



STATE OF ARIZONA INTERNSHIP PROGRAM GUIDE

ARIZONA INTERNS-IN-ACTION



TABLE OF CONTENTS

ABOUT THE PROGRAM	1
PROSPECTIVE INTERNS	1
<i>How To Begin</i>	<i>1</i>
<i>Applying For An Internship</i>	<i>2</i>
<i>Responsibilities</i>	<i>2</i>
<i>Internship Completion</i>	<i>3</i>
<i>Training and Professional Development</i>	<i>2</i>
PROSPECTIVE SPONSORS	3
<i>How To Begin</i>	<i>3</i>
<i>Sponsoring An Intern</i>	<i>3</i>
<i>Roles And Responsibilities</i>	<i>4</i>
<i>Internship Completion</i>	<i>4</i>
FREQUENTLY ASKED QUESTIONS	5
<i>Prospective Interns:</i>	<i>5</i>
<i>Prospective Sponsors:</i>	<i>5</i>
CONTACT INFORMATION	7
SPONSOR REQUEST FORM	8

ABOUT THE PROGRAM

The State of Arizona Internship Program – “Arizona Interns-In-Action” – has opportunities available at over 25 State of Arizona government agencies that enthusiastically support the program (see the State of Arizona Agency Internship Directory for a complete listing). “Arizona Interns-In-Action” is an internship program that will provide valuable on-the-job experience that enhances intern learning in the enrolled area of study at the respective college or university. The program has been developed to help students gain practical training and hands-on real world experience to satisfy educational goals while preparing for a professional career. The “Arizona Interns-In-Action” will:

- Develop the next workforce generation
- Create collaborative partnerships with universities and colleges
- Offer meaningful assignments accompanied by adequate supervision
- Integrate interns into the organizational culture
- Document learning objectives between the state agency and their intern to provide clear direction and targeted goals

According to Fair Labor Standards Act (FLSA) guidelines, an unpaid internship must meet the following conditions:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
- The training is for the benefit of the intern.
- The interns do not displace regular employees, but work under close supervision.
- The employee that provides the training receives no immediate advantage from the activities of the intern and, on occasion, operations may even be impeded.
- The interns are not necessarily entitled to a job at the conclusion of the training period.
- The employer and the intern understand the intern is not entitled to wages for the time spent in training.

PROSPECTIVE INTERNS

How To Begin

Preparing for an internship can be a daunting experience. Many students struggle to find a starting point that will provide good experience in their field of interest and study. The following information should offer some assistance and direction in preparation for an internship with the State of Arizona:

- 1) Start with the Career Development Office at your college or university. The office exists to serve student career-related needs.
- 2) Sign up for and use the internship databases to which your college or university subscribes.
- 3) Network with alumni in your area of interest and contact them directly.
- 4) Visit with college professors, friends, and family. These people can provide direction and possibly even help in the search for an internship or first job.

These tips should be helpful in beginning the internship journey. Don't forget to create a resume and cover letter. Once again, your college or university should offer help in this area.

Applying For An Internship

Step 1: Determine what you are looking for in an internship?

- What subject matter interests you?
- Which days of the week are you available to work?
- What hours are you available to work?
- Are you prepared for a commute?

Step 2: Please visit the Arizona state government job website at www.azstatejobs.gov and click on the link “Arizona Interns-In-Action” to browse the available internships. Please contact Susan Laurence (susan.laurence@azdoa.gov) for additional information or to apply.

Training and Professional Development

Once an intern has been selected, he or she will be integrated into the culture of the organization of the sponsoring agency. Interns will attend the same meetings and seminars as division and department colleagues attend.

Training for the intern begins on the first day of arrival. It is important that the intern has an opportunity to learn about state government beyond their project or assignment. Sponsors will encourage informational one-on-one’s with others who hold important roles in state government. Ensuring the intern attends various department meetings, quarterly events, and other meetings contributes to key learning opportunities.

Various professional development events will be provided for intern participation. Participation is optional and all events will be hosted and facilitated by The Department of Administration.

State Capitol Tours

Interns can take part in tours of the State Capitol as well as the Senate and House Chambers. Interns will not only be exposed to state government, but will also learn about the rich history of Arizona.

Networking Events

Interns are encouraged to attend various “Meet and Greet” sessions throughout their program. These sessions provide valuable networking opportunities, as well as a chance to meet other interns, sponsors, and school leaders.

