



GET HANDS-ON JOB EXPERIENCE

STUDENTS WHO PARTICIPATE IN
THIS INTERNSHIP PROGRAM WILL
LEARN ABOUT POTENTIAL FUTURE
CAREER OPPORTUNITIES IN
LOCAL GOVERNMENT.

CITIZEN SCHOLARS INTERNSHIP PROGRAM

FREE FOR STUDENTS

The City of Port St. Lucie's Citizen Scholars Internship Program will provide student interns with invaluable hands-on experience in local government and an opportunity to learn more about the City of Port St. Lucie.

The Program outlines student eligibility requirements, expectations of student interns and the supervising Department.

It is designed to provide extensive experience in a variety of areas for student interns.

The City of Port St. Lucie is excited to implement this Program and invites students to help make a difference in the affairs of local government.

This advertisement meets School Board Policy 9.40 for distribution of the advertisement. However, this acknowledgement does not represent an endorsement or recommendation of the product/service advertised.



LEARN MORE & CONTACT

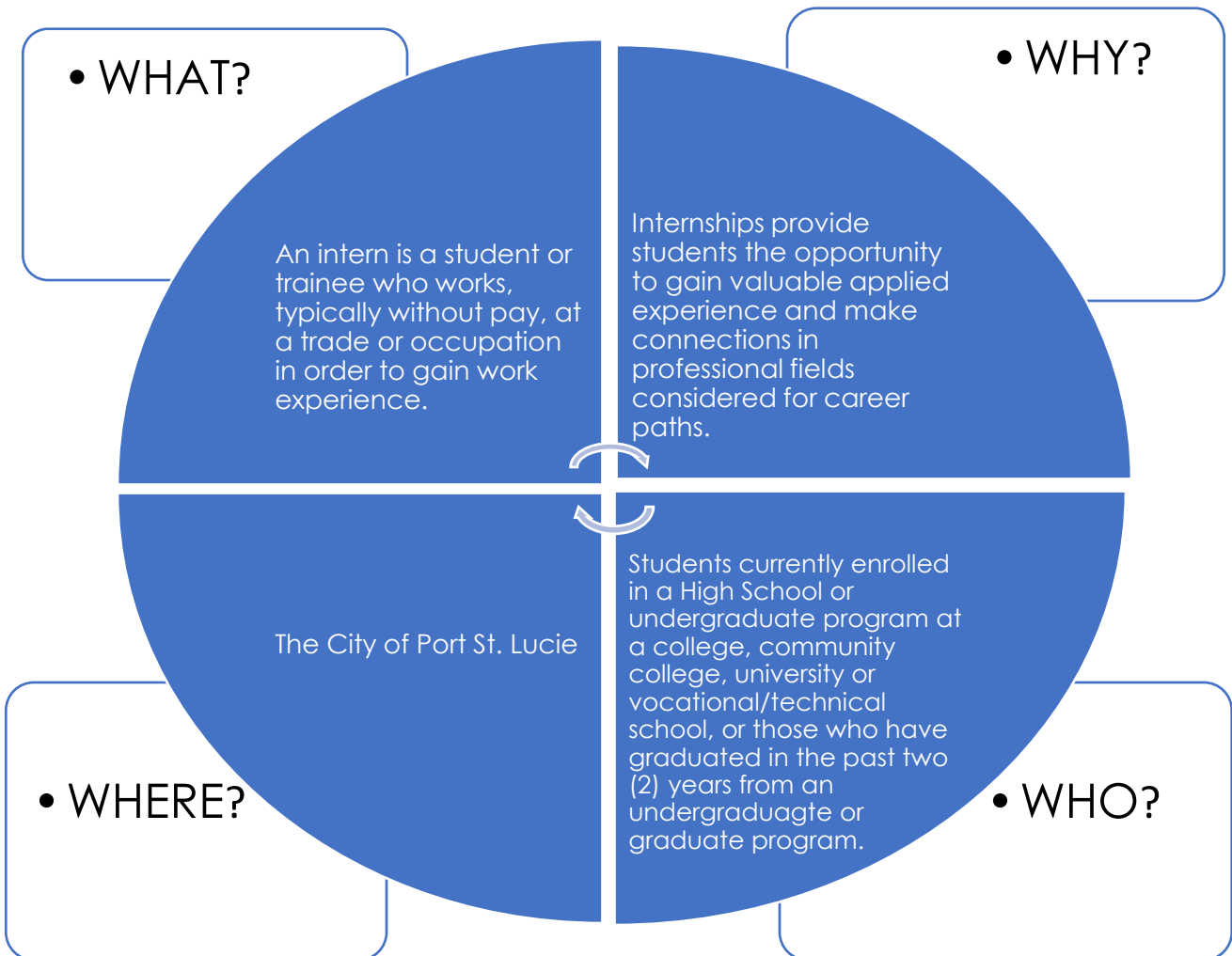
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**What is an intern?
Why should you intern?
Who can intern?
Where can you intern?**



About the City of Port St. Lucie

The City is led by a five-member elected Council, which sets policy and determines the long-term vision for the City. The Council appoints a City Manager to handle the daily business affairs, and a City Attorney to provide legal advice. This system is called a Council-Manager form of local government. Each Council member has one vote, including the Mayor, so legislative authority is equally spread among all five members.

