Collier County Board of County Commissioners

Internship Programs
CONTENTS

MISSION STATEMENT .................................................................................................................. 1
VISION STATEMENT .................................................................................................................. 1
WHAT IS AN INTERNSHIP ......................................................................................................... 1
PROGRAM OBJECTIVES ............................................................................................................ 1
RESPONSIBILITIES OF TEAM MEMBERS ............................................................................... 3
INTERNSHIP PROGRAMS .......................................................................................................... 4
HIGH SCHOOL DIPLOMA OR GED RECIPIENT STUDENT .......................................................... 5
UNDERGRADUATE STUDENT .................................................................................................... 5
GRADUATE STUDENT ............................................................................................................... 6
FELLOWS PROGRAM ............................................................................................................... 6
EXPECTATIONS ........................................................................................................................... 8
INTERNSHIP OPPORTUNITIES ................................................................................................. 9
COMPENSATION ........................................................................................................................ 10
INTERN EXPERIENCE FROM THE MANAGER'S POINT OF VIEW ............................................. 11
INTERN EXPERIENCE FROM THE INTERN'S POINT OF VIEW ............................................... 13
FAIR LABOR STANDARDS ACT ............................................................................................... 15
CHILD LABOR LAWS ............................................................................................................... 16
INTERN REQUEST FORM ......................................................................................................... 24
INTERN DEVELOPMENT PLAN ................................................................................................. 26
STUDENT INTERNSHIP PROGRAM AGREEMENT .................................................................... 28
BI WEEKLY INTERNSHIP PERFORMANCE FEEDBACK ............................................................ 30
INTERNSHIP PERFORMANCE FEEDBACK ............................................................................... 31
CLASSIFICATION TITLE: HIGH SCHOOL INTERN ............................................................... 32
CLASSIFICATION TITLE: UNDERGRADUATE STUDENT INTERN ........................................ 34
CLASSIFICATON TITLE: GRADUATE STUDENT INTERN ....................................................... 36
CLASSIFICATION TITLE: FELLOWS PROGRAM ..................................................................... 38
JOB POSTING: SUMMER HIGH SCHOOL INTERN ................................................................. 40
JOB POSTING: UNDERGRADUATE STUDENT INTERN ......................................................... 43
JOB POSTING: GRADUATE STUDENT INTERN ....................................................................... 45
JOB POSTING: FELLOWS PROGRAM ....................................................................................... 47
APPENDIX A: COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS 
CMA #5911 ................................................................................................................................. 48
Mission
The Collier County Board of County Commissioners and its team members are committed to providing individuals with meaningful employment experiences that promote experiential learning and will further enhance the connection between work and learning.

Vision
To provide cooperative educational and occupational experiences that benefit the individual, the community, and the Collier County Board of County Commissioners through the intern’s opportunity to learn, work and network.

What is an Internship?
An “internship” provides a supervised experiential learning opportunity for an individual, enrolled in a college, university, or local high school program, to further enhance the traditional classroom curricula. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with the practical application and skills development in a professional setting. By providing students with practical work experiences they are exposed to the skills and attitudes required to be successful in the workforce. This opportunity enables the student to gain valuable experience and to make connections in the professional fields they are considering for career paths. In addition, this experience will help the students develop an awareness of the internal nuances of a government entity. Finally, this program provides Collier County leadership and team members with the opportunity to guide and evaluate talent.

What are the objectives of an Internship?
The Collier County Board of County Commissioners, its team members, and the students, will benefit from an internship. Through this cooperative learning and work experience all parties stand to gain valuable information.

Overall, the objectives of the internship are to provide each student with an opportunity to grow personally and professionally to the extent of his/her capabilities. The program objectives include:

- To provide each student with an opportunity to engage in the practical experiences found in the operations of Collier County and its various
programs while helping the student to increase his/her knowledge and skills at the face-to-face, supervisory and executive levels of leadership.

- To create experiences that help each student to understand the duties and responsibilities of Collier County team members.
- To assist each student in identifying his/her professional strengths and weaknesses.
- To assist the college, university or high school in evaluation of the student’s performance.
- To promote an environment in which Collier County team members and the students exchange information, which includes new and updated concepts.

Collier County’s internship program is based on the three key components of practical experience, professional skills, and networking opportunities:

- **Practical Experience** –
  - The intern will develop an understanding of operations within Collier County and how this impacts the development of businesses, residential communities and the overall quality of life.
  - The intern will utilize research and analysis skills to evaluate decisions, projects, processes and procedures.
  - The intern will complete key assignments and projects.
  - The manager will balance the needs of the organization with the intern’s learning goals.
  - The intern will meet regularly with his/her manager to receive guidance and constructive feedback on their progress with their assigned projects.

- **Professional Skills** –
  - The intern will have the opportunity to develop their academic, career and personal development skills.
  - The intern will have the opportunity to receive results focused feedback and professional training from Collier County leaders and team members.
  - The intern will be exposed to situations which involve learning, both industry-specific and soft skills.
  - The intern will further hone his/her skills in the areas of team work, problem solving, leadership and project management.
  - The intern will demonstrate the ability to work with a variety of internal and external clients.

- **Networking Opportunities** –
  - The Internship Program may act as a pathway to accelerate operational learning and a potential professional career in the local government environment.
  - The intern will demonstrate an understanding of the importance of public-private partnership in county development and service delivery.
  - The intern will regularly attend and actively participate in Division and team meetings.
- The intern will be provided with the opportunity to attend training events with other professionals.
- The intern will learn how roles of the county government and the community are inter-related and inter-dependent.
- The intern will explore the possibility of making the local government environment a career of choice.

