hours per week____) |
| <input type="checkbox"/> Photography (hours per week____) | |

F. 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

Location:

Supervisor:

Approximate Average Hours per Week:

Description of the Internship Experience:

EXAMPLE A: The intern will be responsible for developing plans and guidelines to support the Strategic Plan Action Item No 2-Fifth Ave Corridor. The goal is to improve the aesthetic quality and economic return of W Fifth Ave between the Cambridge Blvd and the Norfolk Southern Railroad tracks which cross W Fifth Ave immediately east of the intersection of W Fifth Ave and the Dublin Rd (US Route 33). The work will include designing a unified business/office district with guidelines and recommendations that could include character, design, use and zoning that would set expectations for private and public investment. The overall scope of the project will include where feasible recommendations for consolidation of joint property owners to encourage better redevelopment. The intern may also assist with other planning and administrative duties.

EXAMPLE B: The intern will assist in Planning and Community Engagement. The internship will involve projects and initiatives related to policy and program development, data analysis, evaluation of operations, and public communication and/or involvement. Possible assignments include evaluation of the City's performance measurement program, refinement of the City's special event permit process, and review of options for addressing community wildlife concerns. Assignments may also include evaluation of the effectiveness of the City's façade grant/loan program and participating in business outreach as part of the City's BRE (Business Retention and Expansion) efforts.

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 10, 2016. For any questions, contact eleuby@morpc.org or 614.233.4135.



Mid-Ohio Regional
Planning Commission

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