



# **STUDENT INTERNSHIP PROGRAM**

**2009-2010**

**CITY OF GREELEY  
INTERNSHIP PROGRAM**

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**SECTION I**  
**CITY OF GREELEY**  
**INTERNSHIP PROGRAM**

The City of Greeley values a strong town/gown relationship. The internship programs offered by many City departments exemplify this desirable relationship. The City's internship program provides hands-on experience for students exploring career opportunities in government service and related fields. In return for its sponsorship of student interns, the City receives advisor-screened, motivated workers who provide an expanded staffing level for better delivery of public service to the community.

**PROGRAM OBJECTIVES**

- ◆ Maintain program standards that are comparable and complementary to educational standards
- ◆ Ensure the internship provides a beneficial learning experience for the student
- ◆ Provide students a greater awareness and knowledge of various municipal functions
- ◆ Provide experiences to enhance the development of the students talents and career goals
- ◆ Receive work product from student

## SECTION II

### INTERNSHIP PROGRAM OVERVIEW

#### INTERNSHIP GUIDELINES

Internships represent an opportunity to obtain a valuable learning experience for students. It is the City's intention to offer qualified, advanced majors a variety of internship opportunities. However, if such experiences are to be of value to the student, it is imperative that the assignments be made in a selective fashion. For that purpose, all internship assignments must conform to the following guidelines:

1. Applications must be made through the student's major advisor and are typically made no later than the beginning of the semester prior to the anticipated date of the internship.
2. Applications will be screened first by the student's advisor and then interviewed by City staff representing the department for which the internship placement is sought.
3. Internship assignments will be made on a competitive basis as judged by the number and type of courses completed, grade point average, and quality of interview.
4. The number of assignments will be for a minimum of one semester and is controlled by the number of positions/projects available at the City.
5. All internship assignments will be for a minimum of one semester. Successful applicants must be prepared to commit at least three hours per work shift to the assignment.
6. Credit will be calculated according to the number of hours worked. Forty-five contact hours equal one semester hour of credit. For example:

15 weeks at 9 hours per week = 3 credits

A variety of hours and days may be arranged with the consent of the City.

7. The City will evaluate the intern at the end of the semester. Forms provided by the interns academic advisor or the forms found in this intern packet will be used for the final evaluation.

## **GENERAL INFORMATION AND EXPECTATIONS**

### **PAY**

The majority of City internships are unpaid. There may be a situation in which additional hours in projects outside the scope of the internship may warrant some stipend. Any stipend for service would be arranged between the student and Department Director. Activities that required the use of the intern's personal car, other than to and from the internship work site, is reimbursed at the current mileage rate. Reimbursement must be arranged by the Department Director in advance.

The City does have a contract agreement with the University of Northern Colorado to hire qualified work/study students. However, work/study students are not considered interns. For more information regarding work/study opportunities, contact the City's Human Resources Department at (970) 350-9715.

### **WORKING ATTIRE**

Style of dress may vary according to the area in which the work occurs. Generally, the intern should dress in a fashion consistent with the departmental staff with whom she/he will be working. The general attire is casual but neat and clean with a more professional appearance expected when meeting with special groups (such as citizen advisory boards) or City Council. The intern acts as a representative for the City and is expected to present a professional image accordingly.

In general not acceptable:

-shorts	-sweat shirts and sweat pants
-short skirts	-spandex
-capris	-low cut, see-through or backless attire
-overalls	-skorts
-tennis shoes	-tank tops, tee-shirts or "short" shirts
-flip-flop or thong footwear	(no midriffs)

### **PROFESSIONAL EXPECTATIONS**

It is important for students to become familiar with the guidelines, regulations, philosophies, and organizational structure of the department in which the internship is based. Interns are expected to represent the City in an informed and professional manner.

All interns are considered probationary and can be terminated at the discretion of the supervising City staff member; however, City staff will generally confer with the intern and the intern's advisor/supervisory instructor before the intern can be released.

As with a paid position, it is essential for the intern to notify his/her City supervisor if she/he is going to be late or absent from work. City workers arrange their schedules around the intern's availability and need to be able to reprioritize work projects if an intern has difficulty in arriving for work when planned. Missed hours are expected to be made up.

## **CITY INTERNSHIP OPPORTUNITIES**

### **CITY CLERK'S OFFICE**

This office is responsible for managing all records of the City, administering liquor licensing, and conducting municipal elections. In addition, this office is responsible for the recruitment and orientation of citizens who serve on the various boards and commissions.

#### **INTERNSHIP POSSIBILITIES**

Internship opportunities within this Department could involve projects within the Elections, Records Management, Clerk to the City Council, and/or Liquor Licensing functions of the City Clerk's Office. Special projects assigned throughout the year could also serve to provide internship possibilities as well.