Responsibilities of the Parties Involved:
A successful internship program is a cooperative and supervised experiential learning program between the Collier County Board of County Commissioners, the team members, the interns and the learning institution. For this experience to be successful each member plays a key role and must contribute to the program to ensure a learning-work experience is created to benefit all members.

**Role of Collier County Board of County Commissioners team members**—
It is the responsibility of Collier County team members to provide an environment in which the intern can learn while completing a meaningful work experience. To accomplish this, the team member will clearly communicate the job/task assignments with the related, or corresponding, performance expectations. Furthermore, the team member will provide the intern with the opportunity to develop their professional skills and will provide him/her with frequent, constructive feedback.

**Role of the Intern**—
The intern will actively participate in an experiential learning experience comprised of useful professional, career, and technical skills. The intern will be expected to behave in a professional manner by demonstrating behaviors such as arriving to work on time, completing projects on time and other work ethics involved in holding a job. The intern further agrees to comply with all policies and procedures established by the Collier County Board of County Commissioners.

**Role of the Learning Institution**—
The learning institution will provide the interns with the skill and knowledge that will enable them to be successful in the workplace. They will counsel the intern regarding their educational and career goals to help ensure the intern pursues appropriate opportunities. Finally, the learning institution agrees to engage in open and effective communication with the intern and Collier County Board of Commissioners team members/mentors.
Internship Programs

<table>
<thead>
<tr>
<th>High School Student</th>
<th>Undergraduate Student</th>
<th>Graduate Student</th>
<th>Fellows program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

**General Requirements for all Intern Programs:**

- The Intern Development Plan form will be completed by the requesting Department, or Division, and will contain specific, measurable learning objectives.
- The experience must be defined and be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
- A plan outlining the specific projects and a defined schedule for the duration of the internship is to be submitted at the time of requesting an intern.
- The skills or knowledge learned must be transferrable to other employment settings.
- There is supervision by a professional with expertise and educational and/or professional background in the field of expertise.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment and facilities provided by Collier County that support the learning objectives.
- The experience is to have defined beginning and ending dates.

**General Qualifications of Candidates for all Intern Programs**

- Must have a grade point average of 3.0 or above.
- Must successfully complete the Collier County background screening and drug screen test.
- Must be available to work for the entire duration of the internship program.
- Must be available to work a weekly work schedule averaging 20 – 40 hours per week.
- The candidate will complete the online Internship application. In addition, the student will provide a copy of his/her resume, a statement of interest, and at least one professional reference.
- The candidate will successfully complete the panel interview process.
- The candidate will attend the Onboarding training for new employees.
**High School Student**

This program is designed to provide students with an experiential learning workplace opportunity. This program is offered in cooperation with local high school programs and civic organizations. The individual must be enrolled as a junior, senior or recent (within the current academic year) high school graduate or GED recipient. Students from alternative accredited learning institutions such as private schools, charters schools and home schooling programs are also eligible to participate.

Through this program, the student will participate in a paid internship placement for a period not to exceed twelve weeks. The student must be available to work for the entire duration of the program. This placement will include specific beginning and ending dates. For many individuals, this will be their first job experience, therefore, special attention will be paid to developing basic work ethic and professional skills. Students will be assigned to a position based on the student’s academic merit, recommendations, experience and interests. Work schedules will be based on the student’s academic schedule.

**Undergraduate Student**

This program is designed to provide students with an experiential learning workplace opportunity. The student must be currently enrolled in an accredited college or university. The student will engage in individual and team projects. In addition, they will engage in activities to further develop their leadership skills and will actively participate in aspects of local government management to further enhance their understanding of the inner workings of the organization. The student will attend networking events as appropriate. Finally, the student may be able to participate in job shadowing activities.

Through this program, the student will participate in a paid internship placement for a period not to exceed sixteen weeks. The student must be available to work for the entire duration of the program. This placement will include specific beginning and ending dates. Students will be assigned to a position based on the student’s academic merit, recommendations, experience and interests. Work schedules will be based on the student’s academic schedule.
Graduate Student
This program is designed to provide students with an experiential learning workplace opportunity. The student must be currently enrolled in an accredited college or university. The student will engage in individual and team projects. In addition, they will engage in activities to further develop their leadership skills and will actively participate in aspects of local government management to further enhance their understanding of the inner workings of the organization. The student will attend networking events as appropriate. Finally, the student may be able to participate in job shadowing activities. This opportunity may include rotational assignments which will allow the intern to spend time in a variety of departments.

Through this program the student will participate in a paid internship placement for a period not to exceed sixteen weeks. This placement will include specific beginning and ending dates. Students will be assigned to a position based on the student's academic merit, recommendations, experience and interests. Work schedules will be based on the student's academic schedule.

Fellows program
This program is designed to provide a Fellow with an experiential learning workplace opportunity. The Fellow is required to be a recent (within the current academic year) graduate from an accredited college or university. This is a short-term opportunity, not to exceed twelve months, that will focus on the professional development of the Fellow. The Fellow will engage in individual and team projects. In addition, they will engage in activities to further develop their leadership skills and will actively participate in aspects of local government management to further enhance their understanding of the inner workings of the organization. The Fellow will attend networking events as appropriate. This opportunity may include rotational assignments which will allow the Fellow to spend time in a variety of positions usually lasting six months per appointment in a variety of divisional offices, based on need and interests.