Port St. Lucie City Council members must live in the district they represent, however, residents throughout the City vote for every City Council seat, no matter which district. The Mayor is elected at-large in a citywide election and can live anywhere in the City. Like in the Council elections, all voters can vote in the mayoral election.

"Port St. Lucie is a Safe, Beautiful, and Prosperous City for All People - Your Hometown"

Program Summary

The City of Port St. Lucie Citizen Scholars Internship Program is designed to provide student interns with invaluable hands-on experience in local government and an opportunity to expand their knowledge base.

The Program outlines student eligibility requirements, expectations of student interns and the supervising Department, various benefits afforded by participation in the Program, and provides a comprehensive and well thought out program designed to provide student interns with extensive experience in a multitude of areas.

The City of Port St. Lucie is excited to implement this Program and invites student interns to help make a difference in the affairs of local government.



Student Eligibility and Requirements

The Citizen Scholars Internship Program is designed to attract, develop, and retain hardworking, resourceful individuals who want to make a difference in local government. Interns will work alongside City of Port St. Lucie professionals and will have many sources from which to draw information specific to their course of study while expanding their understanding of local government operations. Our goal is to help students gain hands-on experience needed to build a solid career foundation for the future.

Individuals applying to the Citizen Scholars Internship Program must be currently enrolled in High School, or an undergraduate or graduate program at a college, community college, university or vocational/technical school, or must have graduated in the past two (2) years from an undergraduate or graduate program at a college, community college, university or vocational/technical school.

The following requirements must be met in order to be considered for placement:

- Graduate or Professional Students:
 - Proof of a 3.0 graduate program G.P.A.
 - Matriculation in a related field of study.
- Undergraduate Students:
 - Proof of a 3.0 undergraduate program G.P.A.
 - Matriculation in a related field of study.
- High School Students:
 - Proof of a 2.5 High School G.P.A.

- Must be sixteen (16) years of age or older.
- Other Students not currently enrolled in an educational program:
 - Must show an interest in a particular trade, degree or other work-related interest.
 - Must be sixteen (16) years of age or older.

Individuals must be able and willing to work a minimum of fifteen (15) hours per week or as determined by the academic institution. Hours may vary by assignment; some assignments may be full time (greater than 30 hours/week).

Duration

Internship sessions will typically run six (6) to twelve (12) weeks. At the discretion of the Department, internship opportunities may be extended.

Positions are located throughout the City of Port St. Lucie and interns will be placed by the Human Resources Department based upon selection criteria, interests of applicants, and availability of internship opportunities.

Benefits

Many internship opportunities will be unpaid unless otherwise specified. The City will extend letters of recommendation to those who demonstrate professionalism and proficiency throughout the duration of their assignment. School credit will be attained only when approved by the academic institution. Intern applicants must mention their intention to earn academic credit when, on their initial application to ensure timely consultation between Human Resources



and the applicable institution of learning.

Additionally, the City will host resume classes, interview classes, and mock presentation scenarios for interns to enhance their overall skill set and provide a well-rounded and beneficial experience.*

*Classes and mock scenarios may be limited depending upon the number of interns enrolled.

Intern Bi-Weekly Reports

Throughout the duration of the program, interns will be expected to complete, and provide to the Human Resources Department, bi-weekly reports related to a specified period of time. The report shall include:

- Hours Log Sheet (see Exhibit "A");
- Bi-Weekly Report (see Exhibit "B").

At the conclusion of the internship, the student intern must submit a short answer essay expanding upon the following:

- Projects in which the intern was involved;
- A description of what the intern learned; and
- Anything the intern would like to share relative to the program.

Application Process

To be considered, all individuals must complete an online application form through our online hiring center and your application will be electronically submitted to the Human Resources Department.

When submitting the application form, all individuals must also include the following:

- Current resume;
- Letter of recommendation from a teacher/professor; and
- Essay (minimum of 300 words and maximum of 1-2 pages) indicating why there is an interest in being an intern for the City of Port St. Lucie.

All interns will be subject to a criminal history check prior to placement.

Depending upon the nature of the internship opportunity, a drug screen may be required.

Orientation

Interns will receive an orientation which will vary by the position and Department for which they are selected/placed. Orientation will be a joint effort between Human Resources and the placement Department.

