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# LOCAL GOVERNMENT INTERNSHIP PROGRAM GUIDE

■ SUMMER 2019



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Projected Costs for Host Governments:

\$11 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	11	132	1848	625	25	65	2563
24	11	264	3696	625	25	65	4411
40	11	440	6160	625	25	65	6875

(a)Host government chooses and manages

\$12 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	12	144	2016	625	25	65	2731
24	12	288	4032	625	25	65	4747
40	12	480	6720	625	25	65	7435

(a)Host government chooses and manages

\$13.50 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	
12	13.5	162	2268	625	25	65	2983
24	13.5	324	4536	625	25	65	5251
40	13.5	540	7560	625	25	65	8275

(a)Host government chooses and manages

\$14 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	
12	14	168	2352	625	25	65	3067
24	14	336	4704	625	25	65	5419
40	14	560	7840	625	25	65	8555

(a)Host government chooses and manages

\$15 per hour

HOURS	RATE	Weekly Wage	14 weeks	Fee	New hire Drug test*	Background Check(a)	Estimate
12	15	180	2520	625	25	65	3235
24	15	360	5040	625	25	65	5755
40	15	600	8400	625	25	65	9115

(a)Host government chooses and manages



### MORPC MENTORS WILL

- Help students with their transition into a career through sharing tips and advice (share articles, events, and other professional opportunities) and serve as a role model and advisor.
- Help answer questions related to the unique aspects of working in the public sector.
- Build the relationship by participating in bi-weekly outreach calls and emails to stay connected
- Follow up on any concerns that impact the mentee's experience and inform the Internship Coordinator
- Provide feedback for future programs.



### TIMELINE

- MAY 2019** Attend a brief meeting to discuss roles and responsibilities.  
Meet mentee at the Intern Orientation on May 13, 2019.  
Exchange contact information and be available to mentee.
- MAY-AUGUST 2019** Check in with mentee periodically to address questions/concerns and offer advice.
- AUGUST 2019** Attend the Intern Celebration TBA during week of August 12, 2019.



"I'm genuinely grateful that I was paired up with my mentor, Dina Lopez. She took time out of her busy schedule to get to know me personally, and also to give me a wealth of advice on everything from balancing several different work projects at once to building relationships with co-workers. As a student, it's easy to feel isolated from and intimidated by the working professionals who I aspire to one day become, but this mentorship program allowed me to actually get to know my mentor and gave me a glimpse into the experiences that have brought her career to where it is today."

Sarah Lagpacan | MORPC Intern

### MORPC MENTOR APPLICATION

NAME: \_\_\_\_\_

POSITION AT MORPC: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

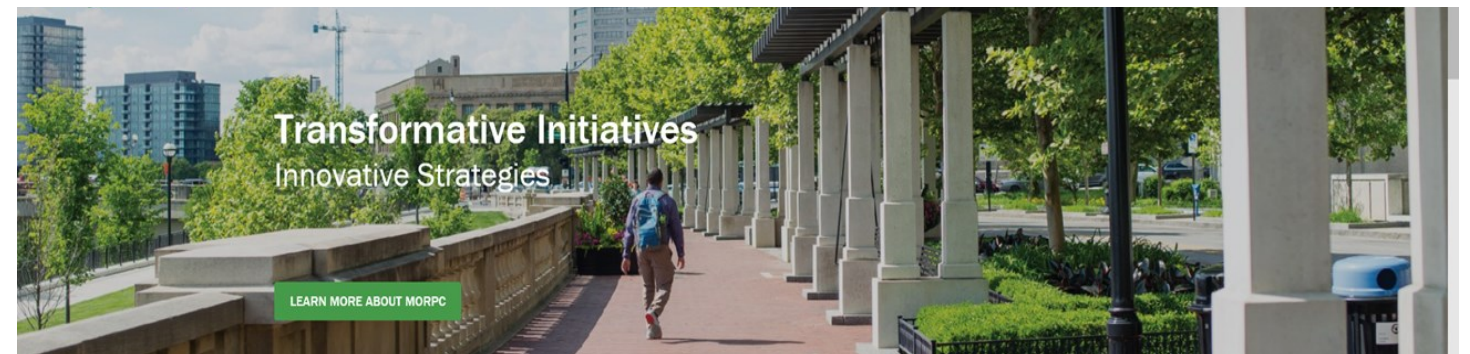
☐ I am interested in serving as a mentor for the Local Government Internship Program.