Through this program Fellows receive the opportunity to participate in a paid Fellows placement for a period not to exceed twelve months. This placement will include specific beginning and ending dates. Fellows will be assigned to a position based on the student's academic merit, recommendations, experience, and interests. Work schedules will be based on the needs of the Division. At the time of the request for a Fellow, the Department, or Division, will provide a plan outlining the specific projects and a defined schedule for at least the first six months of the Fellowship. The plan must be defined and provide the Fellow the opportunity to gain work experience in his/her field.
Expectations
For all parties to be successful it is important that the Collier County Board of County Commissioners and its team members have expectations of the students who participate in an internship.

Expectations of Intern
- To gain appropriate experience in governmental practices, the intern is required to work for the minimum of number of weeks/months. An intern’s weekly work schedule averages 20 – 40 hours weekly with each schedule designed to fit the individual’s educational workload and schedule.
- Adhere to policies and duties outlined by Collier County.
- Assume personal and professional responsibilities for his/her actions and activities.
- Submit project assignments to the manager in a timely manner.
- Assist staff with day-to-day operations.
- Assist with research assignments and special projects.
- Attend training and education programs provided by the Department and Division.
- Design, develop and/or conduct activities in their Department and Division.
- Participate and complete meaningful Department and Division projects.
- Gain in-depth knowledge of their field by networking within Department and Division.

Expectations of Collier County Board of County Commissioners team member/manager
- Provide a positive work experience to ensure the intern knows we are committed to his/her academic and professional success.
- Provide a paid internship opportunity.
- Provide an atmosphere in which the intern will develop his/her professional and personal growth.
- Provide intern with projects, experiences, opportunities and instruction to learn as much possible about governmental practices.
- Provide intern with opportunities to move from book learning to real-life experiences.
- Arrange an initial post-hire meeting with the intern to determine specific needs and adapt the training program to meet those needs.
- Meet with the intern at least once weekly to discuss management of projects and to assist as needed.
- Observe the intern and provide him/her with feedback regarding their performance and note any areas where improvement may be needed.
- Complete Final Evaluation to identify intern’s key areas of success.
- Highlight intern’s strengths and suggest solutions for their continued professional development.
Internship Opportunities Available
Students who partner with the Collier County Board of County Commissioners will be able to use the experience to obtain valuable experience in governmental practices, learn skills to assist them when they enter the workforce and to build their resumes. The Collier County Board of County Commissioners Departments and Divisions may provide internship opportunities in diverse areas of interest such as:

- Building Review and Planning
- Coastal Zone Management
- Community Planning
- Emergency Management
- Environmental Management
- Human Resources
- Parks and Recreation
- Public Transportation
- Risk Management
- Transportation Engineering
- Capital Project Planning
- Communications
- Community Preparedness
- Engineering and Project Management
- Hazardous Waste Management
- Information Technology
- Public Services Administration
- Public Utilities
- Solid Waste Management
- …and other Divisions as may be applicable and based on current needs
Compensation

Collier County Board of County Commissioners provide paid Internships based on the established Pay Grade 102 for Non-Exempt Hourly Employees. Therefore, the compensation is as follows:

High School Student  $ 9.77  per hour
Undergraduate Student  $ 13.2115 per hour
Graduate Student  $ 16.3596 per hour
Fellows program  Directly related to specific placement paygrade. The rate of pay will be 10% less than the minimum of the pay range. For example:
    Plans Reviewer (Classification 119, Non-Exempt)
    (25.0596/hr) x .90=$22.55364 per hour

Florida Retirement System (FRS)

FRS requires that a regularly established position lasting six or more consecutive months must participate in FRS membership.

EXCEPTION:

• Undergraduate and Graduate Student Interns
  ▪ An undergraduate or graduate intern is exempt from FRS participation while attending regular school or summer school. Documentation verifying their status as a student and enrollment in current classes is required.

NON-EXCEPTION:

• FELLOWSHIP
  ▪ The Fellowship Intern Program must participate in FRS due to:
    o The proposed program enrollment will consist beyond six months
    o The proposed participants will have graduated and will not be attending school.

(Please note this information is subject to change as FRS regulations change)
The Intern Experience from the Manager's Point of View

Process to Request and Hire an Intern

- **Submit the Internship Request and Intern Development Plan forms** -
  - The forms are to be completed by the Division Director, or management-level designee, and is utilized to create the Intern Job Posting.
  - Return the Internship Request and Intern Development Plan forms to Human Resources to obtain the approval of the Human Resources Director.
  - Once the Internship Request and Intern Development Plan forms are completed and approved, the employment opportunity may be posted for application by external and internal candidates.

- **Interviews** -
  - A Human Resources Analyst will refer qualified candidates to the designated hiring manager.
  - The hiring manager will identify applicants to interview and will coordinate the interview dates and times.
  - The interview panel should include at least three individuals and the same individuals should be present for all interviews. Individuals to be included in the interviewing process are the hiring manager and at least one additional team member.

- **Selection** -
  - Once the interviews are concluded the interview panel will share notes and select the candidate.
  - The interview notes will be submitted to Human Resources
  - The Human Resources Analyst will contact the intern with an offer for the position and will coordinate the processing of any paperwork and testing.

Onboarding plan for an Intern

- The intern is required to attend New Employee Orientation.
- The intern will complete required NIMS courses.
- The intern will complete required courses in Collier University.
- The manager will review the completed Intern Development Plan and will review the same with the intern. In addition, both the manager and the intern will sign the Intern Development Plan.
- The manager and intern will review and complete the Student Internship Program Agreement form.
- Both the Intern Development Plan and the Student Internship Program Agreement form shall be returned to Human Resources.
- The intern will provide manager with any necessary materials and forms from their college, university or high school that are related to their internship program.
Intern Work Activities During Placement

- The host Division will abide by any of the requirements from the respective college, university or high school.
- As outlined in the Intern Development Plan, the intern will be given challenging assignments that will enhance their professional development and supplement their coursework.
- The manager will update the progress of the intern on the Intern Development Plan at the mid-point of the Internship and again at the end of the Internship. This form will then be forwarded to the Human Resources Division.
- The manager will regularly complete the bi-weekly Internship Performance Feedback form and will return the same to the Human Resources Division.

