



Mid-Ohio Regional
Planning Commission

LOCAL GOVERNMENT INTERNSHIP PROGRAM DESCRIPTION

Summer 2017

CITY AND REGIONAL PLANNING
 THE OHIO STATE UNIVERSITY

KNOWLTON
SCHOOL



THE OHIO STATE
UNIVERSITY

JOHN GLENN COLLEGE
OF PUBLIC AFFAIRS

FRANKLIN
UNIVERSITY



MID-OHIO REGIONAL PLANNING COMMISSION (MORPC) LOCAL GOVERNMENT INTERNSHIP PROGRAM



Summer 2017 (May 15, 2017 – Aug. 18, 2017)

MORPC is a voluntary association of approximately 60 Central Ohio governments and regional organizations that envisions and embraces innovative directions in transportation, energy and air quality, data and mapping, land use, planning and the environment, legislative advocacy, and economic prosperity. MORPC member governments range from villages to counties and are located in and around Franklin, Delaware, Fairfield, Licking, Madison, Perry, Pickaway, Ross and Union counties.

MORPC provides a Local Government Internship Program to member governments. MORPC coordinates the selection, placement, training, and advising of the intern. Prospective host governments submit their intern requests in the fall to the MORPC internship coordinator. Undergraduate and/or graduate college students enrolled at our partner schools are recruited to fill the requests. The MORPC internship coordinator works with career centers and the college program faculty to identify students. Prospective interns submit an application that must include at least one faculty reference. Host governments conduct a final interview before the intern placement is confirmed.

Host governments pay the intern a minimum hourly wage of \$10.00* per hour (\$13.50* per hour graduate students) less any taxes and/or required benefit deductions for any work performed for the host government by the intern.

*The recommended hourly minimum for the intern is \$12.00 per hour minimum (\$14 per hour graduate students).

Minimum Qualifications

- 30 hours of completed college coursework (undergraduates)
- Interest in public service careers
- GPA 3.0 and above
- Currently enrolled in the requested majors at either Columbus College of Art and Design, Columbus State Community College, Franklin University-Masters in Public Administration and The Ohio State University-City & Regional Planning-Knowlton School of Architecture and/or John Glenn College of Public Affairs and/or College of Engineering
- Legally eligible to work in the USA
- Two personal references (with at least one reference from a faculty member in the college)
- Interns must have their own reliable transportation

For questions about the application process, please contact Eileen Leuby at 614.233.4135 or via email eleuby@morpc.org.

The 2017 Local Internship Partner Institutions are listed below:

The Ohio State University:

Knowlton School of Architecture
City & Regional Planning.

John Glenn College of Public Affairs

College of Engineering – Civil Engineering Majors
Columbus State Community College – Several Majors
Columbus College of Art & Design - Graphic Design
Franklin University - Masters in Public Administration



2017 CALENDAR

Dates are subject to change. Final Program dates will be posted on the website.

Oct. 13, 2016	MORPC opens requests process to member governments.
Nov. 10, 2016	Local government intern requests due to MORPC coordinator.
Nov. 17, 2016	MORPC notifies participating schools of intern requests. Partner schools notify students in intended majors.
Jan. 9, 2017 4 p.m.	All intern applicant materials due to MORPC coordinator.
Jan. 9–20, 2017	Intern candidates are evaluated by the selection committee.
Jan. 23, 2017	Intern finalists and potential host governments are notified. Host governments may elect to conduct additional interview with potential candidate and must arrange to complete by February 10, 2017.
Feb. 10, 2017	Host governments confirm interest in the intern to the MORPC coordinator.
Feb. 15, 2017	MORPC coordinator notifies the intern if host government confirms the selection of intern finalist and next steps.
March 1, 2017	Intern finalists confirm acceptance of placement at host government to the MORPC coordinator. Confirmation of start dates, location, etc. is sent shortly after this date.
May 15, 2017	MORPC holds orientation for interns at MORPC. MORPC mentors meet with interns.
May 15–Aug. 18, 2017	Interns complete the work hours.
June-July	Social Media for Local Governments Forum (Optional).
July 5, 2017	MORPC mentors submit mid-period contact forms to MORPC coordinator.
July TBA	Career advising lunch (Optional).
Aug. 17, 2017	MORPC mentors' final contact forms due to MORPC coordinator. Host government submits intern performance evaluation to MORPC coordinator. Interns submit completed intern feedback and summary forms to MORPC coordinator.
Aug. 18, 2017	Interns receive Certificates of Completion from MORPC Coordinator at Celebration Event (TBA).

HOST LOCAL GOVERNMENTS

Internships are one of the most effective recruiting methods for hiring new college graduates. Interns provide assistance to participating governments for short-term projects and special events. Interns offer new ideas and methodologies from their recent coursework and learning experiences. Interns are eager to learn and apply their knowledge. Through the process of mentoring an intern, experienced staff are able to pass on accumulated knowledge to a new generation of future professionals. Participants gain supervisory experience which can enhance their professional growth. Interns are exposed to challenges in the day-to-day work activities. Hosts help attract talented students to choose careers in public service.



COMPENSATION, SUPERVISION & COSTS

Compensation

Participating governments compensate the undergraduate students at a minimum of \$10.00* (Graduate students at a minimum of \$13.50*) per hour minus any taxes and/or required benefits. Interns are considered hourly paid temporary employees of the host government – not MORPC – during the internship period. Interns have the opportunity to participate in additional MORPC programs during their experience to maximize their career preparation. Host governments compensate the intern time spent at orientation, commission meetings, a MORPC social media forum and the intern celebration meeting. All other special MORPC related meetings are up to the discretion of the host government as to whether the intern can be compensated for participation. Interns are considered part-time, temporary employees and are not eligible for paid holidays unless otherwise noted in their employment agreement.

*The recommended hourly minimum for the intern is \$12.00 per hour minimum (\$14 per hour graduate students).

Supervision

All interns report directly to a host government supervisor. Ideal work assignments are projects that can be completed in the allotted period. Interns are interested in gaining practical work experience to help them prepare for careers in public service.

The on-site supervisor at the host government is the designee to review these items with the intern:

- Work space/use of computers/cell phones/work phones
- Dress code/office hours/parking information
- Break time/coffee/vending machines
- Location of restrooms/conference rooms
- Personal conduct standards/confidentiality/ethics/non-discrimination
- Security & safety/emergency procedures
- Absence/schedule changes
- Visitor policy/keys/mail/supplies/copy center
- Holidays are non-paid





Best Social Media Practices for Local Governments 2016 Forum: MORPC Executive Director William Murdock and Columbus State Community College (CSCC) President Dr. David Harrison welcome interns to the opening session of the social media forum at CSCC's Center for Workforce Development.



(Left) MORPC Director of Public & Government Affairs Laura Koprowski, Marble Cliff Fiscal Officer Cindy McKay, Intern Harrison Allen, Marble Cliff Mayor Kent Studebaker and MORPC Executive Director William Murdock at Village of Marble Cliff.
 (Above) Intern Sarah Davis is pictured with City of Grandview Heights employees Kathy Kovacs, Bob Dvoraczky, Megan Miller, and Scott Gill.

INTERN INFORMATION

Interns hired by a local government are assigned a mentor at MORPC who serves in an advisory role throughout the experience. Interns are solely responsible for obtaining approval and completing all actions required to earn optional college credit at their respective college/university department. MORPC does not represent or guarantee that these internships will meet coursework expectations as the assignments vary depending on the host government.





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