**SUBMIT TO:** Eileen D. Leuby | Member Services Coordinator | **Mid-Ohio Regional Planning Commission**  
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## MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)

### ABOUT MORPC

The Mid-Ohio Regional Planning Commission (MORPC) is a voluntary association of Central Ohio governments and regional organizations which 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's makeup is representative of the rural, urban and suburban communities that comprise the Central Ohio Region. The transformative programming and innovative public policy are evident throughout the 15 counties in the service area.



### LOCAL GOVERNMENT INTERNSHIP PROGRAM DESCRIPTION

The MORPC Local Government Internship Program is designed to provide qualified college students with the opportunity to obtain practical work experience with a local government to prepare them for possible careers in public service. If selected and hired by a host government, interns will work for that host for a minimum of 12 hours to a maximum of 40 hours per week for a 14-week period. Interns may gain applicable knowledge to enhance classroom learning through working with current government professionals as well as insights on the services provided by a regional planning commission. Intern have the opportunity to attend commission meetings, program work groups, and/or special MORPC-sponsored events and forums during their internship program period.

### MORPC'S ROLE IN THE INTERNSHIP PROGRAM

- Promotion of internship opportunities at area colleges and universities
- Oversee the application process
- Facilitate the selection of interns.
- Provide an orientation to review expectations and resources available to the intern.
- Establish MORPC mentors and monitor the mentorship program.
- Communicate optional events for interns to attend to supplement their work experience
- Prompt the host governments to complete a performance review for the intern.
- Collect and review the intern feedback forms.
- Distribute completion certificates to interns.
- Other duties as needed to manage the program.



INFORMATION FOR >> HOST LOCAL GOVERNMENTS

PROGRAM DESCRIPTION

WHO	Qualified college students
WHAT	14-week summer internship  Minimum 12 hours to Maximum of 40 hours per week
WHEN	May 13, 2019 — August 16, 2019
WHY	Host local governments will... <ul style="list-style-type: none"><li>• Receive assistance for short term projects and special events</li><li>• Gain exposure to new ideas and methodologies from interns’ recent coursework and learning experiences</li><li>• Prepare students to become valuable contributors in the workforce</li><li>• Gain supervisory experience and receive feedback from interns for professional growth</li><li>• Pass accumulated knowledge to a new generation of entering professionals</li></ul>



TIMELINE

FALL 2018	Assess internal needs and determine type of desired intern  Submit an INTERN REQUEST FORM.
SPRING 2019	Work with the coordinator to interview and select an intern from the applicant pool.  Complete all hiring procedures.
MAY 2019	Prepare for intern arrival. Onboard and train the intern.
MAY-AUGUST 2019	Supervise intern work throughout the internship, providing consistent feedback.
AUGUST 2019	Complete an Intern Evaluation Form with the intern by August 16, 2019.  Attend the Intern Celebration (date TBA) week of Aug 12, 2019. Optional for host to attend.  Interns are required to attend the final presentation at the Intern Celebration.



“Our intern has been a pleasure to have in our department this summer. He has been a huge help with our street program in measuring quantities, gathering GPS data and points. He has also prepared a full design for a storm sewer expansion project to help relieve drainage issues for several residents in our community, among other items.”

Robert Priestas | City of Gahanna Supervisor



INTERN APPLICATION (PAGE 2 OF 2)

WRITE A SHORT PARAGRAPH DESCRIBING WHY YOU ARE INTERESTED IN THIS INTERNSHIP PROGRAM AND INCLUDE POSSIBLE CAREER INTERESTS.

PLEASE INCLUDE THE FOLLOWING MATERIALS WHEN SUBMITTING YOUR APPLICATION:

- RESUME
- TRANSCRIPT ACADEMIC RECORD (CAN BE STUDENT COPY)

SUBMIT TO:

Eileen D. Leuby  
Member Services Coordinator | Mid-Ohio Regional Planning Commission  
T: 614.233.4135 | [eleuby@morpc.org](mailto:eleuby@morpc.org)  
111 Liberty Street, Suite 100 | Columbus, OH 43215





INTERN APPLICATION (PAGE 1 OF 2)

NAME:

MAJOR/AREA OF INTEREST:

TELEPHONE:

EMAIL:

- ☐ I have completed at least 30 hours of college coursework.
- ☐ I have an interest in public service careers. My GPA is:
- ☐ I am enrolled in a College or University from the area listed below:  
Franklin, Delaware, Fairfield, Fayette, Hocking, Knox, Licking, Logan, Madison, Marion, Morrow, Perry, Pickaway, Ross and Union and/or Schools in the Southern Ohio Appalachian Region.
- ☐ I attend an out of area school, but live in one of the above communities in the summer.
- ☐ I am legally eligible to work in the USA.
- ☐ I have reliable transportation to and from work.