Department Contact: Betsy Holder (970) 350-9742

### **COMMUNITY DEVELOPMENT DEPARTMENT**

This department is comprised of five divisions: Building Inspection, Planning, Natural Resources, Neighborhood Resource Office and Urban Renewal. The Building Inspection Division assists in safeguarding the public through the uniform enforcement of building codes. The Planning division is responsible for monitoring land use, zoning, and related land development matters, including long-range planning and community trend analysis. The Natural Resources Division is responsible for the enforcement of the City's sanitation and zoning codes, the Poudre River Trail, Greeley Farmers' Market, air quality and other environmental programs. The Neighborhood Resource division provides assistance and support to neighborhoods through problem solving, grants, block parties and newsletters. The Urban Renewal division, funded largely through federal funds, is responsible for carrying out an annually developed work program, which generally focuses on redevelopment issues, such as neighborhood revitalization, housing assistance, and community service projects, particularly those involving low- and moderate-income persons.

This Department prefers interns who are in at least their junior year of study. A background in geography, environmental studies, political science, urban planning, or related areas is suggested.

#### **INTERNSHIP POSSIBILITIES**

Work in this department usually takes the form of individual research projects. Examples include research in support of the Capital Improvements Plan, review of current planning projects, investigation of various environmental concerns, research related to demographics, census information analysis, and assisting in research for neighborhood improvement plans. Students are also encouraged to attend development review, Planning Commission, and City Council meetings.

Department Contacts: Mike Garrott (970) 350-9874

## **CULTURAL AFFAIRS DEPARTMENT**

The operation, maintenance, and programming of the City's four museums and the Union Colony Civic Center, as well as sponsorships of three community festivals, are all responsibilities of this department.

The number of internship hours is negotiable; many of the events associated with this area take place on weekends and at night.

### **INTERNSHIP POSSIBILITIES**

Within the Cultural-programming field, opportunities would exist to work with such projects as Arts Picnic, Festival of Trees, and Cinco de Mayo Semana Latina. In relationship to the auditorium, work could include assistance with programming events, special shows, and promotions. Internships are also available within the City Museums and can include activities related to interpretation, collections, exhibits, and teaching in the Museum Schools classrooms. Interns with a background in arts administration, performing arts, music, visual arts, marketing, humanities, sociology, conservation, musicology, recreation, journalism, history, theater, education, management, business (retail & non-profit), anthropology, and related fields are sought.

#### **Departmental Contacts:**

UCCC, Public Arts, Community Festivals: Susan Riley (970) 350-9454

Museums: Chris Dill (970) 350-9217

Historic Preservation: Betsy Kellums (970) 350-9222

## **FINANCE DEPARTMENT**

The Finance Department provides information to citizens about various permitting and licensing procedures and accounts of revenues and expenditure for each City function. The department provides financial reports, manages fund investment, and issuance of bonds.

An intern working in this department should have a background in accounting, investments, or debt management.

### **INTERNSHIP POSSIBILITIES**

An intern would gain exposure of the department by collecting background information as well as handling such projects as the preparation of system manuals, organizational analysis, auditing, and bill collecting.

Departmental Contact: Tim Nash (970) 350-9730

## **HUMAN RESOURCES DEPARTMENT**

The Human Resources Department develops and administers programs designed to assist departments and supervisors in enhancing employee work-life quality, encouraging productivity, increasing job satisfaction, and supporting employee growth and development. This department manages the City's programs for employment, recruitment and testing, compensation, benefits, health and safety, employee communications, policy development, training, employee recognition, and collective bargaining.

### **INTERNSHIP POSSIBILITIES**

Internships in this department could involve any aspect of human resources management. Past interns have assisted with modification of the classification and compensation program, establishing a training library and tracking process, and research of specific employment issues.

Departmental Contact: Sharon McCabe (970) 350-9714

## **PARKS DEPARTMENT AND RECREATION DEPARTMENT**

The Parks department contains five major divisions: Parks, Cemetery, Forestry, Recreation, and Golf Course. Programs and services are provided for all age and ability groups.

### **INTERNSHIP POSSIBILITIES**

Internship positions within this department could involve work with a specific age group, such as youth or seniors, or with a particular recreation program. Possibilities also exist in support of many special advisory board undertakings such as a demonstration xeriscape project, promotion of Arbor Day, and other related activities.

Parks Departmental Contact: Ron Williams (970) 350-9391

Recreation Departmental Contact: Ken D'Amato (970) 350-9425

## **POLICE DEPARTMENT**

The Greeley Police Department offers a Career Exploration Internship Program. The program is designed to familiarize college and high school students with the Greeley Police Department and the Criminal Justice system.

