



Promoting Excellence in Local Government

2027 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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2027 SCHEDULE

- **Wednesday, October 21 – Municipal Intern Program Request for Projects Pre-Application Meeting**
Virtual Pre-Application Informational Session hosted @ 12:00 p.m.
- **Wednesday, October 21 – Application Portal Opens**
Eligible Placement Sites may submit applications via localgovernmentacademy.org.
- **Friday, November 13 – Project Applications Due**
Completed Placement Site applications due to the Academy
- **Wednesday, December 16 – Projects Announced / Website Project Announcement**
Approved Placement Sites announced and projects posted on website
- **Tuesday, January 12 – Municipal Intern Program Placement Site Orientation / Student Application Portal Opens**
Virtual meeting hosted on Zoom at 1:00 p.m. Attendance mandatory for supervisor of approved placement sites.
- **Municipal Intern Fair – February TBD**
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 5 – Student Application Closes**
Intern application portal closes at 4 p.m.
- **Monday, May 17 – Intern Projects may commence**
Internship project activities may commence. (All internships must begin no later than June 6).
- **Wednesday, June 2 – MIP Development Session #1 Intern Orientation – location TBD**
9:00 a.m. – 3:00 p.m. in person orientation meeting mandatory for interns
- **Wednesday, June 23 – 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 both the Intern and Supervisor (due to time constraints, supervisors may participate in half-day sessions if requested)
- **Tuesday, July 6 – Urban Plan Virtual Orientation Meeting**
9:00 a.m. – 10 a.m. Virtual meeting mandatory for Interns
- **Monday, July 12 – Intern Midpoint Check in**
9:00 a.m. – 10 a.m. virtual meeting
- **Wednesday, July 14 – MIP Development Session #3 *Urban Land Institute* – 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)



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- **Thursday, August 5 – MIP Annual Recognition Luncheon**
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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