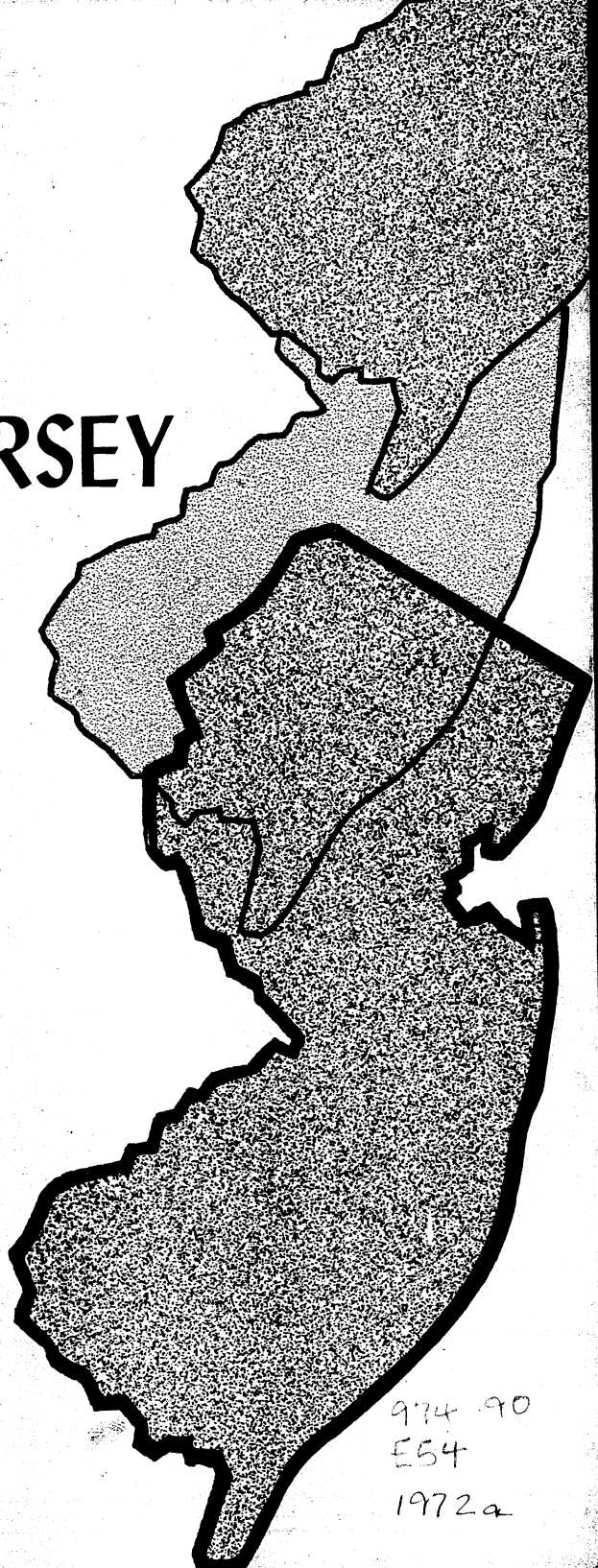


**NEW JERSEY
INTERNS
IN
PUBLIC
SERVICE**



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State of New Jersey
William T. Cahill
Governor

Department of Community Affairs
Lawrence F. Kramer
Commissioner

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A government service learning experience of the
Bureau of Local Management Services, Department
of Community Affairs.

December 1972

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INTERNS IN PUBLIC SERVICE

INTRODUCTION

1. What is an internship?

An internship is a learning experience. This experience results from being a participant, an observer, a critic, an advocate, and generally a source of productivity and service within an agency. The internships provided through the New Jersey Department of Community Affairs in the past have attempted to stimulate and increase interest in public service as a career, by providing the chance for students to have this "service-learning" experience.

Students who serve as interns in public service agencies need energy and enthusiasm; they need the desire to see how the system really works, publicly and privately; and lastly they need to consciously reflect upon their experience to put it into perspective with their own career goals and individual aspirations.

2. What internships are available?

The internship possibilities which currently exist in New Jersey through the Department of Community Affairs are varied and are somewhat unique to the State. There are basically three types of internships which have been made available:

- a. Summer
- b. Academic year
- c. Management traineeship

a. Summer - The summer phase of the program is the most well known and is by far the most extensive of the three types. Since 1967, it has been placing students in a wide variety of jobs in public service throughout the State. The intent of these placements has been to encourage and motivate students toward careers in government by providing the opportunity for them to obtain practical experience through summer jobs in public service. Not only are the students exposed to the vagaries of government and public service, but the agencies for whom they work profit from additional manpower and skills which the students are able to provide.

The agencies in which interns have been placed in the past fall under five general categories: State, local, community-action, non-profit, and legal. Primary emphasis is given to county and municipal governments. The interns' jobs within these agencies have included, for example, planning, program development and administration; providing counseling to youth, alcoholics, or drug addicts; sampling and testing water for adequate sewage treatment; surveying local roads for paving standards; writing planning or administrative studies about a county or municipality; teaching children, etc.

