



## **COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS INTERNSHIP PROGRAM**

### Purpose:

The Internship Program has been developed to introduce students to the many aspects of regional government through public policy and management. The Internship Program provides students the opportunity to apply traditional academic classroom learning, from a wide variety of disciplines, with actual work experience.

### Program:

The Coachella Valley Association of Governments partners with academic internship coordinators at local colleges, universities, and other professional institutions to provide students with real life experience that will enhance academic learning and inspire future interest in a possible career in the public sector. An internship may be for either the summer or school year.

### Overview:

- Immediate family members of current CVAG employees are not eligible to participate in the program.
- Internships are voluntary positions which terminate upon completion of internship/academic term.
- There is no implied offer of employment at the end of the internship.
- Internship is at-will.
- Interns work under the supervision of a Department Head along with CVAG staff.
- Interns will be involved in ongoing learning to facilitate their field of study.
- Interns are selected based on educational and professional interests.

### Requirements:

- Must be enrolled in an academic program, have approval from the education institution and provide proof of enrollment.
- Must have a GPA of 2.0 or higher.
- Applicants will be required to fill out a regular employment application and a supplemental questionnaire regarding the applicant's interest in interning at the Coachella Valley Association of Governments.
- Students will be evaluated upon completion of the internship term.

### Length of internship:

- Students may only participate in the Internship Program for up to one year.
- Interns cannot work more than 1,000 hours in a fiscal year.
- Interns must commit to 15-20 hours per week. The schedule is flexible, recognizing that the student's studies are critical.

Compensation:

- High School Interns - paid a \$500.00 stipend upon successful completion of a minimum of 100 hours. A letter of recommendation from the Department Head the intern works under will be provided.
- College Interns - paid on an hourly basis at a rate of \$20.00 per hour.

Assignment:

- Interns will be given orientation and safety training on their first day of work.
- Interns will not be eligible for benefits and will not receive paid time off for legal holidays or for any vacation or sick time off.
- Interns will be covered under workers' compensation.
- Interns must have approval from Risk Management to drive CVAG vehicles.
- Interns will be required to comply with all CVAG policies and procedures.