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CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-05-046 AGL 05-84
TITLE: INTERNSHIP PROGRAM EFFECTIVE DATE: August 1, 1997 REVISION DATE: 9-27-05	

1.0 GENERAL

1.1 The City of Spokane recognizes the importance of collaborating with institutions of higher learning to provide internship opportunities for students.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedures shall apply to all City departments and divisions.

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "Internship" is a work experience for the primary purpose of providing a college student of sophomore academic level or higher, who is currently enrolled in an accredited college or university, with the opportunity to integrate academic material with on the job experience. Students enrolled in vocational schools are also eligible for appropriate on the job experience.

5.0 POLICY

- 5.1 The City of Spokane is committed to providing student internships whenever there is an opportunity to perform some research or implement a project which would be of mutual benefit to both the intern and the City of Spokane. As an employer committed to equal opportunity, the City will make efforts to hire persons in protected classes as interns.

6.0 PROCEDURE

6.1 Responsibilities

- 6.1.1 City departments are responsible for developing job descriptions for internship positions.
- 6.1.2 The job assigned to an intern should consist of projects which supplement the work of the sponsoring department.
- 6.1.3 The sponsoring City departments are responsible for drafting up a written internship agreement which shall contain a description of the internship, the duration of the internship and the training/projects to be completed. The agreement shall be signed by the supervisor, the department head and the intern.
- 6.1.4 City departments are responsible for providing informal and formal feedback to the intern. Formal feedback shall consist of two written evaluations, one to be provided after the intern has worked a month and one at the completion of the internship.
- 6.1.5 The Human Resources Department shall be notified of available internship opportunities.
- 6.1.6 Inquiries from students or colleges/universities/vocational schools about internship opportunities may be directed to the Human Resources Department staff, who will coordinate efforts to meet with the student to assess interests and then contact appropriate departments to develop internship possibilities.

6.2 Duration of Internships

- 6.2.1 Internships shall last no less than one quarter or semester and no more than three quarters or two semesters. The number of work hours are to be determined in consultation with the intern and/or the intern's academic advisor.

6.3 Compensation

6.3.1 Internships are normally unpaid. Compensation arrangements, if any, are to be worked out with the student and the department on a case by case basis. If interested in the City's Work Study program which is separate and distinct from internships, please refer to the City's Work-Study Policy (ADMIN 0620-05-012) for students interested in work-study arrangements.

6.3.2 Interns shall be informed in writing as to whether the internship is paid or unpaid. A copy of the correspondence shall be sent to the Human Resources Department prior to the start of the internship.

6.3.3 Interns shall not be permitted to start work until all the appropriate paperwork has been completed and processed.


7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

Internship Agreement

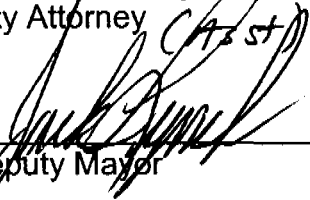
APPROVED BY:



City Attorney



Director



Deputy Mayor

9-12-05

Date

INTERNSHIP AGREEMENT

CITY OF SPOKANE
808 W. SPOKANE FALLS BLVD.
SPOKANE, WA 99201

A. TITLE / DURATION OF INTERNSHIP:

This internship agreement is between:

Name of Student: _____

College/University/Vocational School enrolled at:

Who is: So. Jr. Sr. Graduate Student standing

Under the faculty supervision of: _____

and
The City of Spokane

The student named above, hereinafter referred to as "intern" shall be:

Hired _____ as:

Department: _____

Under the supervision of: _____

Title: _____ Phone: _____

Beginning: _____ Ending: _____

(Internships may not last less than one quarter or semester and may not exceed 3 quarters or 2 semesters).

B. LEARNING OBJECTIVES:

During the course of the internship, learning objectives for the intern shall be as follows:

- (1)
- (2)
- (3)

(4)

(5)

Please attach if additional space is required.

C. ACCOMPLISHMENT OF OBJECTIVES:

Objectives will be accomplished as follows: *(scholarly project, seminar attendance, job duties, supplemental readings, etc. Please list.)*

D. INTERN EVALUATION DATES: *(two evaluations are required - one after the intern has worked one month and a final evaluation after the end of the internship)*

1st date: _____

2nd date: _____

E. COMPENSATION (if any):

The intern shall be compensated with a salary of \$ _____ per _____.

DATED THIS _____ DAY OF _____, _____.

SIGNED:

Department Head

Faculty Sponsor

Intern Supervisor

Intern