Print Form

City of Philadelphia
Summer in the City
Mayor's Internship Program

Learn * Experience * Grow

Department Application for College/Graduate Interns: Summer 2010

The following application is for City departments and offices to request a Mayor's Intern (college intern). Please fill out the application completely and submit electronically to: mip@phila.gov by **February 12, 2010**.

Program Overview

The Mayor's Internship Program ("MIP") is a **10-week unpaid summer internship program for current upperclassmen enrolled in college and current graduate students** beginning on June 7, 2010 and ending August 13, 2010. 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 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 **20-25 hours/week** which includes **4-6 hours/week** 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 (2) interns.
- Host departments must identify space and supplies for their intern.
- Intern supervisors are asked to participate in a training in **May 2010**
- Intern supervisors must be available to host Mayor's Interns from **June 7, 2010 to August 13, 2010**.

Interview and Selection Timeline:

- **March 8, 2010:** Applicants forwarded to Department for interviews
- **March 31, 2010:** Department interviews completed*
  - ** If a department decides not to interview a candidate sent to them by the Office of Leadership Investment ("OLI"), they are asked to notify OLI staff of that decision.*
- **April 14, 2010:** Applicants notified by OLI staff of their selection to the program
- **April 19, 2010 - April 23, 2010:** Departments notified of the interns assigned to their department
- **June 7, 2010:** Program Start

Summer in the City Mayor's Internship Program
Department Application

Department Name: _____

Office of Leadership Investment Liaison: _____

**The OLI Liaison is the point of contact for the OLI in their specific department*

Number of Interns Requested: _____

Name(s) of Intern Supervisor: _____

(Reminder: A supervisor should host no more than 2 interns)

Education Level of Desired Intern: ☐ Graduate ☐ Undergraduate

1. **Please list and describe the project(s) or assignment(s) you will assign to your Mayor's Intern(s). If you have a job description, please attach. Keep in mind the desired education level of requested intern. For example, projects for graduate-level interns should be much more substantive and allow for more autonomy.**

2. **How is the project/work related to the mission and/or core functions of the department?**

3. **Please list preferred majors or areas of interest.**

4. **Please list preferred job or internship experience (i.e. banking experience, legal experience)**

5. **Ideal working hours (i.e. 9:00a - 1:00p; 8:30a - 12:30p, etc.):**

6. **Days of the week (interns must spend 14 to 16-hours/week in the department):**

   ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

7. **Is travel required to complete assigned projects or tasks?**

   ☐ Yes ☐ No

Summer in the City Mayor's Internship Program
Department Application

8. Will there be any additional documentation/clearances needed (to be coordinated and paid for by the department)? Check all that apply:

☐ Criminal Background ☐ Child Abuse Clearance ☐ Physical ☐ Other: _____

9. What buildings will your intern need access to?

10. Will your intern need access to the following (check all that apply):

☐ Internet Access ☐ Email Account

Please submit your application electronically to:
mip@phila.gov
by February 12, 2010.

For more information or questions, contact:

Stephanie Tipton, Stephanie.tipton@phila.gov, 215/686-3499
Tara Mohr, tara.mohr@phila.gov, 215/686-3492