**SAMPLE MEANINGFUL INTERNSHIP PROJECTS**

Below is a list of sample intern projects that interns can do to help support and grow your business. Equally these are tasks that will help an intern learn, develop skills and gain valuable hands-on experience.

**General Projects**

* Accompany employees to client, sales, or other outside meetings; have them take an observer role, but ask for their input and ideas (and answer any questions) after you've left.
* Plan and coordinate an event or meeting.
* Generate a marketing plan, financial forecast, or other report.
* Produce a video or slide presentation.
* Perform a study or survey; analyze and present results.
* Aid in the modification or enhancement of your employer site internship program.
* Develop training material for future replacement interns.
* Help screen and train replacement interns prior to departure.

**SAMPLE PROJECTS FOR SPECIFIC DEPARTMENTS**

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| **Department** | **Description of Projects** |
| **Accounting Intern** | * Help with the transition of moving to an online expense reporting system.  Facilitate the training sessions to instruct all full- time employees how to report expenses * Prepare a budget and provide weekly reports to management. * Learn to assist with accounts receivable and accounts payable. * Administrative work, filing, organizing, concepts of accounting and public finance. * Data entry in multiple city databases for: Residential Permits, Business Tax Operations, Enforcement & Collections; * Compile, capture & reconcile budget information for special projects. * Learn the operations of Revenue and work side by side with staff at triage assisting customers. |
| **Analytics Intern** | * Create a dashboard to record and report important company information. * Creating a database for affordable housing homeownership program compliance monitoring. |
| **City Attorney Intern** | * Work with the legal secretaries, the staff assistants, and office administrator on a variety of tasks, including file inventory and records destruction, office furniture inventory, Law Library inventory, cataloging and updates, court runs and legal document filings, document scanning and front office procedures. |
| **City Clerk Intern** | * Update records in the Content Management System which included scanning, indexing and data entry. |
| **Communication Intern** | * Critique your company's website from a user perspective; brainstorm ideas for boosting usability. * Create support materials, such as charts, graphs, or other visuals * Write internal communications. * Compile employee manuals or develop process directions for tasks with high employee turnover. * Scan industry media for news items; provide regularly scheduled updates. |
| **Community Impact Intern** | * Participate in community events by providing outreach at tabling events. * Research upcoming community events that company staff can participate. |
| **Community Services Intern** | * Interns are typically assigned administrative duties. Tasks included filing, scanning and data entry.  One of the bigger projects assigned last year was to review Rental Housing Inspection Program cases in our code compliance management system. The interns were required to determine if RHIP cases with “government exemption” statuses were valid by reviewing exemption documents attached to the case file, review of the existing and prior ownership of the property, and other research as needed to assist in making a determination.  They tracked such findings in an excel spreadsheet and created case activities for staff to follow up.  The interns also worked with Excel formulas to modify generated reports; helping the interns gain Excel experience in making large active spreadsheets manageable. |
| **Councilmember/City Manager Intern** | * Shadow council district staff at meetings with city staff where they provided the meeting notes. * Utilize writing skills as drafts and editing of communication materials were necessary. * Conduct policy research and assist with constituent affairs. Work on policy projects involving two key neighborhoods, while also helping us address smaller matters – e.g. redesigning a park – in other neighborhoods. * Research specific items of interest to the Councilmember around new local ordinances and government policies was completed. |
| **Digital Intern** | * Travel with company members – interview members, write stories and post pictures to be published on company website. * Work on a new app. |
| **Economic Development Intern** | * Reorganization of the administrative file system and project related archives along with the records for the numerous contracts and documents contained within the department. * Coordinate the organization and ready-retrieval system to access important real estate, redevelopment and economic development records. |
| **Fire Department** | * Design monthly safety flyers to be used by personnel, input information from microfilm cartridges onto excel spreadsheet, answered phones and greeted customers. * Participate in boot collection and design flyer. |
| **Graphic Design Intern** | * Develop a digital bulletin board for break rooms that include – Team Member birthdays, new hires, awards/service anniversaries, and health and safety tips. * Create picture and designs to be used on company website and marketing material. * Create brochures highlighting services. * Design graphics to help articulate information. * Create graphics and optimize images using the Adobe design software, Illustrator (graphics software) and the Adobe photo editing and effects software, Photoshop. |
