

### **Orientation**

At the beginning of the assigned term, the supervisor and the student will sit down and complete the City of Redmond Internship Training Plan. This plan will be the framework for the assignments and projects over the next 10 weeks. The training plan will give specific expectations of the project to be completed and it will set deadlines at which certain objectives of the project will be met. At this time the supervisor will review with the intern how the Internship evaluation process works. During the first few days the Human Resources and Risk Management Departments will also have the intern complete the required Risk and Participation documents. It is also expected that during the first week the intern will receive any specific training they require to get started on their project.

### **Evaluation**

There are three benchmarks to evaluate the intern's performance and understanding of their assignment/project. Every week the student will complete and submit to the supervisor a weekly production record form. A copy of this record will be forwarded to both the internship coordinator as well as the College/University Internship contact. At the mid-point of the internship, in most cases the end of week 5, there will be an evaluation by the supervisor. The last evaluation will be a comprehensive final evaluation at the end of the (10 week) term. Both evaluations will be provided to the college/university as well as a copy will be kept in the participants internship file.

### **The final week**

The final week of the term will be a busy one for the intern. The intern will be putting the final touches on his/her project(s) and preparing for their final evaluation. This will also be the week they will participate in a short exit interview with HR. As part of the final phase of their internship the intern will go before the City Council and give a brief overview of their project(s) and their accomplishments over the past 10 weeks. This date will be pre-determined at the beginning of the internship and scheduled with the City Recorder and placed on the internship assignment/training plan.