CITY OF LAS VEGAS

INTERNSHIP PROGRAM AGREEMENT

[SCHOOL NAME]

[DATE]

WELCOME

Vision
A world-class, vibrant, affordable, economically and ethnically diverse, progressive city where citizens feel safe, enjoy their neighborhoods and access their city government.

Mission
To provide residents, visitors and the business community with the highest quality municipal services in an efficient, courteous manner and to enhance the quality of life through planning and visionary leadership.

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Welcome and thank you for being part of the City of Las Vegas Internship Program.

We believe that the City is the best place to work in all of Las Vegas. We are one of the most progressive cities in this country, and much of that is due to the employees.

The City of Las Vegas is a very “smart” organization. We provide a wide variety of services and strive to be a “healthy” organization, one in which there is minimal politics and confusion, high morale and productivity.
Please take the following critical questions to heart. The answers are vital to building clarity within our organization.

Why do we exist?
Our core purpose is building community to make life better.

What do we do?
Our business definition is we run the city.

How do we behave?
Our core values are **A**chievement, **C**reativity, **T**eamwork, **I**ntegrity, **O**wnership, **N**ow.

How will we succeed?
Our strategic anchors, which help us make decisions, are sustainable, iconic and service value.

What is most important right now? This is our thematic goal and changes about every nine months. The thematic goal answers the question “If we accomplish only one thing during the next 9 months, what would it be?”

Values

- **A**chievement: To act with excellence; continuously improve and accomplish goals.
- **C**reativity: To act with confidence and courage as we try new things, take risks and have fun!
- **T**eamwork: To act collaboratively by combining individual strengths and uniting around common goals.
- **I**ntegrity: To act with truthfulness and transparency.
- **O**wnership: To act with personal pride and accountability. **N**ow!

PURPOSE

The purpose of this unpaid Internship Program with the City of Las Vegas is to provide an opportunity for students to apply their knowledge outside the classroom. Students will be able to learn from real life situations which will help enhance their academic and career goals.

BENEFITS TO THE STUDENT

- Be able to experience a prospective career path.
- Develop an understanding of workplace ethics.
- Helps students build a marketable resume.
- It will provide the student a sense of responsibility.
- Learn transferable skills required at any job (e.g. communication, computer proficiency and team work).
- Student will develop teamwork skills.
- Students will develop communication skills.
- Students will develop professional relationships.
- Students will develop skills and techniques that will be directly applicable to their careers.
- This internship will allow the student to development work experience that will enhance employment opportunities.

WHAT WE EXPECT FROM INTERNS

- Report to worksite on time.
- Dress appropriate.
- Time Management.
- Conform to the rules and regulations of the organization.
- Maintain a 2.5 GPA.
- Submit a monthly summary report to HR.

BENEFITS TO THE ORGANIZATION

- Give back to the community by enhancing the local workforce.
- Helps to identify potential future hires.
- Increase Diversity.
- Students are a great resource for one-time assignments.
- Students bring new ideas.

Priorities

- Thriving & Sustainable Business Community
- Safe & Healthy City
- Comprehensive Fiscal Stewardship
- Community Pride
- Excellent Customer Service
- Organizational Excellence

PROCEDURES

1. Intern Coordinator along with the City of Las Vegas will communicate at the beginning of the semester regarding internship assignment coordination.
2. Students will be asked to complete the “Student Application”. This will help Human Resources place the student to the department closest to their area of interest.
3. Once Human Resources places a student with a host department, the school coordinator and host department will be notified via e-mail.
4. Any students that are assigned to a Criminal Justice area (list of departments provided below) will be required to report to Human Resources with a legal parent (* if student is a minor) prior to starting their assignment.

    - City Attorney
    - Detention & Enforcement
    - Economic & Urban Development (Parking Unit)
    - Fire Rescue
    - Information Technologies
    - Municipal Court
    - Office of the City Clerk

5. Students over the age of 18 will be require to successfully pass a background screening which includes but not limited to a drug test and criminal background check.

    If a student has a prior conviction history, Human Resources will review the record to determine whether there is a relationship between the conviction and the assignment for which the student is being considered and whether that relationship warrants withdrawal of the offer of assignment (i.e., disqualification), termination or other appropriate action based on an a case-by-case evaluation.

6. On the first day, all students will report to the Human Resources Department for orientation. During this orientation we will cover,

    - Cell Phone Usage Policy
    - Club Ride Information (for students taking the bus)
    - Dress Code Policy
    - Expectations on the first day of assignment
    - ID Badge issuance
    - Interview Preparation Tips
    - Resume Building

AGREEMENT

This agreement forms the basis of understanding between City of Las Vegas and _____ school.

Both parties agree to the following:

CITY OF LAS VEGAS

Sponsor Department

1. To appoint a supervisor with whom the student will work closely. This person will mentor the student and expose the intern to various areas of the department.
2. Support the student throughout the internship assignment while refraining from offers of employment.
3. Work collaboratively with the student to determine the schedule that suits the needs of the department and the academic requirements of the student.

NAME OF SCHOOL

1. To refer eligible students that meet the following criteria:
   - 2.5 GPA
   - Good attendance
   - Good Behavior
2. To advise City of Las Vegas of any change in the student's status; which would disqualify the student from participation in the program.
3. Student must maintain a 2.5 GPA.
4. Must be actively enrolled in classes.
5. Assignment should not exceed 1,352 hours per year.
6. College & Universities only- Student must be enrolled as an undergraduate in an accredited college or university.
7. Must have declared major in a field related to the operation of the work unit where the intern will be assigned.

CITY OF LAS VEGAS DEPARTMENTS

:

- Building and Safety
- Community Services
- Detention & Enforcement
- Economic & Urban Development
- Finance
- Fire and Rescue
- Human Resources
- Information Technologies
- Municipal Court
- Office of Administrative Services
- Office of City Attorney
- Office of City Auditor
- Office of City Clerk
- Office of Communications
- Office of Community Services
- Office of Cultural Affairs
- Office of the City Council
- Office of the City Manager
- Office of the Mayor
- Operations & Maintenance
- Parks and Recreation
- Planning
- Public Works

SIGNATURE SECTION

I have read the entire agreement. As the representative of XXXXX school, I agree to the terms outline in this agreement.

PRINT NAME	SIGNATURE	DATE

CONTACT INFORMATION

NAME OF SCHOOL:
NAME OF CONTACT:
PHONE NUMBER:
ADDRESS:

HUMAN RESOURCES DEPARTMENT

DELIVERING TALENT FOR THE FUTURE

CITY OF LAS VEGAS

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