Responsibilities

- Adhere to agency work hours, policies, procedures and rules governing professional behavior
- Adhere to state rules and policies governing the observation of confidentiality
- Assume personal and professional responsibilities for all activities and actions
- Maintain both internal and external professional relationships
- Utilize a courteous, enthusiastic, open-minded, and critical approach to policies and procedures within the agency
- Relate and apply knowledge acquired in the academic setting to your assignment or project
- Develop self-awareness as it relates to attitude, values and behavior patterns that influence work

- Prepare for and utilize meetings, events, and other opportunities of learning afforded to you as an intern
- Be consistent and punctual in the submission of all project assignments
- If applicable, provide your faculty advisor with periodic progress reports

Internship Completion

At the end of the assignment, the intern will evaluate the overall internship experience. The Internship Program Evaluation form must be completed and returned to an ADOA Intern Coordinator. This feedback is not only essential for making necessary program improvements, but also for recognizing those agencies and departments that provide outstanding learning opportunities.

PROSPECTIVE SPONSORS

How To Begin

To determine if sponsoring an intern is the right choice for you, ask yourself the following questions:

- Do you have a specific project or assignment that will provide a quality working and learning opportunity for an intern?
- Can you commit time to develop a student, promote community goodwill, and offer insight into your organization?
- Can you benefit from the latest technology, perspectives, and relevant skills being used in our schools?
- Do you want to help mold the future of your industry talent?

If you answered yes to all of these questions then you are ready to sponsor an intern!

Sponsoring An Intern

Step 1: Determine if sponsoring an intern is right for your agency (see questions above)?

Step 2: Determine the best time to hire an intern using the table below.

Intern Start Date	Recruiting Time Frame
Summer: starting May/June	March – May
Spring: starting January/February	November – January
Fall: starting August/September	June – August

Step 3: Determine the scope of work or project/assignment the intern will be working on. Complete the Sponsor Request Form (located on the website and at the end of this document) and return it to susan.laurence@azdoa.gov.

Step 4: When contacting the ADOA internship coordinator to post the job announcement, specify preferred colleges and universities.

Step 5: An ADOA internship coordinator will screen all candidates based on the job requirements outlined in the Sponsor Request Form, including these basic requirements:

- Minimum of 2.75 GPA

- Currently enrolled in a college or university
- Taking a course of study relevant to the internship openings

Step 6: At the discretion of the sponsor, an ADOA internship coordinator can phone screen candidates, set up interviews, and extend a final offer.

Roles And Responsibilities

The role of a sponsor is critical to the value of a student's internship experience. Having an intern is a time commitment. The ideal sponsor should be achievement oriented, highly motivated, and a leader capable of providing on-going and timely feedback regarding performance.

A sponsor is responsible for the following:

- Introducing the intern to agency structure and operation
- Introducing the intern to agency policies and procedures regarding use of property, appropriate dress, office hours, and applicable leave policies
- Introducing the intern to the appropriate professional and clerical staff
- Providing the intern with sufficient resources necessary to accomplish project objectives
- Allowing the intern an opportunity to participate in meetings, conferences, and other personnel and management functions
- Assigning and supervising the completion of tasks and responsibilities that are consistent with the intern's role in the agency
- Consulting with ADOA in the event the sponsor becomes aware of personal, communication, or other problems that are disrupting the intern's learning and performance
- Providing regular and on-going feedback sessions with the intern
- Submitting a final performance evaluation related to the intern's performance

Internship Completion

At the end of the assignment, the sponsor will evaluate the intern's performance. The Intern Performance Evaluation form must be completed and returned to an ADOA Intern Coordinator.

FREQUENTLY ASKED QUESTIONS

Prospective Interns:

How can I prepare for an internship?

Determine what you are looking for in an internship, what hours and days of the week you are available, and the distance you are willing to travel. Your college or university campus career services office can provide valuable assistance in this area. You can also seek the guidance and direction from college or university professors and alumni. Don't forget to create a resume and cover letter. Your college or university should offer assistance in this area.

How do I qualify for an internship at the State of Arizona?

If you are currently enrolled at a college or university with a grade point average of 2.75 or better and are pursuing a course of study relative to the intern opening, you are eligible for most State of Arizona internship opportunities.

There are so many state agencies, boards and commissions. Which ones support the internship program?

Please view the State of Arizona Agency Internship Directory for a listing of participating agencies, boards, and commissions.

Will I receive academic credit for my internship?

Academic credit is at the sole discretion of the college or university. Please be sure to check with your academic advisor or career counselor.

How will I know if I am doing a good job?

Sponsors are selected to mentor the development of the interns, so you can expect to receive one-on-one on-going feedback in addition to a final evaluation.