Evaluation of Intern

- The manager will complete the Performance Feedback form at the end of the internship period and will forward the same to Human Resources Division.
- The manager, with assistance from a Human Resources designee, will complete any evaluation forms required by the intern’s college, university or high school.
- The intern will complete the intern section of the Intern Development Plan at the end of the internship period and will forward the same to the Human Resources Division.
The Intern Experience from the Intern’s Point of View

Process to obtain an internship placement with the Collier County Board of County Commissioners

- **Application process** -
  - The student will complete the Intern application via [www.colliercountyfl.gov](http://www.colliercountyfl.gov).
  - The student will provide a resume together with a statement of interest and at least one professional reference.

- **Interviews** -
  - A Human Resources Analyst will refer qualified candidates to the designated hiring manager.
  - The hiring manager will identify applicants to interview and will coordinate the interview dates and times.
  - The interview panel should include at least three individuals and the same individuals should be present for all interviews. Individuals to be included in the interviewing process are the hiring manager and at least one additional team member.
  - The student will provide the interviewing panel with information regarding the specific high school, college or university internship program including: area of study, length of learning-work experience, specific skills they hope to learn and specific goals they want to achieve.

- **Selection** -
  - Once the interviews are concluded the interview panel will share notes and select the candidate.
  - The interview notes will be submitted to Human Resources.
  - The Human Resources Analyst will contact the intern with an offer for the position and will coordinate the processing of any paperwork and testing.
  - Prior to the intern’s start date, the Division Manager must submit a completed Intern Development Plan and receive approval of such plan from the Human Resources Division.

Onboarding plan for an Intern

- The intern is required to attend New Employee Orientation.
- The intern will complete required NIMS courses.
- The intern will complete required courses in Collier University.
- The manager will review the Intern Development Plan with the intern. In addition, both the manager and the intern will sign the Intern Development Plan.
- The manager and intern will review and complete the Student Internship Program Agreement form. The same is to be returned to Human Resources.
- The intern will provide the manager with any necessary materials and forms from their college or university that are related to their internship program.
Evaluation of Intern

- The manager will complete the Performance Feedback form at the end of the internship period and will forward the same to Human Resources Division.
- The intern will provide the manager with any necessary evaluation forms from their high school college or university that are related to their internship program and will return the same to his/her college or university and to Human Resources.
- The manager, with the assistance of a representative from the Human Resources Division, will complete any evaluation forms required by the intern's high school, college or university.
- The intern will complete the intern section of the Intern Development Plan at the end of the internship period and will forward the same to the Human Resources Division.
Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) stipulates that interns must be fully aware of and agree to the terms of employment set forth by the employer.
Child Labor Laws

WORK PERMITS
"Work Permits" and/or "Working Papers" are not required in Florida and are not issued by either schools or a governmental agency in Florida.

HOUR LIMITATIONS
There are both state and federal child labor laws regulating the hour limitations of minors. Employers must observe the stricter provisions when the laws are different. The application of the stricter portion of both federal and state law is provided below.

Minors 16 and 17:
When public school is in session, minors 16 & 17 may not work before 6:30 a.m. or after 11 p.m. or for more than 8 hours per day, when school is scheduled the following day, nor during the hours that school is in session. These hour limitations do not apply on non-school days when a school day does not follow, during non-school weeks, and during summer vacation. When school does not follow the next day, such as Friday, Saturday, and other days that precede a holiday, minors 16 and 17 may work until their shift is completed. Example: A minor begins work on Saturday at 6:00 p.m. and the shift ends at 1:00 a.m. Sunday morning. This is not considered a violation of the regulation that minors may not work before 6:30 a.m. when school is scheduled the following day, because the minor is completing his Saturday shift, and not beginning a work shift before 6:30 a.m. on Sunday.

These teens may work no more than 30 hours per week when school is in session. However, during the summer vacation and non-school weeks they may work unlimited hours.

Minors are NOT permitted to work during normal school hours unless they are enrolled in a school-to-work experience program, career education or other program declared exempt by the state, or have received a partial waiver.

BREAKS
Minors are not permitted to work more than four hours without a 30-minute, uninterrupted meal break. This applies throughout the year.

DAYS
Minors are not permitted to work more than six consecutive days in one week. This applies throughout the year.

EXEMPTIONS
Minors are exempt from the hour limitations of the Child Labor Law if they have been married, graduated from an accredited high school or hold a high school equivalency diploma, served in the military, have been authorized by a court order, or been issued a partial waiver by the public school or the Child Labor Program.

Minors Enrolled in High School (K-12)
When minors are enrolled in the public high school system (K-12), either the minor's public school superintendent or his/her designee has responsibility for issuing partial waivers. Schools have the authority to waive Florida Child Labor Laws only when it is in the best interest of the minor, but do not have authority to waive Federal law. Please note that employers are required to provide "Waivers" of the law to Child Labor enforcement staff during routine investigations to justify the minor working outside the normal work hour limitations.

The waiver itself may take several suggested formats:

A. The district "Work-site Agreement" is the most popular. It should outline the hours the minor will be at the work site, total hours of work and other work stipulations. It should be specific enough to clearly define the Child Labor Laws that are being waived, i.e. working during normal school hours (minor works from 1:00 p.m. until 5:00 p.m.); more than 30 hours per week (minor approved to work up to 40-hour work weeks); or, working past 11 p.m. (minor may work until 11:30 p.m.).

