MONTGOMERY COUNTY GOVERNMENT INTERNSHIP PROGRAM – INFORMATION FOR SUPERVISORS

Overview

The Montgomery County Government Internship Program, administered by the Office of Human Resources, is a work-based learning opportunity for high school and college students emphasizing professional development and teaching important workforce skills. The Program provides paid and unpaid opportunities to explore and obtain experience in how Montgomery County Government delivers first-rate services to its residents. The Internship Program serves as a way for students to learn soft skills, develop career awareness, learn about local government, and draw connection between the materials learned in class to the work performed in a public service environment.

By mentoring and coaching interns we seek to ensure not just an enriching experience but also provide pathways to public service, equip students with a better understanding of local government and to consider Montgomery County as the employer of choice when beginning a future career.

Whether as a paid or unpaid intern the various paths to public service can lead to a variety of occupational fields in Montgomery County Government:

Clerical/Administrative
General Professional
Health Care/Social Service
Information Technology
Managerial/Executive
Public Safety
Skilled Trades

What is an unpaid intern?

Interns do not receive compensation during the internship assignment. Instead, interns receive training, academic credit and/or credit toward professional licensing (it is the educational institution and not Montgomery County Government, that provides academic/professional credit to the student intern). Interns are considered as Temporary/volunteer and do not receive County benefits. In lieu of benefits the intern receives work experience and training.

What is a paid intern?

Paid interns are considered temporary and are not eligible to receive County benefits. In lieu of benefits the intern receives work experience and training.

Paid internship opportunities of ten thousand dollars ($10K), or more must be competitively advertised on the County's Career web site in iRecruitment. Contact Mani Persaud at Mani.Persaud@montgomerycountymd.gov for guidance and assistance.

Paid intern opportunities of less than ten thousand dollars ($10K*), are paid in the form of a voucher issued through the Office of Finance. Contact Laleh Shabani 240-777-8845 or at Laleh.Shabani@montgomerycountymd.gov for guidance.

What is the role of the Intern Supervisor?

The Intern Supervisor develops the intern assignments to meet the needs of the organization and the student intern. The Intern Supervisor also provides orientation on the intern's first day, and frequently meets with the intern to provide instructions, guidance and feedback. Additionally, the Intern Supervisor (or HR Liaison), completes the required personnel forms for timely submission to Mani Persaud/OHR Internship Program Manager.

What are the benefits to departments?

There are numerous benefits for departments, interns, and Intern Supervisors that include:

- Additional help on assignments
- Long term recruitment strategy
- Competition with metro area organizations competing for future talent
- Try before you buy
- Get new ideas and a new perspective
- Strategy if attracting a diverse workforce
- Branding and outreach
- Support/partner with local academic institutions

Internship Program Summary:

Criteria	High School Students	College Students	College Graduates
MCG Intern Program Eligibility	Yes	Yes	Graduated within 2 years prior to internship effective date
Paid or Unpaid	Both	Both	Both
Academic Enrollment	FT	FT/PT	FT/PT
Age	14-17*	18	NA
Disability*	Yes. Also special programs offered	Yes. Also special programs offered	Yes. Also special programs offered
Citizenship*	Not required	Not required	Not required
Montgomery County Residency	Not required	Not required	Not required
Academic Credit	Only provided by academic institution	Only provided by academic institution	Only provided by academic institution
Application Process	MCG Intern Database	MCG Intern Database	MCG Intern Database
Deadline	None	None	None
Internship Duration	FT/PT (min. 20hrs per week)/ Semester/year	FT/PT (min. 20hrs per week)/ Semester/year	FT/PT (min. 20hrs per week)/ Semester/year
Required Personnel Forms (see Forms To Be Completed)	Completed by Dept. Intern Supervisor	Completed by Dept. Intern Supervisor	Completed by Dept. Intern Supervisor

*Certain restrictions/criteria or additional program information may apply. Contact Mani Persaud for more information

NOTE: MCG employees are not eligible to participate in the Internship Program. Eligible employees may instead participate in the PACE program.

How to Obtain an Unpaid/Paid Intern

Begin with planning:

An internship opportunity begins with clearly defining the internship assignment by examining operational needs, terms of the intern relationship, and roles of the department Intern Supervisor and intern. The areas considered encompass a careful examination of the time to train and coach the intern. Intern Supervisors should also clearly state the goals of the internship; the complexity of the work; the educational level of the intern (graduate, undergraduate, or high school); determine the number of hours per week; and determine whether the intern opportunity should be paid or unpaid.