| **Human Resources Intern** | * This internship opportunity provided administrative support to the Personnel Section of Parks & Recreation. Tasks included filing (set up new employee files, purge old files, input information in spreadsheet, complete no longer interested forms & file personnel transactions), mail (collect daily mail and distribute to appropriate employees along with research unclaimed mail to distribute to appropriate departments) and reception (greet walk-in customers and answer phone and direct calls). * Organize, prepare and scan files that are permanent records in the office. * Compile benefits orientation packets and prep boxes for permanent destruction. |
| **IT Intern** | * Evaluate some area of IT functionality; ask if they see a way to improve efficiency, streamline programs, or cut costs. |
| **Museum Intern** | * Support the Education Department with a variety of administrative tasks, including conducting research and putting together a report, collating and packet making, and putting together mailings. * Assist the Director of Education with the development of the Teen program and intern at events. |
| **Police Department Intern** | * Tour all support systems of the Police Department. * Work in areas that are less known, such as Fiscal unit, Supply unit, and IT unit. * Design safety announcements for citizens. |
| **Public Works Intern** | * Organize lock and key inventories for all the alley closure gates within the city. * Generate inventory status on some of the gates and help with minor repairs with gates and locks. * Proofreading of some official documents that were sent out to property owners and the City Council was done. * Other tasks including filing, scanning and copying other city documents. * Work on a specific city issue. For example, in Sacramento, by using the Google maps satellite function along with the County of Sacramento’s Parcel Viewer a map was developed to show the vacant lots and other troubled areas where frequent illegal dumping was taking place. Reporting items to 311, supporting the implementation of a Master File system and speaking to constituents about their concerns or questions on the phone were other duties undertaken. * Worked on a budget exercise in Excel. * Helped with filing, organizing, and other misc. projects. * Tour of the Recycling Transfer Station. * Develop a youth guide with information about the Transfer Station. |
| **Recreation Intern** | * Work with recreation implementing a youth program. * Work on existing programs and creation of a new program. |
| **Research Intern** | * Research the viability of a new program, campaign, or initiative; compile and present statistics. * Source goods or search for lower-cost sources for high-volume materials. * Clean up a database using excel making it user friendly and visually appealing. * Review process (permit, licensing). * Interview individuals for historical perspective. |
| **Social Media Intern** | * Create a proposal on a potential social media strategy, evaluate various social media platforms, or come up with suggestions for how your current social media strategy might be improved. * Research and identify the most influential blogs in your industry. Follow them and provide weekly reports. * Maintain company social media accounts; create social media campaigns and post on a regular basis. * Create a teen-friendly survey to increase awareness/utilization of services * Create outreach plan for a campaign. * Create a “Did you know…” video exploring diverse divisions of the company. * Photo editing, writing, editing and/or posting articles on website. * Interview teens to create a video about health barriers and/or resources in their community. * Develop an intern video used for presentation for company programs and events. |
| **Special Events Intern** | * Learn the process of permitting a residential street closure, an overview of special event permitting, and the workings of our community performing arts program. * Review applications, make phone calls to residents, file completed permits, and return voicemails. * Visit parks & community centers in order to view the location from an event planning point of view. |

CITY OF OXNARD

INTERNSHIPS WITH PUBLIC WORKS DEPARTMENT

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| Intern-Water Distribution Operator | Initially under close supervision, positions in this class perform construction, repair and maintenance of the City water distribution systems. |
| Intern-Environmental Resources Division Data Entry/Office Assistant | Under general supervision, performs a variety of office support and clerical tasks such as greeting the public, maintaining files, processing forms and distributing documents and reports; performs related duties as required. |
| Intern-Environmental Compliance & Sustainability | Work under the Water Conservation/Outreach Technician. Carries out a variety of technical and administrative assignments associated with the development and implementation of conservation programs and projects in field and office settings. |
| Intern- Fleet Services Data Entry Clerk | Utilize computerized data entry equipment and various data entry, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; establishes files and modifies existing files. |
| Intern-Wastewater Operator in Training | Learn how to properly collect, treat and dispose of wastewater generated throughout Ventura County. |