



# EXPERIENCE! PHILADELPHIA *SUMMER IN THE CITY* HIGH SCHOOL INTERNSHIP PROGRAM

---

Learn • Experience • Grow

## Department Application for High School Interns: Summer 2008

The following application is for City departments and offices to request a High School intern. Please feel out the application completely and submit electronically to:

[mip@phila.gov](mailto:mip@phila.gov) by **March 28, 2008**.

### Program Overview

The City's High School internship program is a **6-week paid summer internship program for Philadelphia high school students** (sophomore to senior year) beginning in July 2008. One-hundred (100) high school interns will be placed in City departments and offices and will be assigned to various administrative and support tasks, while also participating in weekly workplace and leadership development trainings. Intern salaries will be provided by the City of Philadelphia and will not be the responsibility of the host department. These one-hundred (100) high school interns may be *in addition to* any other high school interns a department hosts over the summer (ex: through Philadelphia Academies or other community-based organizations), with the exception of the Department of Recreation.

The **minimum weekly commitment** for high school interns is **16 hours/week** and an additional **4 hours/week** are spent participating in **workplace and leadership development activities** -- facilitated by the Philadelphia Youth Network and the Office of Leadership Investment -- typically on Fridays, outside of the department.

Department expectations when hosting a high school Intern:

- Each intern will be assigned to a supervisor, with no supervisor assigned more than two (2) interns.
- Each intern will be assigned a mentor within the department (does not have to be the supervisor) who will meet with their intern on a weekly basis. Department mentors may be assigned up to five (5) interns.
- Intern applicants will be forwarded to departments/offices in May 2008 (upon initial interview with Philadelphia Youth Network and in-depth interview with Office of Leadership Investment staff).
- Intern supervisors and mentors are required to participate in a training in May 2008.
- Department supervisors and mentors must be available to host interns from July 7, 2008 to August 18, 2008.

Application on following page →

Department Name: \_\_\_\_\_

Department Internship Coordinator: \_\_\_\_\_

Number of Interns Requested: \_\_\_\_\_

Name(s) of Intern Supervisor: \_\_\_\_\_

*(Reminder: A supervisor should host no more than 2 interns)*

Name(s) of Intern Mentor: \_\_\_\_\_

*(Reminder: Mentors may host up to five (5) interns)*

1. Please briefly describe the project(s) or assignment(s) you will assign to your high school intern(s). If you have a brief job description, please attach.
  
  
  
  
  
  
  
  
  
  
2. What particular interests (if any) are necessary for an intern working in your department?
  
  
  
  
  
  
  
  
  
  
3. Do you host or facilitate other summer high school internships within your department (ex: in partnership with community-based organizations)?  
 YES       NO
  - a. If yes, please describe the internship and any partners:
  
  
  
  
  
  
  
  
  
  
4. Ideal working hours (i.e. 9:00a – 1:00p; 8:30a – 12:30p, etc.):
  
  
  
  
  
  
  
  
  
  
5. Days of the week (interns must spend 16-hours/week in the department):  
 Monday    Tuesday    Wednesday    Thursday  
 Saturday    Sunday
  
  
  
  
  
  
  
  
  
  
6. Would you like to request interns from a specific school/program (i.e.: Philadelphia Academies, Inc.; vocational/technical schools) or neighborhood (please indicate by zip code)?

Application continued on following page →

7. Will there be any additional documentation/clearances needed (to be coordinated and paid for by the department)? Check all that apply:
- Criminal Background     Child Abuse Clearance     Physical  
 Other -- \_\_\_\_\_
- 

Please submit your application electronically to:  
[mip@phila.gov](mailto:mip@phila.gov)  
by March 28, 2008.

For more information or questions, contact:

Stephanie Tipton, [Stephanie.tipton@phila.gov](mailto:Stephanie.tipton@phila.gov), 215/686-3499  
Tara Mohr, [tara.mohr@phila.gov](mailto:tara.mohr@phila.gov), 215/686-3492  
Dominique Aubry, [Dominique.aubry@phila.gov](mailto:Dominique.aubry@phila.gov)