



EXPERIENCE! PHILADELPHIA *SUMMER IN THE CITY* MAYOR'S INTERNSHIP PROGRAM

Learn • Experience • Grow

Department Application for Mayor's Intern: Summer 2008

The following application is for City departments and offices to request a Mayor's Intern. Please feel out the application completely and submit electronically to:

mip@phila.gov by **March 28, 2008**.

Program Overview

The Mayor's Internship Program ("MIP") is an **8-week unpaid summer internship program for current undergraduates** (sophomore to senior year in college) beginning on June 9, 2008 and ending August 8, 2008. The Mayor's Internship Program is designed to expose interns to public service as a potential career, while providing them with hands-on work experience in City departments. Mayor's interns are assigned to projects providing research, administrative, and staff assistance to high-level City managers within City departments and offices and participate in group enrichment activities, including a weekly speaker series and group project. The **minimum weekly commitment** for Mayor's Interns is **20 hours/week** with **2-4 hours/week** spent participating in **leadership and training development**, typically on Fridays.

Department expectations when hosting a Mayor's Intern:

- Each intern will be assigned to a supervisor, with no supervisor assigned more than two (2) interns.
- Departments are asked to contact and review all applicants forwarded by the Office of Leadership Investment by **April 23, 2008**.
- Final decisions for intern selections are to be provided to the Office of Leadership Investment by **April 25, 2008**.
- Intern supervisors are asked to participate in a training in **May 2008**
- Intern supervisors must be available to host Mayor's Interns from **June 9, 2008 to August 8, 2008**.

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