



Promoting Excellence in Local Government

2025 MUNICIPAL INTERN PROGRAM PLACEMENT SITE GUIDELINES

PROGRAM DESCRIPTION

The [Municipal Intern Program \(MIP\)](#) is a paid summer internship that introduces graduate and undergraduate students to career opportunities in the local government sector. Local Government Academy provides a reimbursement of the intern's wage to offset costs to the placement site. Eligible intern projects include, but are not limited to, financial management support, human resource assistance, asset mapping and database development, development of geographic information systems, comprehensive planning, economic development activities, capital improvement planning, supporting intergovernmental cooperation, enhancing code enforcement, and community engagement campaigns.

Eligible applicants include municipalities, Councils of Government, Municipal Authorities, Act 47 Designated Municipalities, and municipalities enrolled in the Strategic Management Planning Program in Western Pennsylvania and Cambria County.

To meet program requirements, Placement Sites must provide a student with meaningful, full-time employment for a twelve-week period between June and August. Keeping in mind that MIP is designed to increase awareness of local government services and build a pipeline of young talent entering the public sector, project applications are evaluated for opportunities for the intern to develop professionally and engage within municipal settings. Project submissions must demonstrate a tangible benefit to the community while supporting the personal and professional growth of the student.

CRITERIA FOR SELECTION

Intern placements will be made only to municipalities who agree to meet the following criteria:

- The Placement Site agrees to employ the intern to work 35-40 hours per week for a total of at least 400 hours, and no more than 480 hours, to be completed by August 31st.
- The Placement Site shall ensure that the intern attends Local Government Academy in person and virtual trainings and events. The Placement Site shall consider this time as a component of the intern's regular work schedule.
- The Placement Site shall provide an appropriate work area, with resources necessary to complete the project (email, database, access to file server, telephone, etc.) and safety equipment and/or training, as necessary.
- The intern/project is supervised by an employee in a supervisory or management role.
- The supervisor will ensure that the intern has appropriate oversight. At no time should the intern be placed in a situation where they are working alone without support.
- The supervisor shall provide a comprehensive orientation within first week (personnel policies, rules and regulations, safety procedures, etc.).
- The supervisor shall conduct regular meetings with the intern.
- The supervisor shall facilitate introductions to key employees and elected officials, as appropriate.
- The project provides a substantive learning experience for the intern, as well as fulfill a need in the community/municipality.

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PLACEMENT SITE SCHEDULE & GUIDELINES

2024 – 2025 SCHEDULE

- **Tuesday, October 29, 2024 – Municipal Intern Program Request for Projects**
Virtual Pre-Application Informational Session hosted @ 12:00 p.m.
- **Monday, November 4, 2024 – Application Portal Opens**
Eligible Placement Sites may submit applications via localgovernmentacademy.org.
- **Tuesday, December 3, 2024 – Project Applications Due**
Completed Placement Site applications due to the Academy
- **Monday, January 6, 2025 – Projects Announced**
Approved Placement Sites announced, and students enrolled in an undergraduate or graduate program may begin applying to the program.
- **Wednesday January 8 – 2025 Municipal Intern Program Placement Site Orientation**
Virtual meeting hosted on Zoom at 1:00 p.m. Attendance mandatory for supervisor of approved placement sites.
- **2025 Intern Fair – TBD January – February 2025**
The Municipal Intern Fair provides opportunities for Placement Sites to interview prospective interns. Attendance at the Fair is required by at least one Placement Site representative.
- **Friday, March 21 – Intern Selection Announcement**
Municipalities conclude interviews and select a candidate to complete the internship.
- **Friday, May 17 – Intern Projects may commence**
Internship project activities may commence. (All internships must begin no later than June 6).
- **Tuesday, June 3 – 2025 MIP Intern Orientation**
Virtual meeting hosted on Zoom at 10:00 a.m. Attendance is mandatory for the Intern but not the supervisor
- **Tuesday, June 24 – 2025 MIP Development Session #1 – location TBD**
9:00 a.m. - 3:00 pm in person meeting designed for networking, relationship building, and professional development.
Attendance is mandatory for both the Intern and Supervisor (due to time constraints, supervisors may participate in half-day sessions if requested)
- **Tuesday, July 15 – 2025 MIP Development Session #2 – location TBD**
9:00 a.m. - 3:00 pm in person meeting designed for networking, relationship building, and professional development.
Attendance is mandatory for the Intern (supervisors may participate if desired)
- **Thursday, August 7 – 2025 MIP Annual Recognition Luncheon – 30th year anniversary of MIP!**
11:30 a.m. - 1:30 p.m. in person event to recognize the students' accomplishments and MIP volunteers. Attendance is mandatory for interns and supervisors.
- **August 31 – Program Ends**
Internships conclude.

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FINANCIAL OBLIGATION

- A grant administered by the Academy will reimburse the Placement Site a portion of the intern's wages for up to 480 hours of work. Interns must work no less than 400 and no more than 480 hours.
- Placement Sites in Allegheny County: The Academy will provide a reimbursement of 50% for graduate students who shall receive an hourly wage of \$12.00, or undergraduate students who shall receive a wage of \$11.00 per hour.
- Placement Sites in Washington County: The Academy anticipates two municipal intern projects and will provide a reimbursement of 50% for graduate students who shall receive an hourly wage of \$12.00, or undergraduate students who shall receive a wage of \$11.00 per hour.
- DCED funded Placement Sites in Southwestern Pennsylvania. The Academy will provide reimbursement of 66% for interns who shall receive an hourly wage of \$12.00 when placed in designated Act 47 municipalities and municipalities enrolled in (or have completed) the Strategic Management Planning Program.
- The Placement Site is responsible for entering into a 1099 Agreement upon retaining the intern and/or hiring the intern including collecting payroll taxes and providing workers compensation coverage as required.
- The Academy will distribute the reimbursement grant midway through the internship and upon completion. The Placement Site is required to provide payroll documentation to receive the reimbursements.
- The Placement Site may pay the intern a higher wage, but the Academy will only reimburse as per the program guidelines.

PLACEMENT SITE OBLIGATIONS

The placement site is responsible for selecting and hiring an Intern that best matches the skills necessary to complete the project. The Academy will assist in facilitating a match through the Municipal Intern Fair and targeted outreach but is not responsible for making final selections.

- Only students currently enrolled in a college program are eligible for internships.
- Placement sites are not permitted to employ family members of the governing body or municipal staff as interns without prior approval.
- Interns must be supervised by an employee of the Placement Site. Supervision by an elected official is not allowed without prior approval.
- Placement sites must follow the program schedule as noted and provide paid leave to the Intern to attend Orientation, Development Session(s), and the Recognition Luncheon.
- Placement Sites must ensure the Intern's attendance at all MIP events and trainings.
- Interns must work between 400 – 480 hours during the internship.
- Midpoint and final evaluations of the intern's performance are required. Forms will be provided by the Academy.
- Interns are required to prepare a project summary to document the project. Placement Sites are expected to assist the intern in completing this assignment.

FUNDING CREDIT

This program is made possible through the support of Allegheny County, the Pennsylvania Department of Community and Economic Development/Center for Local Government Services, and the Redevelopment Authority of Washington County.