SUPERVISOR NAME & EMAIL:

SUPERVISOR TELEPHONE NUMBER:
ADDRESS OF INTERNSHIP:

INTERN HOURS PER WEEK:

DESCRIPTION OF INTERNSHIP: **(Attach)**

**DESIRED SKILLS: (place an “X”)**

**\_\_Microsoft Office Suite (Word, Power Pt, Excel**

**\_\_Adobe Creative Suite (Photoshop, InDesign, etc.)**

**\_\_Sketch Up/AutoCAD**

**\_\_GIS/Mapping**

**\_\_Photography**

**\_\_Mathematics**

**\_\_Writing**

**\_\_Social Media**

**\_\_Graphic Design**

**\_\_Research**

**\_\_Data Analysis**

**\_\_List other:**

**SEE NEXT PAGE TO SELECT DESIRED FIELD OF STUDY. COMPLETED FORMS ARE DUE Dec. 3, 2018 TO:**

**Eileen D. Leuby**

Member Services Coordinator | **Mid-Ohio Regional Planning Commission**
**T**: 614.233.4135 | eleuby@morpc.org

111 Liberty Street, Suite 100 | Columbus, OH 43215

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 $600 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.

**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 \_\_\_ Data Analysis/Research

\_\_\_ Economic Development \_\_\_ Energy

\_\_\_ Environment \_\_\_ Food/Public Health

\_\_\_ Geographic Information Systems \_\_\_ Historic Preservation

\_\_\_ Public Transit \_\_\_ Site Planning/Site Development

\_\_\_ Sustainability \_\_\_ Transportation/Multi-Modal

\_\_\_ Urban Design \_\_\_ Zoning/Development/Regulations

\_\_\_ Parks & Recreation \_\_\_ 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 \_\_\_ Public Involvement

\_\_\_ Internal/external relations \_\_\_ Information dissemination

\_\_\_ Research and analysis \_\_\_ Budget analysis

\_\_\_ Event planning

**\_\_\_\_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 \_\_\_ Maintenance of natural environmental

\_\_\_ Public Services (water, utilities…) \_\_\_ 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 social media for projects in brand development, brand implementation, graphic design and/or web development.

\_\_\_graphic design \_\_\_web development \_\_\_copy writing

\_\_\_brand development \_\_\_creative communications \_\_\_social media