### **INTERNSHIP POSSIBILITIES**

Interns may work and/or observe in some or all of the following divisions; patrol, investigations, police records, communications, community service, police property and evidence, computer services, victim services, training, crime analysis, juvenile probation, and Weld Adolescent Resource Section. Individualized internships can also be arranged to accommodate a student's educational interests.

Departmental Contact: Jim Henkel (970) 350-9622

## **PUBLIC INFORMATION**

This function, coordinated through the City Manager's Office, works to provide a communication link between citizens and City government through the development of public relations and educational pieces, marketing of City events, advertising of public meetings, and coverage of meetings and local issues in the media and on the City's Government access TV channel.

A student intern with a background and/or training in marketing, public relations, or journalism is preferred.

### **INTERNSHIP POSSIBILITIES**

Intern projects in this area would likely involve writing projects, such as advertising copy, news releases, and support work for special projects such as the community events, power point presentations, citizen newsletters, and local government access TV programming.

Departmental Contact: John Pantaleo (970) 350-9702

## **PUBLIC WORKS DEPARTMENT**

The Public Works Department is responsible for designing, constructing, and maintaining the City infrastructure, such as streets, traffic management, drainage systems, bus operation, the cemetery, and City fleet maintenance.

### **INTERNSHIP POSSIBILITIES**

An intern in this department will have exposure to the vast number of programs associated with this field and may be involved with research on ways to provide the most efficient way to deliver such services to the public, generate further revenues, and explore provision of service to accommodate unmet public needs.

Departmental Contact: Steve Bagley (970) 350-9792

## **SPECIAL POSSIBILITIES**

Occasionally, special projects of a citywide nature arise which may be managed from the City Manager's office. The Manager's office works directly with the City Council, all City departments, and programs of a comprehensive scope.

### **INTERNSHIP POSSIBILITIES**

An intern working in this area could be involved with specialized research and project support functions. Interns have been used in the past for assistance with expansion of the public operations and review of insurance policies.

Departmental Contact: Leonard Wiest (970) 350-9775

## **UNION COLONY FIRE/RESCUE AUTHORITY**

The Fire/Rescue Authority is comprised of three divisions: Community Services, Operations, and Emergency Preparedness. The Community Services Division is responsible for all fire prevention activities, which include inspections, public safety education, fire investigation. This division is also responsible for records management and public information. The Operations Division is comprised of the emergency field response units of the Authority, which respond to emergency medical calls, vehicle accidents, fires, hazardous materials incidents, technical rescue situations, and water rescue. The Operations Division is also responsible for fire station and equipment maintenance. The Emergency Preparedness Division plans, coordinates, and delivers fire, emergency medical service, and various types of rescue training, to members of the Authority. Emergency management planning, training, and coordination are also a responsibility of the Emergency Preparedness Division.

The Authority prefers interns who are in their junior year of study, and who are able to commit an average of 20 hours per week. Study in the fields of fire protection, engineering, safety, exercise physiology, education (adult and childhood), marketing, or computer science would be suggested.

### **INTERNSHIP POSSIBILITIES**

Code research and plans review, development of Public Education Programs for adults and children, development and research of safety programs, marketing plans, emergency management plans/program development, and work within the Authority's computer system are examples of potential work programs.

Departmental Contact: Doug Forsman (970) 350-9515

## **WATER AND SEWER DEPARTMENT**

The Water and Sewer Department is responsible for delivering water to and treating wastewater from homes and business. It also designs, constructs, and maintains water and sewer structures and facilities, such as dams and reservoirs, pipes, and treatment plants. A background in environmental studies, engineering, or geography is suggested.

### **INTERNSHIP POSSIBILITIES**

An intern in this department could have opportunities in the following programs: water quality sampling, geographical information systems, water rights accounting, distribution system analysis, and sewer system modeling.

Departmental Contact: Stuart Larman (970) 350-9815

## **COMMUNITY OUTREACH - YOUTH SERVICES**

Greeley Community Outreach - Youth Services is a unique division of city government that focuses on positive youth development by building relationships and collaborative partnerships. Core services provided include Information Resource and Referral, Youth Net, Community and Leadership Events, and Community Consulting.

### **INTERNSHIP POSSIBILITIES**

An intern in this department could have opportunities to be involved in the areas of youth programming, special events, and grant research.

Note: Students are encouraged to suggest specific areas in which an internship is desired. If the proposed project offers benefit to the City or the public, it will be considered.

