Print Form

# City of Philadelphia
# *Summer in the City*
# High School Internship Program

**Learn * Experience * Grow**

## Department Application for High School Interns: Summer 2009

The following application is for City departments and offices to request a High School intern for the summer. Please feel out the application completely and submit electronically to: mip@phila.gov by **January 30, 2009**.

**Program Overview**

The City's High School internship program is a **6-week paid summer internship program for Philadelphia high school students** (sophomore to senior year) beginning in July 2009. One-hundred (100) high school interns will be placed in City departments and offices and will be assigned to various administrative and support tasks, while also participating in weekly workplace and leadership development trainings. Intern salaries will be provided by the City of Philadelphia and will not be the responsibility of the host department.

The **minimum weekly commitment** for high school interns is **16 hours/week** and an additional **4 to 6 hours/week** are spent participating in **workplace and leadership development activities** -- facilitated by the Philadelphia Youth Network and the Office of Leadership Investment -- typically on Fridays, outside of the department.

Department expectations when hosting a high school Intern:

- Each intern will be assigned to a supervisor, with no supervisor assigned more than two (2) interns.
- Each intern will be assigned a mentor within the department (does not have to be the supervisor) who will meet with their intern on a weekly basis. Department mentors may be assigned up to five (5) interns.
- Intern supervisors and mentors are required to participate in training in **May 2009.**
- Department supervisors and mentors must be available to host interns from **June 29, 2009 to August 7, 2009**.

Interview and Selection Timeline:

- **April 27, 2009** - **May 8, 2009:** Applicants are interviewed by the Office of Leadership Investment
- **June 1, 2009- June 5, 2009:** Department notification of intern placement
- **June 29,2009:** Program Start

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# 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)*

**Name(s) of Intern Mentor:** _____

*(Reminder: Mentors may host up to five (5) interns)*

1. **Please briefly describe the project(s) or assignment(s) you will assign to your high school intern(s). If you have a brief job description, please attach.**

2. **What particular interests (if any) are necessary for an intern working in your department?**

3. **Do you host or facilitate other summer high school internships within your department (ex: in partnership with community-based organizations)?**

   ☐ Yes ☐ No

   a. **If yes, please describe the internship and any partners:**

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

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

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

6. **Would you like to request interns from a specific school/program (i.e.: Philadelphia Academies, Inc.; vocational/technical schools) or neighborhood (please indicate by zip code)?**

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**7. Are there any skills or qualifications you would prefer you intern to have?**

**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?**

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**Please submit your application electronically to:**
**mip@phila.gov**
**by January 30, 2009.**

**For more information or questions, contact:**

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