Note: All students in an approved work-site relationship, where work-based learning is conducted at an employer's work-site, should have a "Work-site Agreement".

B. A letter from a school official on school letterhead that clearly defines those Florida Child Labor Laws that are being waived, i.e. working during normal school hours (minor works from 1:00 p.m. until 5:00 p.m.); more than 30 hours per week (minor approved to work up to 40-hour work weeks); or, working past 11 p.m. (minor may work until 11:30 p.m.).

   a. Note: This is most often used for students who are NOT ENROLLED in work-site learning experiences. It is recommended that schools establish criteria for approval that would include the following student information: (1) Grades; (2) Attendance; (3) Financial Hardship; (4) Medical Hardship; or (5) Court Orders.

   b. Example: A senior student, who has only two classes in the morning and is released from school at 10:30 am, would like to begin work at 11:00 am. Based on the criteria above, the minor may be issued a waiver.

C. Districts may create their own standardized form (Waiver Application) using established criteria as outlined in Rule 61L-2.007(3), Florida Administrative Code: School Status; Financial Hardship; Medical Hardship; Other Hardship; or Court Order. These forms should clearly define those Florida Child Labor Laws that are being waived, i.e. working during normal school hours (minor works from 1:00 p.m. until 5:00 p.m.); more than 30 hours per week (minor approved to work as many as 40 hour work weeks); working past 11 p.m. (minor may work until 11:30 p.m.) etc., and be in the best interest of the minor.

**Student Learner Exemptions**

Both federal and state law allow the employment of minors aged 16 and 17 in the hazardous occupations listed below, when they are enrolled in approved, state or local training programs as outlined in Section 450.161, Florida Statutes.
1. In the operation of power-driven woodworking machines. H.O. 5; 29 CFR, Part 570.55.
2. In the operation of power-driven metal forming, punching, or shearing machines. H.O. 8; 29 CFR, Part 570.59.
4. In the operation of power-driven paper products and printing machines. H.O. 12; 29 CFR, part 570.63.
6. Excavation operations which include the operation of trenchers and earthmoving equipment. H.O. 17; 29 CFR, Part 570.68.
7. Operating or assisting to operate, including starting, stopping, connecting, or disconnecting, feeding, or any other activity involving physical contact associated with operating, tractors over 20 PTO horsepower, or any harvesting, planting, or plowing machinery.
8. **Working on electrical apparatus or wiring.
9. Fork Lift: (Only in an agricultural setting or with non-FLSA covered employers)

**Note:** The United States Department of Labor (USDOL) does not allow an exception for student learners in Hazardous Occupation #7, which covers the operation of power-driven hoisting apparatus in non-agricultural employment. Other equipment not permitted includes derricks, hoists and cranes. Employers may contact the USDOL at 1.866.487.2365 to verify they are covered under the FLSA (Fair Labor Standards Act).

**Annotates Florida Law only**

Such student learner exemptions shall apply when the following conditions are met:

1. The student is enrolled in a state recognized training program.
2. The student learner is employed under written agreement which provides:
   * That the work of the student in the occupation declared particularly hazardous shall be incidental to the training.
   * That the work shall be intermittent and for short periods of time and under the direct supervision of a qualified and experienced person.
   * That safety instruction shall be given by the school and correlated by the employer with the on-the-job training.
   * That a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

PROHIBITED OCCUPATIONS

The Florida Child Labor Law, the Florida Rule, and the Federal Fair Labor Standards Act (FLSA) identify many jobs as dangerous to the health and safety of minors. Minors are not permitted to work in these occupations. No minor under 18 years of age, whether such person's disabilities of non-age have been removed, shall be employed or permitted to work in the hazardous occupations listed below.
The rules governing hazardous equipment are divided into two groups: one for minors aged 14 and 15 and another for all minors. For an extensive survey of these occupations, you may review the Florida Child Labor Law, Section 450.061, Florida Statutes, and the Florida Child Labor Rule 61L-2, Florida Administrative Code. You may also access the Federal Child Labor Hazards listings through the federal web site links. The hazardous occupations are listed below:

OCCUPATIONS PROHIBITED FOR ALL MINORS
- Manufacturing brick, tile and like products
- Working in occupations involving explosives or radioactive materials
- Logging or sawmilling
- Slaughtering, meat packing, processing or rendering of meat
- Mining occupations
- Working on any scaffolding, roofs or ladders above six feet
- Operating power-driven bakery, metal-forming, woodworking, paper product or hoisting machines
- Wrecking, demolition or excavation
- Operating power-driven meat and vegetable slicing machines
- Operating motor vehicles as drivers or delivery drivers, and serving as outside helpers
- Operating circular saws, band saws and guillotine shears
- Working with electrical apparatus and wiring**
- Working with compressed gases: minors are not allowed to dispense, transport, service, modify, or alter tanks, cylinders, or other equipment used for storing any inert or compound gas, including air, which has been compressed to a pressure that exceeds 40 pounds per square inch (p.s.i.), except that minors who are sixteen (16) years of age or older may fill balloons, and bicycle or car tires (but not truck or heavy Equipment), if given proper instruction and the tank or cylinder containing the compressed gas is fixed and secure**

- Working in occupations involving toxic substances or corrosives, including pesticides or herbicides, unless proper field entry time allowances have been followed. **
- Firefighting**
- Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, and harvesting, planting, or plowing machinery or any moving machinery**

(***) denotes Florida law only

ADDITIONAL OCCUPATIONS PROHIBITED FOR MINORS AGED 14 AND 15

WAIVERS OF THE LAW
Section 450.161, F.S., of the Florida Child Labor Law is designed to serve and protect minors and to encourage them to remain in school. At times, however, some minors feel that the law conflicts with their best interest or that their life circumstances are such that they need to work. Minors have the right to request that the Child Labor Office exempt
them from parts of the Child Labor Law. Minors not working in the entertainment industry may apply for waivers through two methods, as described below.