The legal program (internships in regional legal service offices) has been an ongoing part of the summer intern program since 1968. As a result of a ruling in September of 1971 which allows third year law students to appear before any New Jersey court on behalf of legal services clients, the legal aspect of the program has been limited only to those law students who have completed two years of law school. First or second year law students may qualify for the other jobs available in the program.

The following table indicates the number and type of jobs included in summer internships over the past six years:

	<u>State</u>	<u>Local</u>	<u>Comm'ty</u>	<u>Legal</u>	<u>Non Profit</u>	<u>Total</u>
1967	39	30	9	0	5	83
1968	40	64	16	20	20	150
1969	71	44	37	21	16	179
1970	54	53	41	33	23	204
1971	38	92	12	37	25	204
1972	32	96	10	29	15	182

b. Academic year - The internship activities undertaken during the academic year have been of several types in the past:

1) A continuation of one or more summer interns who have been specifically requested by their agency and who have definite career goals in local government;

2) Special requests from agencies who wish to employ students interested in local government careers;

3) Contracts with academic institutions for specific government related projects, usually involving three or more interns who will receive academic credit for their work.

Academic year internships are part-time jobs which follow the guidelines of a maximum 15 hrs./week during regular school semesters and a maximum 40 hrs./week during vacations. They are usually granted on the basis of a total number of hours which can be served over a one or two semester period, depending upon the needs of the student and the agency. Academic year interns are not assigned to other State agencies.

Various funding methods have been used for academic year assignments in the past. Like the summer program, in most cases a student's salary is paid by the Department of Community Affairs. In many of the contracts with colleges, interns are supported through the use of federal work-study funds, in which case, the Department of Community Affairs provides 20% and federal money at the college supports 80%. This sort of arrangement can be worked out for individual students if his/her school's financial aid officer can certify him/her to be eligible. In a few other

cases, 50-50 arrangements have been made where the agency pays one semester and the Department pays for the other. These grants are all dependent upon the quality of the jobs being requested, the career intentions of the student, and, of course, the money which is available.

c. Management traineeship - The purpose of this program is to develop training and career opportunities for young men and women specifically interested in local government management, administration, and finance. This program places capable college graduates in local government where a need is demonstrated, and a willingness to train a participant to fill certain responsibilities is evidenced. These are generally full-time, newly created or already existing but unfilled jobs. This differs from the regular intern program in that it serves as a bridge between academic preparation and assumption of the first government job.

Having begun this program in late 1971, the participating municipalities are chosen on the basis of proposals submitted to the Department. Students of varying educational levels will be recruited, depending upon the necessary qualifications for the job. Final assignment of a trainee to a municipality will be made after consultation between the Department and the related municipal supervisor. Selection of municipalities will be based on the

- 1) overall quality of job which is available, as outlined in a proposal;
- 2) need of the local government and its willingness to provide adequate training and supervision for a participant;
- 3) potential employment for a trainee.

HOW TO APPLY FOR AN INTERNSHIP

1. Who is eligible to apply?

Any resident of New Jersey who is enrolled full-time as an undergraduate or a graduate in any college or university and plans to continue his/her education after the internship may apply to the summer and academic year segments. An applicant must have completed his freshman year before beginning an internship, and may not serve as an intern after his final year of schooling.

Relatives of Department of Community Affairs employees are not eligible.

For purposes of selection, one intern unit will be defined as one summer (full-time) or two academic semesters (part-time), or the equivalent of either. No student may serve more than two units out of any three consecutive intern units which are offered. (This means no more than two summers or one academic year plus one summer). Any student who has served his two units may reapply only after being inactive in the program for at least two units. Exceptions will be made only for very special requests which comply with the following specifications:

a. The supervisor requesting the student is a competent professional who will seriously plan the internship.

b. The student desires to pursue a career in public service and can only be furthered in his desire through the intern program.

c. The unit of government requesting the intern has no funds of its own.

d. An interview with the student corroborates the student's intentions and verifies his prospective capabilities.

e. Funds are available.

2. How may a student apply?

Application forms may be obtained from the Department of Community Affairs. The application forms are one page of data with explanatory guidelines on the back. Candidates for the summer program are required to submit only this application. There are no essays or faculty recommendations requested, rather a one paragraph statement which could be used in some final analysis to choose between equally qualified students. The process of selection will rely heavily on the students' skills and interests in relation to the requirements of the jobs which are chosen as potentially good internship positions.

To receive full consideration, student applications must be received no later than March 1, 1973.

3. How are interns selected?

From evaluations of previous summer programs it was seen that the two most important factors in determining a successful internship were the supervisor's involvement, attitude and preparation for the intern and secondly, whether or not the student was placed in a job commensurate with his/her own interests and skills. By selecting the best potential internships first and then matching students to the needs expressed in these jobs, the program is attempting to achieve an optimum satisfaction in its assignment, both for

the agencies and the students. This approach does not preclude students who either have very specific or very general capabilities. In the past, the jobs selected from the agency applications have been of an extremely wide variety so that no set combination of abilities can possibly guarantee a job, nor can it mean that such a job will not be available.