Will I get to meet other state interns in order to share best practices as well as network?

Yes. The Department of Administration has developed a schedule of intern events which will include networking and tours of the State Capitol.

What happens at the end of my internship?

At the end of your assignment, you will have an opportunity to evaluate the overall internship program.

Will I be considered for employment?

We encourage students to review job openings by visiting www.azstatejobs.gov. If you meet the position qualifications, you can apply on-line.

Prospective Sponsors:

How do I request an intern?

The Sponsor Request form can be downloaded from the "Arizona Interns-In-Action" website. Please complete the form and forward to Susan Laurence at Susan.Laurence@azdoa.gov or fax to 602.542.7544.

How long can I keep my intern?

The ideal time to keep an intern will be in line with the academic semester. The normal periods are: Summer semester (May-August), Spring semester (January-April), or Fall semester (August-December). However, the duration of the internship can be extended based on intern and agency requirements.

Are these interns in high school or are they college students?

Interns must be enrolled at a college or university with a minimum 2.75 grade point average.

How does a student benefit from an unpaid internship program?

Students will experience opportunities in the public sector that will offer real world experience to complement their current studies and provide college credit.

How do I prepare for my intern?

Review intern expectations with the department and all stakeholders. Be sure to set-up a proper work-station complete with office supplies. Complete all necessary forms required for badge access and parking. Be prepared to meet your intern after orientation so you can begin introductions. Don't forget to review lunch breaks and directions to the break-room and restroom. You may wish to include the intern in your lunch plans on that first day.

How will I know if the internship is going well?

Review assigned project tasks and learning objectives on a scheduled basis. Discuss project expectations during the first week of the internship. Be prepared to engage in on-going discussions about progress and deliverables.

What if my intern does not perform as expected?

Having an intern is a time commitment. Providing on-going and timely feedback regarding performance is a critical feature to maintaining a valuable internship program. The sponsor will provide a final intern performance evaluation highlighting areas of success and areas for opportunity.

How can I develop my intern?

It is important the intern has an opportunity to learn about state government beyond their project. We encourage sponsors to coordinate one-on-one's with others who hold important roles in state government. Encouraging the intern to attend various department meetings to include quarterly events and other meetings contributes to key learning opportunities.

There will be professional development events sponsored and facilitated by the Arizona Department of Administration to include one-on-one career counseling, and various workshops through the Career Center. These optional events provide the intern with network opportunities in addition to career planning. Interns can also take part in visits to the State Capitol as well as the Senate and House Chambers.

Are interns different than volunteers?

Interns whether paid or unpaid are considered distinct and separate from volunteers. Interns are seeking training and are working for academic purposes. They are the primary beneficiaries of the internship experience and are most of the time receiving academic credit through their college or university.

Are unpaid interns allowed to use state vehicles?

No. According to the State Risk Management office non-financially compensated interns are not able to operate any state vehicle for any reason.

CONTACT INFORMATION

Arizona Department of Administration
100 N. 15th Ave. Suite #102
Phoenix, AZ 85007
www.hr.az.gov

Susan Laurence
Internship Program Manager
602.542.4757
Susan.Laurence@AZDOA.GOV

SPONSOR REQUEST FORM

Thank you for agreeing to sponsor an intern. The following guidelines are designed to assist you in completing this form to ensure that program goals and student goals are achieved. We are looking for:

- Practical substantive experiences to enhance the intern's learning and growth potential
- Projects where the responsibilities are clearly outlined
- Indications that a specific employee will be responsible for supervision
- Evidence that periodic and final evaluations will occur
- Projects that will provide a challenging learning experience with a reasonable chance for success
- Projects with well-written descriptions and concise objectives
- Prohibition of the use of an intern as solely a member of clerical staff

Please complete the entire form and use additional pages if necessary.

Agency: _____

Department/Division: _____

Applicable Major(s): _____

Semester Needed: Fall Spring Summer

Start Date: _____ End Date: _____

Hours/Week: _____ Location: _____

Project Title/Function: _____

Supervisor: _____

Phone: _____ Fax: _____

Email: _____

List at least 3 courses the student should have completed (i.e., Accounting, Business).

Outside work experience preferred/specific work skills required *(Note: Many college students will not have work experience in your area of need.)*

In order to complete the next section, consider the what type of intern you are looking for and what functions that person will perform in your department.

Describe the intern project and the major tasks to be performed.

Are there specific knowledge, skills, abilities or educational requirements necessary to complete this project.

Knowledge to be gained by intern

List specific project duties

Supervisor Signature

Date

Employment Signature

Date