STUDENTS ENROLLED IN PUBLIC SCHOOLS (K-12)
When minors are enrolled in the public high school system (K-12), either the minor’s public school superintendent or his/her designee has responsibility for issuing partial waivers. Schools can waive the Florida Child Labor Laws only when it is in the best interest of the child, however schools cannot waive federal law. Quite often the responsibility of issuing waivers is delegated to either the school counselor or a teacher who assists students with work site learning programs. These are good contacts to find out about obtaining a waiver.

ALL OTHER MINORS
Minors not enrolled in (K-12) public schools, dropouts, students who are home schooled, in private school, enrolled in an alternative education program (GED), or have been expelled may apply for a partial waiver from the Child Labor Program. Partial waivers are approved on a case by case basis when in the best interest of the minor. At the end of this section, you can download a partial waiver application form.

Minors must meet certain criteria to be considered for a partial waiver. The following supporting documentation must be submitted, based on the reason they are applying for the waiver:

COURT ORDER
Documentation includes a copy of the court order that states that the minor must work and/or pay restitution. If working full time is a condition of probation and not written in a court order, a letter on letterhead from the parole officer must be submitted.

FINANCIAL HARDSHIP
This requires that a notarized letter written by an adult family member or adult friend explaining the financial hardship or proof of current receipt of public assistance must be submitted. A minor must also submit a withdrawal from school which may be a letter, school withdrawal form, or a computer printout confirming the minor's name, withdrawal code, and withdrawal date.

OTHER HARDSHIP
The supporting documentation must include a letter on letterhead from a doctor, pastor, school counselor, or other professional familiar with the minor’s hardship, or a notarized statement from an adult explaining the circumstances or situation. This category is defined as a life circumstance other than a financial or medical hardship that would place a hardship on the minor if a waiver was not granted. The minor must also submit a withdrawal from school which may be a letter, school withdrawal form, or a computer printout confirming the minor's name, withdrawal code, and withdrawal date.
**SCHOOL STATUS:**
This category refers to minors not in the public-school system. The supporting documentation is as follows:

- Private School requires a letter on school letterhead which states that the minor is enrolled and attending school, and that working additional hours will not jeopardize school progress.
- Home School must include a withdrawal from school which may be a letter, school withdrawal form, computer printout showing name, withdrawal code, and withdrawal date, or an acknowledgement from the school system acknowledging your intent to establish a home school program. Additionally, the documentation must contain a notarized statement from the parent or guardian as to the days and hours the minor receives home school instruction.
- Adult Education or GED Prep Classes waiver requests require a withdrawal from school which may be a letter on school letterhead, a school withdrawal form, or computer printout showing name, withdrawal code and withdrawal date. An authorization from the public-school system permitting the minor to obtain education through alternative means is also acceptable. The minor must also submit a letter on letterhead from the adult education school that states the minor is enrolled, attending, and the hours of attendance. (Example: Monday through Friday (6:00 p.m. to 9:00 p.m.)
- Expulsion requirements for minors who are expelled from school include a copy of the expulsion letter from the school. The waiver will be for no more than the period of the expulsion, or one year, whichever occurs first.

**MEDICAL HARDSHIP**
Supporting documents include a letter on letterhead from a doctor, pastor, school counselor, or other professional familiar with the minor’s medical hardship, or a notarized statement from an adult explaining the circumstances or situation. A minor must also submit a withdrawal from school, which may be a letter, school withdrawal form, or a computer printout showing the minor’s name, withdrawal code and withdrawal date.

Minors who have dropped out of school must qualify based on a financial, medical or other hardship waiver.

**What are waivers of the Florida Child Labor Law?**
"Waivers of the Florida Child Labor Law" is tucked away in the Child Labor Rule, Chapter 61L-2.007, Florida Administrative Code (F.A.C.)

While the Florida Child Labor Law is designed to serve and protect minors and to encourage them to remain in the K-12 programs, some minors feel that either the law conflicts with their best interest or that their life circumstances are such that they need to work. Minors have the right to request they be exempt from parts of the Child Labor
Law.

Minors in the entertainment industry are covered separately under different rules enforced by the Department of Business and Professional Regulation, Child Labor Program.

What are student learner exemptions for hazardous occupations?
In 1996, Senate Bill 2262 amended the Child Labor Statutes by providing "student learner exemptions" for eight specific hazardous occupations which are prohibited. The State legislation was very similar to federal changes enacted the same year. Below is the section of the law that applies to student learner exemptions:

Chapter 450.161, Florida Statutes, F.S., of the Child Labor Law specifically addresses career education of children and says:

"... Nothing in this chapter shall prevent minors of any age from receiving career [and technical] education furnished by the United States, this state, or any county or other political subdivision of this state and duly approved by the Department of Education or other duly constituted authority, nor any apprentice indentured under a plan approved by the Division of Jobs and Benefits, or prevent the employment of any minor 14 years of age or older when such employment is authorized as an integral part of, or supplement to, such a course in career [and technical] education and is authorized by regulations of the district school board of the district in which such minor is employed, provided the employment is in compliance with the provisions of ss. 450.021(4) and 450.061. Exemptions for the employment of student learners 16 to 18 years of age are provided in s. 450.061."