Departmental Contact: CJ Archibeque (970) 350-9548

## SECTION III

### INTERNSHIP APPLICATION AND REVIEW PROCESS

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Student Contacts Specific Department and Obtains  
Internship Packet and Application Form

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Student and Advisor Complete Application Form  
Student Returns Form to City With Any Additional Materials  
Requested by the City. (e.g. Resume, Transcripts,  
Portfolios)

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Interview Set Between Student and City Staff

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Based Upon Interview, Student Interests, and Student  
Strengths, a Work Program is Developed and an  
Internship Approved

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Internship Commences

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**CITY OF GREELEY  
INTERN APPLICATION**

RETURN COMPLETED FORM TO: **City of Greeley  
Human Resources Department  
1000 10<sup>th</sup> Street  
Greeley, CO 80631  
(970) 350-9710 Fax (970) 350-9707**

<b>APPLICANT</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Email address:</b>		
<b>Phone:</b>	<b>Day:</b>	<b>Evening:</b>

<b>EDUCATION</b>
Name of University or College:
Class Standing---Freshman    Sophomore    Junior    Senior    Graduate---Masters    PHD
Degree Major:
Degree Minor:
Anticipated Graduation Date:
Cumulative Grade Point Average:

<b>COMMUNITY SERVICE / EXTRA CURRICULAR INVOLVEMENT</b>

**INTERNSHIP AREA OF INTEREST**

Internship is for which semester?      Fall                      Spring                      Summer

Please select and circle an area of interest(s):

- City Clerks Office
- Community Development Dept.
- Cultural Affairs
- Finance
- Human Resources
- Parks and Recreation Department
- Police Department
- Public Information
- Public Works
- Special Projects
- Union Colony Fire Rescue Authority
- Water and Sewer Department
- Community Outreach – Youth Services

**SCHEDULE**

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Please check available days and times for internship. Indicate approximate hours per time slot.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Weekends</i>
<i>Morning</i>						
<i>Afternoon</i>						
<i>Evening</i>						

List any classes, work or other scheduling conflicts that may occur during the semester:

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The information provided herein is complete and accurate. I understand that no compensation or employment privileges would be extended to me as a result of acceptance of this internship approval.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SECTION B: TO BE COMPLETED BY STUDENT ADVISOR**

- 1. Name/Title: \_\_\_\_\_
- 2. Department: \_\_\_\_\_
- 3. Address: \_\_\_\_\_
- 4. Phone: \_\_\_\_\_

5. Course Requirements for Internship:

Projects/Products Expected from Student as Part of Internship  
(e.g. daily log, report)

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

6. Frequency of advisory contacts/supervision of student:

\_\_\_\_\_

7. What is desired from the City as part of the student evaluation? Please attach a copy of the evaluation form to be used in rating the intern at the end of the semester.

\_\_\_\_\_

8. Is the student applicant endorsed by you as a candidate for a City internship?

Yes    No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION C: TO BE COMPLETED BY CITY PERSONNEL**

1. Staff Contact: \_\_\_\_\_

2. Department: \_\_\_\_\_

3. Phone Extension: \_\_\_\_\_

4. Interview Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Internship Approved:

Yes (Attach internship work program)       No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INTERN PERFORMANCE APPRAISAL

The purpose of this appraisal is to provide documentation of performance for future reference as well as to provide feedback to the intern in improving and continuing development in his/her profession.

The following scale is used for intern performance:

- |   |  |
|---|--|
| <input type="checkbox"/> Exceptional Performance<br><input type="checkbox"/> Satisfactory Performance | <input type="checkbox"/> Strong Performance<br><input type="checkbox"/> Performance Improvement Required |
|---|--|

Job Element	Performance Rating	Reasons for Performance Rating
1. General Work Habits * Attitude Toward Assignments * Attendance * Daily Work Habits * Ability to Work with People		
2. Technical Skills * Initiative * Problem Solving * Completion of Tasks		
3. Communication * Written Skills * Verbal Skills		
4. General Comments * Overall Performance		

If no evaluation form is provided by the student's advisor, this document will be used to appraise the student's performance.

Intern's Comments:

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\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

## INTERN TIME SHEET

Intern: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Week Ending: \_\_\_\_\_

### Record of Daily Hours by Activity

Activities: Briefly Describe and List	Monday	Tuesday	Wednesday	Thursday	Friday
Meetings: (Names of Meetings)					
Reading/Conference/ Other					

Daily Total Hours      \_\_\_\_\_

Weekly Total \_\_\_\_\_

Cumulative Total \_\_\_\_\_

**CITY OF GREELEY  
INTERN EXIT INTERVIEW FORM**

The City staff invites comments from students who have participated in City-sponsored internships in order to improve the program. Your candid responses would be greatly appreciated.

Student Intern \_\_\_\_\_

Department Placement \_\_\_\_\_

Date of Internship \_\_\_\_\_

How did you learn of the City Internship Program?

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What intern activities were most enjoyable or of greatest benefit to you?

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Least interesting and/or beneficial?

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Was supervision of your work sufficient and helpful? If not, please describe further.

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Did you gain a better understanding of this particular department and overall city functions as a result of the internship?

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Would you recommend this internship program to other students? If not, please explain.

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Do you have any suggestions to improve the City Internship Program?

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