MY SKILLS INCLUDE:

- ☐ Microsoft Office Suite  
(Word, Excel, PowerPoint, etc.)
- ☐ Writing
- ☐ Social Media
- ☐ Adobe Creative Suite  
(Photoshop, InDesign, etc.)
- ☐ Graphic Design
- ☐ Research
- ☐ SketchUp/AutoCAD
- ☐ GIS/Mapping
- ☐ Photography
- ☐ Public Speaking
- ☐ Data Analysis
- ☐ Mathematics
- ☐ Other:\_\_\_\_\_

I PREFER A:

- ☐ Part-Time Position  
(12-30 hours per week)
- ☐ Full-Time Position  
(30-40 hours per week)

REFERENCES (WORK SUPERVISOR OF FACULTY MEMBER; A ND MUST BE A NON RELATIVE)

REFERENCE 1 NAME:

RELATIONSHIP:

TELEPHONE:

EMAIL:

REFERENCE 2 NAME:

RELATIONSHIP:

TELEPHONE:

EMAIL:



INFORMATION FOR >> HOST LOCAL GOVERNMENTS

RESPONSIBILITIES

COMPENSATION

A **minimum** \$11.00 per hour undergraduates; \$14.00 per hour graduates  
Minus any taxes and/or required benefits;  
Payments via check, made payable to the intern by the host government.

Interns are considered hourly paid temporary employees of the host government, **not MORPC**, during the internship period. Interns will have the opportunity to participate in additional MORPC programs during their experience to maximize their career preparation. MORPC registration fees will be waived for interns, but host governments will need to compensate their interns for their participation time in these additional opportunities.

SUPERVISION

All interns assigned an onsite host government supervisor.

Intern will report directly to this supervisor.

Ideal work assignments are projects that can be completed in the allotted 14 week period. Interns will likely be interested in gaining practical work experience to help them prepare for careers in public service.

Supervisors should ensure that the following topics are explained to interns:

- 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/social media
- Security & safety/ emergency procedures;
- Absence/schedule changes; and
- Visitor policy/keys/mail/supplies/copy center.
- Any other information to protect the integrity of the program and the safety and security of the intern

“Our intern has become a member of our Village of Ashville Team. He has updated our website, participated in our Fun in the Sun program. He assisted with the Consumer Confidence Report to the Ohio EPA. He has attended Village Council Meetings and met with various departments in the village. He has become a resource of information and getting tasks accomplished. ”

Franklin Christman | Village of Ashville Supervisor

## INFORMATION FOR >> INTERNS

### PROGRAM DESCRIPTION

<b>WHO</b>	<p>Qualified college students that meet the following <b>requirements</b>:</p> <ul style="list-style-type: none"> <li>• 30 hours of completed college coursework</li> <li>• Interest in public service careers</li> <li>• GPA 3.0 or higher (preferred)</li> <li>• Legally eligible to work in the USA</li> <li>• Reliable transportation to and from work</li> </ul>
<b>WHAT</b>	<p>14-week summer internship</p> <p>Minimum 12 hours per week</p> <p>\$11.00 per hour undergraduates</p> <p>\$14.00 per hour graduates</p>
<b>WHEN</b>	May 13, 2019 – August 16, 2019
<b>WHERE</b>	Host governments will be members of MORPC
<b>WHY</b>	<p>Students will...</p> <ul style="list-style-type: none"> <li>• Gain practical work experience</li> <li>• Enhance classroom learning</li> <li>• Be mentored by a professional in the field</li> <li>• Prepare for a possible career in public service</li> <li>• Gain knowledge about the functions of a local government</li> <li>• Gain exposure to the services offered by a regional planning commission by attending commission meetings, program work groups and/or special MORPC-sponsored events and forums</li> </ul>