Such an exemption shall apply when:
- The student learner is enrolled in a youth vocational [career and technical] training program under a recognized state or local educational authority.
- Such student learner is employed under a written agreement, which provides:
  - That the work of the student learner in the occupation declared particularly hazardous shall be incidental to the training.
  - That such work shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person.
  - That safety instructions shall be given by the school and correlated by the employer with On-the-Job Training.
  - That a schedule of organized and progressive work processes to be performed on the job shall have been prepared.
- Each such written agreement shall contain the name of the student learner and shall be signed by the employer, the teacher/coordinator, the principal, and the parent or legal guardian of the student. Copies of each agreement shall be kept on file by both the school and the employer.
This exemption for the employment of student learners may be revoked in any individual situation when it is found that reasonable precautions have not been observed for the safety of minors employed there under.

A high school graduate may be employed in an occupation in which he or she has completed training as a student learner, as provided in this section, even though he or she is not yet 18 years of age.
This exemption for the employment of student learners may be revoked in any individual situation when it is found that reasonable precautions have not been observed for the safety of minors employed there under.

A high school graduate may be employed in an occupation in which he or she has completed training as a student learner, as provided in this section, even though he or she is not yet 18 years of age.
Intern Request Form

Date: ________________

Division/Department: ________________ Supervisor/Manager: ________________

Telephone Number: ________________

Indicate Preferred Course of Study of Intern: ________________________________

Please give a brief description of Intern assignment:

Please describe how this internship will benefit the Intern:

Check the appropriate responses and fill in blanks where appropriate:

Assignment Environment:

___ Alone  ___ Outdoors  ___ In a quiet setting
___ With others  ___ Indoors  ___ In a noisy setting
___ Dusty  ___ Chemical fumes  ___ Hot
___ Cold  ___ Wet  ___ Office
___ Citizen interaction (specify reasons and estimated amount of time) ___
___ Other: ____________________________

Physical Requirements: (Check essential/primary requirements)

___ Bending  ___ Lifting (# lbs. ___)  ___ Standing
___ Sitting  ___ Walking  ___ Pushing
___ Running  ___ Stooping  ___ Reaching
___ Speaking  ___ Finger Dexterity  ___ Vision
___ Driving  ___ Crouching  ___ Pulling
___ Crawling  ___ Other __________________

Potential Hazards:

___ Animal/reptile bites  ___ Other: ________________

Equipment/Access Requirements: (Check all required)

___ Computer workstation  ___ Internet access  ___ Building access card
___ Use of County vehicle  ___ Other: ________________________

Dress Requirements: (Check all required)

___ Uniform  ___ Business dress  ___ Casual dress
___ Safety shoes  ___ Other PPE (specify): ______________________

Minimum age requirement:

___ 16  ___ 17  ___ 18  ___ Over 18

Educational/Certification Requirements:
Number of years of college or technical training required:

1 2 3 4

Specific degree/certification/licensure/experience preferred: ________________________________

Special processing required for placement of intern to meet compliance with grants, laws or tasks to be performed? ________________________________

Training requirements: Specify any specialized training the intern will receive in order to properly perform assignments: ________________________________

Number of interns needed per address of assignment location:

at ________________________________

at ________________________________

Preferred start date: ________________________________

Anticipated end date: ________________________________

Work schedule:

Intern may choose day: __ Sun __ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat

Intern needed for specific days: __ Sun __ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat

Intern may select his own schedule between our hours of operation of

Intern is needed from ______ a.m./p.m. ______ a.m./p.m./

Other: (specify): ________________________________

Other comments: ________________________________

Inoculations:

Mandatory (specify): ____________

Recommended (specify) ____________

Department required background checks:

Fingerprint check (check if ____DOEA or ____DCF Level II) ____ DCF Level II

Drug screen ______ DMV check

Human Resources background checks:

Fingerprint check (check if ____DOEA or ____DCF Level II) ____ DCF Level II

Drug screen ______ DMV check

Background screens to be charged to:

Fund ______ Cost Center ______ Object Code ______ WBS Number

Authorizing Signatures: We understand that the requesting department is responsible for ensuring that all assigned interns receive all training necessary to properly perform their assignments and represent the County in the most favorable manner. We further understand that the County may be held liable for any and all actions of an intern while performing their assignments for the County.

Division Director/Date ________________________________

Department Head/Date ________________________________

Division Director and Department Head signatures are mandatory for all intern requests. Please forward to Human Resources when signatures are secured.

Human Resources review and approval ________________________________

Director of Human Resources/Date ________________________________
INTERN DEVELOPMENT PLAN

Intern Name __________________________ Course of Study/Organization __________________________
Assignment __________________________

Post-Graduation Career Goal:


Internship Goals: List goals that are specific and measurable.


Expected Outcomes: What will the intern gain through the internship assignments?


Internship Assignments: Complete prior to the intern’s arrival and share with them once they arrive.

<table>
<thead>
<tr>
<th>Project</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developmental Experience</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Development and Practice of Skills: Describe enhancement of career related skills and abilities that have been demonstrated on the assignments.

Mid-point of Internship:

End of Internship:
**Working Knowledge:** Describe ability to use key concepts from course of study on assignment(s) and how this application will enhance coursework at school.

*Mid-point of Internship:*

*End of Internship:*

**Effective Communication:** Describe the level of both written and verbal communication demonstrated in the workplace.

*Mid-point of Internship:*

*End of Internship:*

**To be completed by the Intern:** Describe how your skills, working knowledge and communication skills have been enhanced through this Internship.