Create an intern work plan that should include: duties and assignments; expected internship outcomes; intern schedule; and intern goals, etc. An outline for preparing an intern's proposed work plan is as follows:

- Clarify the responsibilities of the intern and specify the parameters or constraints of these responsibilities (i.e. licensing or legal limitation; entry level, intermediate, or advanced; etc.);

- Describe the skills needed to fulfill the work responsibilities as well as the skills that can be gained or sharpened from the internship experience;

- Consider whether the arranged internship will create a reasonable balance between an intern's contribution to the organization and the time needed for the intern to satisfy his/her learning goals;

- Clarify the reporting structure for the intern, how the intern's work should be prioritized, and how evaluative feedback should be communicated;

- Consider the benefits that would make the internship attractive to a student (i.e. access to officials, opportunities to attend important meetings, conferences, or other special events);

- Provide resources to facilitate the work of the intern (i.e. office furniture, space, access to computer, telephone, filing cabinets, copier, etc.,);

- Consider the standards by which the intern will be evaluated (undergraduate level, graduate level, etc.);

- Design work assignments for the intern to:

    See the *"big picture"* (i.e. relate assignment to the overall functions and needs of the organization;

Create a "portfolio" to help document their work and to show to future employers samples of their professional work; and

Minimize clerical work; job assignments may include the normal amount of copying, typing, filing, etc. that are part of the typical staff person's work, but the intern *should not be a substitute for a clerical/paid position*.

Search and select an intern:

Students apply online through the Montgomery County Government, Office of Human Resources Internship Database located at:
https://in02.mcgov.org/ojn5/ijn6/ohr/internship/main.cfm

Department HR Liaisons and/or Intern Supervisors access the OHR Internship Database to view applicant resumes, run applicant queries, print reports, and print resumes. Applicants can be selected by criteria such as an applicant's career area of interest, preferred department, desired work location, whether paid or unpaid internship, a student's GPA, a student's academic level, degree type and level, proficiency level of communication and computer skills, etc.

Once suitable applicants are identified the Intern Supervisor contacts the intern(s) to schedule an interview.

Conduct interviews:

The Intern Supervisor prepares a list of intern interview questions. The department conducts interviews with qualified candidates, and selects the intern for the intern opportunity.

Select and hire the intern

Contact Mani Persaud at Mani.Persaud@montgomerycountymd.gov in the Office of Human Resources to coordinate the intern job offer.

Conduct the intern orientation

On the intern's first day of assignment, the intern supervisor conducts the following:

- Provide the intern with an overview of the County and the department organization and structure;

- Review the County and Departmental policies such as ethics, emergency procedures, work place harassment, and training;
- Discuss the work plan, roles, responsibilities, and outcomes of the internship; and
- Complete required intern forms
- Complete the Application for Photo Identification Card and escort the Intern to the Security Office to get their ID badge.

Forms to be completed

The following forms are to be completed and submitted to Mani Persaud on the first day the Intern begins the work assignment (Intern Supervisor may retain copies of forms):

Form	Unpaid Intern	Paid Intern	Intern Supervisor
Volunteer Registration Form - General	Intern completes	Intern completes	Send original form to the Division of Risk Management/Insurance Section. 101 Monroe Street, EOB 15th Floor, Rockville MD. Copy completed form to Mani Persaud, OHR
Confidentiality form	Intern completes	Intern completes	Send completed form to Mani Persaud, OHR
Montgomery County Policy on Sexual Harassment	Intern reads	Intern reads	NA

Acknowledgement of Receipt of EEO/Harassment Policies	Intern completes	Intern completes	Send completed form to Mani Persaud, OHR
MCGOV Internet, Intranet, and Electronic Mail Policy	Intern acknowledges/signs receipt of policy	Intern acknowledges/signs receipt of policy	Copies form to Mani Persaud, OHR
Application for photo identification card	Intern completes	Intern completes	Takes Intern to EOB Security to obtain photo ID
I-9 Form	NA	Intern completes (Requires 2 forms of ID)	Intern Supervisor also completes I-9, makes copies of IDs and sends forms & ID copies to Mani Persaud, OHR
Applicable State & Federal Tax Forms	NA	Intern completes	Send completed form to Mani Persaud, OHR
Employee Reasonable Accommodation Request Form	Intern completes	Intern completes	Send completed form to Mani Persaud, OHR

Update the OHR Intern Database

Department HR Liaison and/or department Intern Supervisor must then update the OHR Intern Database record https://in02.mcgov.org/ojn5/ijn6/ohr/internship/main.cfm of the selected Intern by entering the following information: intern supervisor name; department; program area/name; intern duties; intern effective start date; duration of assignment - intern hours per week; number of months intern will work; nature of assignment: clerical, administrative, technical, paraprofessional, professional, managerial; paid or unpaid; if paid enter total dollar amount.

What if I have more questions or need further information/guidance?

Contact: Mani Persaud, Montgomery County Government Internship Program Manager, at Mani.Persaud@montgomerycountymd.gov or 240-777-5055.