## SAMPLE INTERVIEW QUESTIONS

### BASIC QUESTIONS TO HELP EVALUATE POTENTIAL INTERNS

1. Can you share what you are studying and why?
2. What attracted you to this opportunity?
3. What skills do you want to gain from this experience, and what skills can you offer us?
4. Can you share an example in which you had to manage multiple projects at once and your strategies to handle these competing demands?
5. Explain a challenge you have had to overcome and how you did it.
6. How would you assess your writing and communication skills?
7. Have you had to work with minimal supervision and how did you manage?
8. What did you enjoy most about your last job?
9. What are your goals after graduation?
10. What is your strategy when working with a team of people to stay organized and on goal?
11. Anything else you would like to share?
12. Do you have any questions?





INTERN REQUEST FORM (PAGE 2 OF 2 PAGES)

Please indicate the desired field of study and areas of focus for the internship you plan to offer:

Desired hours per week?Desire a graduate student?

\_\_\_ A. City & Regional Planning: These students are earning degrees in City and Regional Planning, Urban Studies and/or Sustainability and are interested in gaining practical experience in developing sustainable and equitable communities. These students are available to work 12 to 40 hours per week. Ideal assignments include projects from the focus areas listed below and should involve a clear scope of work with deliverables for the students to complete over the summer.

\_\_\_ Community Development

\_\_\_ Economic Development

\_\_\_ Environment

\_\_\_ Geographic Information Systems

\_\_\_ Public Transit

\_\_\_ Sustainability

\_\_\_ Urban Design

\_\_\_ Parks & Recreation

\_\_\_ Data Analysis/Research

\_\_\_ Energy

\_\_\_ Food/Public Health

\_\_\_ Historic Preservation

\_\_\_ Site Planning/Site Development

\_\_\_ Transportation/Multi-Modal

\_\_\_ Zoning/Development/Regulations

\_\_\_ Other:

\_\_\_B. Public Affairs/Administration: These students are earning degrees in Public Affairs. These students are primarily juniors or seniors interested in gaining practical experience in communications and organizational management. Ideal projects include department reorganization, succession planning, lean process improvements, strategic communications, work flow redesign, job description revisions, process documentation, and research and analysis among other areas.

\_\_\_ Policy/Legislation

\_\_\_ Internal/external relations

\_\_\_ Research and analysis

\_\_\_ Event planning

\_\_\_ Public Involvement

\_\_\_ Information dissemination

\_\_\_ Budget analysis

\_\_\_C. Civil Engineering: These students are earning degrees in Civil Engineering. These students are primarily sophomores, or juniors interested in gaining practical experience in civil engineering. *NOTE: These students are in short supply and the recommended compensation is a minimum of \$12 per hour.*

\_\_\_ Road Construction

\_\_\_ Public Services (water, utilities...)

\_\_\_ Maintenance of natural environmental

\_\_\_ Maintenance of physical environment

\_\_\_D. Environment/Landscape Design & Management: These students are earning degrees in landscape design and management, and/or environmental preservation, GIS, and/or geography and are best suited for projects in parks and service departments.

\_\_\_Landscape design

\_\_\_Landscape maintenance

\_\_\_GIS/Mapping

\_\_\_E. Advertising, Marketing, Graphic design and/or Web design: These students are earning degrees in marketing, graphic design and/or social media for projects in brand development, brand implementation, graphic design and/or web development.

\_\_\_graphic design

\_\_\_brand development


\_\_\_web development

\_\_\_creative communications

\_\_\_copy writing

\_\_\_social media





LOCAL GOVERNMENT INTERNSHIP PROGRAM



INFORMATION FOR >> INTERNS

TIMELINE	
FALL 2018	Prepare application materials.  Submit application, college transcript (can be student copy) and resume for consideration to eleuby@morpc.org.
SPRING 2019	Interviews with MORPC Internship Coordinator and host local government. Complete all hiring procedures.
MAY 2019	Attend the Intern Orientation on May 13, 2019. Onboarding and training.
MAY-AUGUST 2019	Work with supervisor to complete projects and receive feedback. Attend various MORPC events.
AUGUST 2019	Complete an Intern Feedback Form by August 16, 2019. Participate in the Intern Celebration (date TBA) week of Aug 12th, 2019.  Interns will present a brief summary of their experience to MORPC leadership, mentors and hosts at the Intern Celebration Event. Interns are encouraged to use visuals such as PowerPoint or Prezi to showcase samples of their work.

