



HR – City of Crystal Lake Internship Program City of Crystal Lake Administrative Directive

PURPOSE: To establish a program that will allow selected students from recognized colleges and universities who are pursuing degrees to experience and observe the day-to-day operations and functions of specific Crystal Lake City Departments. This internship opportunity is not compensated and it is designed to help the student meet the practical/internship requirements of his/her particular field of study.

PROCEDURE:

A. Eligibility

In order to participate in the Crystal Lake Internship Program, the student must be attending an accredited college or university, be a student in good standing and be enrolled in a program related to a municipal field.

B. Application Process

1) Any person wishing to participate in the Internship Program will be required to submit the following:

- a) Written application to the City of Crystal Lake (Appendix 1).
- b) A letter from the accredited college or university detailing the institution's policy on participation in an internship program and/or a letter of recommendation from the student's professor endorsing the internship opportunity.
- c) Agree to participate in an oral interview with the appropriate department director or his/her designee and the Internship Program Coordinator/HR Representative. The purpose of the interview will be to determine the following:
 - i) Applicant's suitability for the program
 - ii) The applicant's interest in a municipal government career
 - iii) The applicant's capability to successfully complete the program

2) The decision as to the acceptance into the internship program will rest solely with the applicable department director. The decision is final with no right of appeal.

C. Acceptance into the Internship Program

1). Upon notification of acceptance into the Internship Program, the applicant shall provide the City of Crystal Lake with the following:

- Proof of medical insurance and a certification of coverage
- Certificate of Insurance from the institution the intern attends evidencing general liability and Experiential Student Liability policies which insures and indemnify the City, its officials and employees- for bodily injury, personal injury and property damage from the actions of the student or by the student while participating in this program. The student must provide

evidence of non-owned automobile insurance coverage if he/she will be operating a City vehicle while participating in the program.

- The applicant must review and sign a Waiver of Liability (Appendix 2), that indemnifies and holds harmless the City of Crystal Lake, its officials, and employees against any injury sustained by the student or resulting to others as a result of the student's participation in this program.

RESPONSIBILITY:

A. Rules of Conduct

- 1) During the course of the internship, the intern will be responsible to the Program Coordinator and the applicable department director.
- 2) At all times while participating in the program, the intern will wear an identification badge that will identify him/her as a Crystal Lake Intern. The intern will not identify him or herself as a City of Crystal Lake employee or City of Crystal Lake official.
- 3) Interns are prohibited from behaving in a manner that is not in line with City of Crystal policies and procedures. Interns will conduct themselves in a professional manner and will use care and good judgment when using City provided materials and equipment.
- 4) Interns must agree to the work rules of the appropriate department including all safety and health requirements and they must abide by applicable City of Crystal Lake Administrative Directives.
- 5) Interns will not divulge any official or confidential City of Crystal Lake business or information learned while participating in the Internship Program except as authorized for course paperwork or reports submitted to the college or university as part of the study program. Such reports or papers are subject to review by the appropriate City department director or the Internship Program Coordinator prior to submission.
- 6) Interns will be expected to dress in business attire at all times. There may be occasion where business casual attire would be appropriate.
- 7) Interns will not, under any circumstances, undertake any type of official action of handle any official matter, unless specifically instructed to do so by the appropriate department director or his/her designee and then such action will only be under the direct supervision of that designee.

B. Internship Program Coordinator

A member of the Human Resources staff will be designated as the Internship Program Coordinator for the City of Crystal Lake. This Program Coordinator will have the following responsibilities:

- Develop a formal training program that allows the Intern to become familiarized with the functions and responsibilities of municipal government
- Coordinate the assignment of the Intern to the appropriate Department
- Ensure the Intern is familiar with the Department's work rules and the applicable City of Crystal Lake Administrative Directives

- Ensure that all necessary paperwork required for participation in the program is completed
- Act as a liaison between the City of Crystal Lake and the sponsoring educational institution.
- Complete or assist the appropriate department director with the paperwork related to evaluations, student performance reports and progress reports required by the sponsoring organization.
- Submit to the appropriate department director and the City Manager monthly status reports on the Internship Program.
- Allow the Intern to become involved with the people working in the applicable department and the people served by the department and to participate in activities related to community relations (as appropriate).

