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| Title:      | <b>Engineering Student Internship Program</b>                        |                         |
| Purpose:    | To establish an engineering student internship program.              |                         |
| Issued by:  | Employment and Personnel Services                                    | Date: February 15, 2005 |
| References: | Mayor's Directive No. 89-7 (8-22-89), CS Circular No. 8-91 (9-25-91) |                         |

**I. OBJECTIVES**

- A. To provide engineering students quality work/learning experience with future advancement opportunities.
- B. To assist the City in meeting it's existing and anticipated needs for professional engineers.

**II. DEFINITION OF AN ENGINEERING STUDENT INTERN**

"Engineering student intern" (hereafter referred to as "intern") means an employee who is enrolled in a four-year engineering degree-granting program at an accredited post-secondary educational institution on a full-time basis.

**III. TERMS OF INTERNSHIP**

- A. Interns must meet the definition of an engineering student intern at the time of employment and for the duration of employment as an intern.
- B. Employment shall be part-time (up to 19 hours per week) on limited term appointment (LTA) in a civil service position. During the summer months, the intern may work 40 hours per week for a maximum of 89 days.
- C. Internship shall be for a minimum of six months and a maximum of three years. The internship may be extended, for good reason(s), with the approval of the appointing authority and the Director of Human Resources (Director).
- D. Maintain at least a 2.0 overall scholastic average on a 4.0 scale, and maintain a grade of "C" or above in the pertinent engineering curriculum.
- E. Interns shall be evaluated in writing at the end of every six months and provided with feedback for improvement if the intern is not performing.
- F. If the conditions of the internship are not met as stated in #A-D above, the internship may be terminated according to civil service rules and procedures.
- G. Upon satisfactory completion of the program and attainment of a bachelor's degree in engineering, the intern will be eligible for conversion to full-time initial probationary status and concurrent reallocation to the entry-level of the professional engineering series.

#### **IV. RESPONSIBILITIES**

##### **A. Department of Human Resources (DHR)**

1. Recruit, examine and refer applicants for vacant intern positions at the appropriate level.
2. Verify that the student is eligible to participate under the guidelines in section III-D before certifying to the requesting department.
3. Assist departments in identifying potential opportunities for interns, review department requests for interns, and recommend to the Director the need for interns in the areas under consideration.

##### **B. Departments and agencies**

1. Request reallocation of an existing position to an engineering student intern class, or may request and obtain proper approvals to establish a new position.
2. Select interns in accordance with civil service rules.
3. Communicate any changes in the student's status to the Employment and Personnel Services Division.
4. Designate a licensed engineer to mentor and be responsible for the supervision and training of the intern and conduct periodic formal appraisals of the intern's progress. Such licensed engineer shall be in sympathy with the objectives of the internship program.
5. Notify DHR of all terminations and completions of internship.