INTERNSHIP SNAPSHOTS



"I completed a variety of projects over the course of the summer, the primary one being a research and feasibility report for coordinated overlay zoning along a highway corridor. It required me to consider other examples of overlay zoning in and outside of Ohio, while keeping in mind the authority and provisions provided to Ohio Townships...I learned that operating in local government requires many more meetings, councils, and commissions than I ever expected. Also, making telephone cold calls requires a significant amount of mental preparation."

Maria Walliser-Wejebe | Union County Intern

"I have really enjoyed my time here at the City of Groveport. People have been very kind and have taught me a lot about what a good work environment looks like. My co-workers and supervisor were very helpful and took time to give thoughtful answers to all my questions. I have also learned a lot about public civil engineering work serving local communities...I've really appreciated my time here and am thankful for this experience."

Robin Wood | City of Groveport Intern

10

07



2018-2019

FALL 2018	MORPC announces Local Government Internship Program to Commission.  Local government intern requests due to MORPC Coordinator from MORPC member governments by Dec. 3, 2018.
DECEMBER 2018	Application process opens. The Local Government Internship opportunities are posted on MORPC website, and at area colleges and universities.
JANUARY 2019	Intern applications along with cover letter, student transcript and resume from City and Regional Planning students are due to MORPC Coordinator <a href="mailto:eleuby@morpc.org">eleuby@morpc.org</a> . All other applicants' materials will be accepted until positions are filled.
JANUARY 2019	Candidates to the program are evaluated and references are contacted.

2019

JANUARY 2019	MORPC notifies intern finalists and the host governments. Host governments may elect to conduct additional interviews and/or conversations with the intern finalists prior to hiring them.
MARCH 2019	Host governments confirm acceptance of interns, the intern's acceptance and the start date to Intern and MORPC Coordinator. NOTE: After the initial interview, most host governments will conduct an employee background check prior to making their final internship offer. This could include a drug test and criminal background check.
MAY 13, 2019	MORPC holds orientation for interns at MORPC.  MORPC Mentors meet with interns.
MAY 13—AUG. 16, 2019	Interns complete a minimum of 12 hours of work per week.
AUGUST 14, 2019	Copy of completed Intern performance evaluations from Host Government due to MORPC Coordinator.
AUGUST 14, 2019	Intern feedback forms due to MORPC Coordinator.
AUGUST 14, 2019	Interns receive certificates of completion from MORPC Coordinator



INTERN REQUEST FORM (PAGE 1 OF 2 PAGES)

NAME OF GOVERNMENT:CONTACT NAME:

☐

We would like to participate in the Local Government Internship Program for Summer 2019. We agree to the responsibilities outlined in the information booklet.

☐

We agree that we will be employing any interns through the Program, not MORPC, and that we are solely responsible for complying with, and will comply with, all applicable employment matters related to any intern we employ through the Program.

☐

We agree that we are not relying upon any statement by MORPC regarding any intern that we employ through the Program and that we make our own decision regarding whether or not to hire an intern and under what conditions.

☐

We acknowledge that we will be invoiced the \$625 Local Government Internship Program Fee per intern that covers items such as: intern orientation materials, initial applicant screening, intern job posting, initial telephone interview with intern candidate, and a portion of the coordination costs.

PROPOSED INTERNSHIP SUMMARY

ADDRESS OF INTERNSHIP:

SUPERVISOR NAME:EMAIL:

SUPERVISOR TELEPHONE:INTERN HOURS PER WEEK:

DESCRIPTION OF INTERN PROJECTS AND TASKS: (Attach additional pages if needed).

DESIRED SKILLS:

☐ Microsoft Office Suite  
(Word, Excel, PowerPoint, etc.)

☐ Writing

☐ Social Media

☐ Adobe Creative Suite  
(Photoshop, InDesign, etc.)

☐ Graphic Design

☐ Research

☐ SketchUp/AutoCAD

☐ GIS/Mapping

☐ Photography

☐ Public Speaking

☐ Data Analysis

☐ Mathematics

☐ Other:\_\_\_\_\_

SUBMIT TO: Eileen D. Leuby by December 3, 2018.

Member Services Coordinator | [Mid-Ohio Regional Planning Commission](#)  
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