This Administrative Directive is for internal use only and does not enlarge this agency's governmental entity, and/or any of this agency's civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in any evidentiary sense, with respect to any complaint, demand or settlement, or any form of grievance or litigation. Violations of this directive, if proven, can only be the basis of a complaint by this department and then only in a non-judicial setting.

Approved By: _____


City Manager

Original Effective Date: 05/20/09

Revised:

Next Review: 05/20/11





City of Crystal Lake Internship Application

Date: ____/____/____

Personal Information

Name: _____
Last First Middle

Address: _____
Street City State ZIP

Home Phone: (____) ____-____ Cell Phone: (____) ____-____

Social Security Number: ____-____-____

Internship and Department for which you are applying:

Availability to work
please specify:

Days: Mon Tues Wed Thurs Fri Sat Sun

Hours: _____

Date Available to Start: ____/____/____

Have you been previously employed by the City of Crystal Lake? Yes No

If yes, in what department? _____ Dates of Employment? ____/____/____ to
____/____/____

How were you referred to the City of Crystal Lake?

Are you at least 18 years of age? Yes No

Please list any other names under which you have been previously employed? _____

Do you know anyone that works for the City? Yes No

If yes, please specify:

Name _____

School Information

College Attending: _____

College Address:

Street City State ZIP

Field of Study: _____ Anticipated Graduation Date: _____

College Program Coordinator _____ Phone: (____) ____-____

Honors, Educational Societies/Affiliations, and Activities (Give Positions Held): Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of members

Please tell us why you want to participate in the Internship Program

Background Information

Have you ever been arrested? Yes No

If yes, please explain:

Have you ever been convicted of any violations of the law other than minor traffic violations?
 Yes No

If yes, please explain:

Employment Information

Is it OK if we check with your present supervisor? Yes No

Note: We may contact any previous employer to verify your job title, description of past duties, dates of employment, compensation, etc.

Experience: (Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer jobs, etc.)

Name and Address of Employer	Job Title	Starting Date	Ending Date
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Hours/Week	Name, title, and phone number of supervisor (if known)
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Description of Duties and Responsibilities:

Reasons for Leaving:

Experience: (Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer jobs, etc.)

Name and Address of Employer	Job Title	Starting Date	Ending Date
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Hours/Week	Name, title, and phone number of supervisor (if known)
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Description of Duties and Responsibilities:

Reasons for Leaving:

References

List the names, addresses, and phone numbers of three persons who are not related to you and who you would have knowledge of your qualifications for the internship position for which you are applying, such as supervisors, co-workers, teachers, etc.

Name	Address	Phone Number
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Acknowledgement (*Please read carefully*):

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am participating in the Internship program my participation may be terminated.

I authorize the City of Crystal Lake to make inquiries concerning my character, employment record and other matters to verify my suitability for the Internship Program and release the City of Crystal Lake and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries will include checking police records for convictions and that if found, convictions would make me ineligible for the program. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

This application does not constitute an agreement or contract for any specified period or definite duration. I understand that no supervisor or representative of the City is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

Signed: _____ Date: ____/____/____

For Internal Use only		
Date Received: _____	Interview Scheduled: _____	Letter from School: _____



City of Crystal Lake Internship Waiver of Liability

For and in consideration of the undersigned being given the opportunity to participate in the City of Crystal Lake Internship Program and being given the opportunity to observe the operations and functions of the City of Crystal Lake departments and by any and all other means of observation whatsoever, the undersigned, in order to avail him/herself to the opportunity, recognizes and assumes any and all risk pertaining thereto, and hereby releases the City of Crystal Lake, its Officials and Officers and all other personnel of the City of Crystal Lake from any and all liability whatsoever for any injuries, damages, and claims the undersigned, his/her heirs, dependents and assigns may sustain in and about any City vehicle or in any other way during the course of the operation and studies by the undersigned of the operations and functions of the City of Crystal Lake.

In witness thereof, the undersigned has affixed his/her hand and seal at Crystal Lake, Illinois.

Last Name, First Name (Printed): _____

Signature: _____

Address: _____

Date of Birth: _____ Telephone Number: _____

Date: _____ Witness Signature: _____

Approved By: _____ Date: _____

Internship Program Coordinator

_____ Date: _____

Department Director

Original to Program Coordinator, Copies to Department Director and Intern