The response in recent summers has increased so that a computerized listing of the student data will be used to aid in the selection process. Of course, the location of the job and travel restrictions of an applicant may also bear a weight in placement decisions. The use of data processing supplements but does not replace sound qualitative judgement.

Generally, then, consideration of the following will be made in selecting students for the summer program:

- a. geographic location and ability to travel
- b. demand for a particular skill
- c. interest in the type of jobs available
- d. career interests in public service
- e. motivation for applying to the program

Additional criteria exist for the academic year placements, since those positions are much more limited. Academic year placements will be made on the basis of:

- a. funds available after completion of the summer program

b. specific requests and proposals from agencies or universities for projects involving local government

c. students whose career goals are specifically related to public service

d. requests which are part-time, maximum of 15 hrs./week

Placements for the management traineeships will be made on the basis of:

a. skills needed for the jobs which are selected

b. government career intentions of applicant

c. personal interview with supervisor and program staff

HOW TO APPLY FOR AN INTERN

1. Who is eligible and how may an agency apply?

Any local or county government, State department, community-oriented, or private non-profit, public-oriented agency may request summer interns by writing to the Interns in Public Service Program for application forms designed for this purpose. Since the application forms ask for specific supervisory and training details for a potential internship, an agency desiring more than one intern must submit separate applications for each intern being requested. If only one of several requests is granted, it will be for a specific job and not for the agency in general. Any changes from the originally assigned internship description must be

made with the approval and consultation of the program staff.

To receive full consideration, requests for interns should be received in the Department by February 1, 1973. Requesting agencies are urged, however, to submit requests well in advance of that date.

If an intern is assigned to an agency, the intern's salary will be paid by the State, based on the regular Civil Service pay scale for Student Assistants. Interns are also available under the auspices of the federal work study program to agencies who are able to pay 20% of the intern's gross salary. Agencies whose budgets allow for this expenditure may wish to use this means to obtain the services of an intern at a nominal cost. However, eligibility for a State-funded intern will not be affected by an indication to participate in a work-study arrangement.

The following rates apply to the year of school completed immediately before the summer:

Freshman	\$2.00 /hr. 2.10
Sophomore	\$2.25 /hr. 2.35
Junior	\$2.50 /hr. 2.65
Senior	\$3.00 /hr. 3.10
1 yr. or more	
graduate school	\$3.25 /hr. 3.40

2. How are sponsoring agencies selected?

Students who apply to the Program are normally highly motivated and are often exploring the possibility of public service careers. In past years, interns have served as a valuable source of manpower to agencies and have enabled them to implement programs and provide services which otherwise would not have been possible. Two important factors are considered in the selection of intern job assignments. It is essential that:

a. A specific program be designed to provide the intern with an educational as well as an on-the-job training experience affording him a certain degree of responsibility.

b. A staff member be designated not only to oversee the intern's job duties but also to be available for consultation and to act as an advisor during the term of the assignment.

In addition, the availability of interns possessing the backgrounds and skills needed and the geographic distribution of interns are considered before final decisions are made.

The success of an internship for both the agency and the student depends largely upon the preparation and intentions of the agency for the intern to serve his learning experience. A closer scrutiny of those plans by the Department will result in the selection of potentially satisfying experiences for everyone involved.

EVALUATION

A survey of the impact of the program's first four summers, 1967-70, on the career aspirations and actual accomplishment of former interns, was initiated last year. The following information is based on 38% of the returns of the 616 inquiries distributed.

- 42% indicated they were full-time students; 50% indicated they were continuing their education. 72% are candidates or have received degrees beyond the baccalureate.

- 44% expressed career interests in the field of law; goals of 44% of lawyers and potential lawyers are to work in government or public services. In addition, many of those selecting private practice in the law named consumer protection, anti-poverty law and similar areas of public concern to be their speciality.

- 43% chose administration, planning, housing, community involvement, education, and social work in the public sector for their career.

The fact that an interest in public service and/or government, either as a career or an adjunct to a career, was strengthened as a result of their intern experience was indicated in evaluation reports of previous summers. An informal review of the results of the 1972 evaluation questionnaire again points to this fact -- that in the majority of cases, exposure to local government and community involvement encourages many young students to choose public service as a career.

This summer the eleven week program will begin on June 18, 1973 and end on August 31, 1973.

For applications or further information on any part of this program write to:

Interns in Public Service
New Jersey Department of Community Affairs
P. O. Box 2768
Trenton, New Jersey 08625

609-292-6192

Remember:

- Student applications must be received by March 1, 1973
- Agency applications must be received by February 1, 1973.
- Students and agencies will be notified of their selection after April 15, 1973.



STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIR