



Village Policy  
**STUDENT INTERNSHIP PROGRAM**

Effective Date:  
TBD

Revision Date:

**POLICY STATEMENT**

The Village seeks to provide opportunities to develop future leaders, especially Orland Park students, through the Student Internship Program (“Program”). This Program provides a unique partnership opportunity between the local government and higher education. It achieves the Village's mission of effective management as well as the universities' missions of engaged citizenship.

This Program will provide an intense and multi-faceted view of local government. The Program aims to challenge, inspire and empower students to engage in the community. It will also provide the training, tools and models to create effective leaders now and in the future. This Program addresses a growing need for young people interested in public-sector careers since retirements over the next decade forecast a large gap in well-trained, public employees. Through this Program, the Village can identify potential future employees, while allowing Village leadership to enhance their managerial skills. In addition, this Program reflects the vision of the Village and is compliant with all relevant policies, procedures, guidelines and standards.

**PURPOSE**

The purpose of the Program is to provide substantive learning experiences in a municipal environment.

**OVERVIEW**

Undergraduate and graduate students are eligible to be an Intern. Interns will be temporary, part-time employees (19 hours or less per week) and will work in-person. Work schedules will be flexible to accommodate school schedules and will be determined by the Department Head. The length of the internship may vary, lasting as few as two months or as long as two years. Interns may not work more than 988 hours per year.

While the duties of students who participate in the Program vary between Village Departments, it is not uncommon for these students to:

- Participate in meetings with senior-level or inter-Departmental staff;
- Draft, edit, or contribute to reports, communications, talking points, or other materials used by policymakers in furthering Village policy objectives;
- Support events, including meetings and conferences; participate in other Village functions; and/or

- Engage directly with Village residents in helping to explain the work of the Village Department in helping to promote Village policy and improve understanding of Village culture, policies and procedure

### **PROGRAM GOALS**

Village Interns will:

- Demonstrate an understanding of the operations of Village government and the relationship between Village government and local public and private institutions.
- Develop as young leaders in our community and serve as role models for civic engagement among community youth; Demonstrate technical aptitude, leadership skills and business acumen.
- Gain experience in a public organization to inform their future career path.
- Effectively communicate skills across a broad range of audiences; Develop working relationships with staff and management that allows for successful business interactions across all levels of the organization.
- Take ownership of his/her work and present status updates interdepartmentally.
- Participate in activities designed for development of interns during his/her assignment at the Village.
- Fully communicate with Department managers and staff in order to successfully transition work at close of internship.

### **COMPENSATION**

The Program will conform to applicable employment laws, including the Fair Labor Standards Act (FLSA). The Village's expectations for the Program will necessitate paid internships, per the seven-factor "primary beneficiary" test, which is followed by the U.S. Department of Labor to determine if an intern is entitled to payment. As such, Village Interns will not be considered volunteers.

The wage range for Interns will be set by the Village Board in a salary ordinance. The Village Manager will set a specific wage within the range for each individual. Interns will not be eligible for health insurance or IMRF.

### **INTERN SELECTION**

Residents of the Village of Orland Park will be encouraged to apply for internship opportunities. In addition, those students currently pursuing degrees in relevant coursework specific to the Village and municipal operations will be encouraged to apply.

### **SUCCESS MEASURES**

#### **At the Onset of the Internship:**

##### Department Orientation

Each intern will be provided with an in-depth review of department functions, activities and the interaction of these activities with the work that the Intern will be performing. The department review will be conducted by the Department Head and/or designee, in addition to designated team leads during the first week of the internship.

In order to evaluate the success of this program, the Department Head and/or designee should outline the projects to be completed by the Intern and define expectations for the experience. This information should be provided to the intern no later than the first day of the internship. The outline should address the following:

1. Defined knowledge and/or skills to be developed by the student during the internship.
2. Defined educational goals and deliverables to be achieved by the student during the internship.
3. Supervisory structure for student.
4. Progress monitoring and feedback process to ensure the internship is proceeding as planned.
5. Defined time frame for the internship.
6. Expected hours per week and schedule of the internship.

### **During the Internship:**

The Department Head and/or designee should conduct weekly check-ins with the intern to provide structure, help the intern stay on track with projects, clearly define expectations and ensure the intern has sufficient direction/instruction/feedback to complete the assignment. Regular focus on the responses to the following questions should assist in assessing the progress and measuring success of the assignment:

1. Did having an intern help me use my time & skills better?
1. Did my intern produce work that helped further our organization's goals?
2. Did my staff or I develop our managerial skills?
3. Did we hire any of our interns for permanent or recurring positions?
4. Did our intern provide any insights that we would not have learned otherwise?

Every semester, the Department Head and/or designee will also evaluate the intern's performance and complete an evaluation report. The evaluation will be based on the intern's professional conduct and the core competencies.

### **At the Conclusion of the Internship:**

#### **Final Report and Offboarding**

During the final week in which an Intern's assignment ends, the Department Head and Human Resources Director (or their respective designees) shall prepare a final evaluation report in addition to any report required by the Intern's educational institution. Additionally, an Exit Interview should be scheduled and conducted on the day preceding the Intern's last day of work. In this interview, the Intern should be provided a copy of the final evaluation of the work performed at the Village and then provided an opportunity to do the same. This is an important time to gain insight from the intern on the Department's culture, workload, expectations and the supervisor's leadership style. It is a best practice to evaluate interns on a project basis to provide coaching and feedback. Along with these measures, the intern should be given feedback about the projects they've worked on, and if they have any thoughts on how to improve certain processes. If the internship could lead to a full time or ongoing position, this may be a good time to discuss or offer this opportunity. After this interview, the Department Head and Human Resources Director (or their respective designees) shall document the evaluation and exit interview and include in the personnel file.

### **ENFORCEMENT**

This policy may be updated or revised at any time and without notice. Interns are subject to all Village policies and are expected to conform to said policies during their term of employment. Questions regarding this policy can be directed to the employee's immediate supervisor or Human Resources Department.