The goal of orientation is to ensure that interns understand the relationship that will exist between them and the organization. They will also understand their role, see how they fit into the organization, and how to comply with safety standards and regulations.

Supervision

Human Resources will assign each intern to a direct supervisor within the placement Department. The supervisor will be the main source of information for the intern. Supervisors will have the responsibility of directing interns in training, understanding their assigned



duties, work schedules, and all intern-related matters.

Termination/Placement Withdrawal

Interns are expected to act professionally and abide by the same rules and policies as the general employees. Violations of City policies will be addressed on a case-by-case basis and may lead to disciplinary action up to, and including, termination.

Individuals seeking community service hours, volunteer opportunities, or those who do not meet the requirements set forth above, should explore the City of Port St. Lucie Volunteer Program.

Hours of Operation

The hours of operation of City facilities are 8 a.m. to 5 p.m., Monday through Friday. City Administration is closed on Saturday and Sunday.

Interns who are stationed at other sites, or with certain Departments, may be needed on the weekends.

Use of City Equipment

City-owned property, such as vehicles, equipment, or supplies, shall not be used for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business. Equipment, telephones, facilities, vehicles, or property of the City shall not be used for outside employment, nor shall any work for an organization other than the City be performed during City time.

The City reserves the right to search any City-owned property including, but not limited to, vehicles and desks.

Interns shall be responsible for all City equipment in their care, custody, and control. The intern must notify the assigned Supervisor if any equipment, machines, or tools appear to be damaged, defective, and the need for repairs could prevent deterioration of equipment and possible injury. Any and all City property assigned to an intern must be returned upon separation, termination, or withdrawal from placement.

Damage to City property due to negligence on behalf of the intern may result in disciplinary action.

Public Records

Interns should be courteous, friendly, and helpful to those patrons who seek information. If an intern is contacted or receives a public records request, the intern must obtain all relevant information that the patron is willing to provide and immediately forward all information to the Supervisor for follow up and processing.

Interns should make every attempt to obtain a detailed description of the records sought including, but not limited to, project name; property address; specific documentation requested; time frame; contact information for the requesting party; preferred method of communication, etc.

Interns shall not insist that the requesting party put their request in writing or insist



that they provide any personal identifying information.

All media inquiries regarding the City and its operation must be immediately referred to the Supervisor.

Interns shall receive training on what constitutes a public record and the retention of same.

Ethics

No intern of the City shall accept any fee, gift, or other item of value in the course of, or in connection with, their duties.

Solicitation

To avoid distractions, any form of solicitation is prohibited while on working time unless the express prior approval of the Department Director and Human Resources has been obtained.

Solicitation of any kind by non-employees including, but not limited to, vendors on City premises is prohibited at all times.

Unauthorized distribution of advertising materials, handbills, printed or written literature of any kind in working areas of the City is prohibited at all times, unless approved by the Human Resources Director or designee.

Distribution of literature by non-employees on City premises is prohibited at all times unless approved by the City Manager.

ADA Compliance

It is the City's policy not to discriminate against any qualified individual on the basis of disability in regard to recruitment, hiring, advancement, termination, or any terms or conditions of employment.

Consistent with this policy of non-discrimination, the City will provide reasonable accommodations to an intern with a disability who is a qualified individual, as defined under the ADA, who has made the City aware of their disability, if not obvious, provided such accommodation does not constitute an undue hardship to the City.

Any intern with a disability who believes that they need a reasonable accommodation to perform the essential functions of the job should contact the Human Resources Department.

Rules and Expectations

Interns are expected to act professionally and abide by the same rules and policies as our general employees. Violation(s) of policies and instances of unruly conduct will be addressed on a case-by-case basis and may lead to disciplinary action up to, and including, termination from opportunity. Although not all-inclusive, the following list contains some general rules and guidelines:

- Each Supervisor has the sole responsibility for the operation of the division under his/her responsibility. Failure to follow the Supervisor's instruction(s), whether written or



verbal, will result in dismissal from the Internship Program.

- All interns will be monitored by staff and Supervisors and will receive in-service training. All interns will be evaluated regarding performance.
- Schedule changes must be pre-approved by the Supervisor.
- Interns shall not have authority over other interns.
- Interns shall assist staff. Their actions reflect on the assigned Department, as well the City of Port St. Lucie.
- Always be consistent, fair, and courteous.
- Always be polite, helpful, friendly, and respectful to patrons and others.
- Maintain a professional appearance and demeanor at all times.
- Keep the Supervisor and staff informed of activities at the assigned facility. Maintain accurate records and reports. Always notify the Supervisor and staff of any important and/or unusual events that occur.
- Use of alcohol or illegal drugs is strictly prohibited.