---

**Intern’s Signature**

**Date**

**Manager’s Signature**

**Date**

**Director of Human Resources**

**Date**
STUDENT INTERNSHIP PROGRAM AGREEMENT

<table>
<thead>
<tr>
<th>Assignment:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>Completion Date:</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Assigned Location:</td>
</tr>
</tbody>
</table>

Collier County is under no obligation to offer full-time employment to the student prior to or after graduation. Likewise, the student is under no obligation to Collier County after completion of the prescribed assignment and/or period of Internship.

This letter of agreement confirms the responsibilities of Collier County, the student intern and the faculty coordinator in the internship. Failure of the student to meet these requirements may result in termination of the assignment with Collier County Government. In addition, the student or the County may terminate the assignment at any time. The student will be required to provide a two-week notice if he/she chooses to end the assignment prior to the end of the semester or summer program.

RESPONSIBILITIES

**Student Intern:** The student intern is expected to conduct her/him self in a professional manner as is expected of a regular staff member. The behaviors include:

1. Adhering to agreed upon hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to County policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his/her actions and activities.
4. Maintaining professional relationships with County employees, consultants, customers, the general public and other entities with which the position may interact.
5. Using a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the County setting. Developing self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
7. Preparing for and using conferences and other opportunities of learning afforded by the County.
8. Being consistent and punctual in the submission of all assignments.

__________________________  ________________________
Student Name (Print)        Date

__________________________
Student Signature
Collier County: It is the responsibility of the County to provide direct, on-the-job supervision of the student intern to maximize his/her learning experience. This is to include the following:

1. Orienting the student intern to the County and Department structure, and operations, including introducing the student intern to the appropriate professional and clerical staff.
2. Orienting the student intern to the County policies and procedures regarding appropriate dress, office hours, and applicable leave policies.
3. Providing the student intern with tasks that are important to meeting his/her learning objectives and meets the goals of the organization and provide adequate resources necessary to accomplish assignments.
4. Orienting the student intern to the policies and procedures of the department where employed.
5. Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.
6. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role within Collier County and the respective Division.
7. Consulting the Human Resources Generalist, Human Resources designee in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
8. Providing regularly scheduled supervisory conferences with the student intern for updates on performance, learning objectives, and feedback.
9. Submit a performance evaluation on the student intern's performance to provide them feedback from which to build.

Manager Name (Print)  Date

Manager Signature

Student Name
**Bi-Weekly Internship Performance Feedback**
(During the Internship, this form should be completed every two weeks and is to be returned to Human Resources)

**Student/Intern:** ___________________  **Assignment:** ___________________

**Manager:** ___________________  **Division:** ________________

3 = Above Expectations, consistently meets and occasionally exceeds this job factor.
2 = Meets Expectations, consistently meets this job factor expectations.
1 = Requires development in this area.

<table>
<thead>
<tr>
<th>Job Performance: Enter up to five job knowledge and skill factors from the assignment</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Quantity of tasks:**  

**Quality of tasks:**  

**Comments:**

<table>
<thead>
<tr>
<th>Personal Performance:</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Dependability</td>
<td></td>
</tr>
<tr>
<td>2 Attendance &amp; Punctuality</td>
<td></td>
</tr>
<tr>
<td>3 Interpersonal Skills</td>
<td></td>
</tr>
<tr>
<td>4 Flexibility</td>
<td></td>
</tr>
<tr>
<td>5 Communication Skills</td>
<td></td>
</tr>
<tr>
<td>6 Teamwork</td>
<td></td>
</tr>
<tr>
<td>7 Customer Service</td>
<td></td>
</tr>
<tr>
<td>8 Other</td>
<td></td>
</tr>
</tbody>
</table>

Manager/Date  
Intern/Date
# Internship Performance Feedback
(This form is to be completed at the end of the Internship and returned to Human Resources)

**Student/Intern:** __________________________  **Job Title:** __________________________

**Manager:** __________________________  **Department:** __________________________

---

3 = Above Expectations, consistently meets and occasionally exceeds this job factor.
2 = Meets Expectations, consistently meets this job factor expectations.
1 = Requires development in this area.

<table>
<thead>
<tr>
<th>Job Performance:</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter up to five job knowledge and skill factors from the job assignment.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Quantity of work:**

**Quality of work:**

**Comments:**

<table>
<thead>
<tr>
<th>Personal Performance:</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Dependability</td>
<td></td>
</tr>
<tr>
<td>2 Attendance &amp; Punctuality</td>
<td></td>
</tr>
<tr>
<td>3 Interpersonal Skills</td>
<td></td>
</tr>
<tr>
<td>4 Flexibility</td>
<td></td>
</tr>
<tr>
<td>5 Communication Skills</td>
<td></td>
</tr>
<tr>
<td>6 Teamwork</td>
<td></td>
</tr>
<tr>
<td>7 Customer Service</td>
<td></td>
</tr>
<tr>
<td>8 Other</td>
<td></td>
</tr>
</tbody>
</table>

**Manager/Date** __________________________  **Intern/Date** __________________________
CLASSIFICATION TITLE: HIGH SCHOOL INTERN

FLSA Status: Non-Exempt
Salary: $9.7704 – Hourly

PURPOSE OF CLASSIFICATION

The High School Intern program is designed to provide students with an experiential learning workplace opportunity. Through this program the student will participate in a paid internship placement for a period not to exceed twelve weeks. This placement will include specific beginning and ending dates. For many individuals, this will be their first job experience, therefore, special attention will be paid to developing basic work ethic and professional skills. Interns will be assigned to a position based on the his/her academic merit, recommendations, experience and interests. The intern will be evaluated by his or her supervisor and will complete a reflection activity of the experience and how it has helped shape his or her future. Work schedules will be based on the student’s academic schedule. Student interns will be paid on an hourly basis at 9.7704 an hour and understand this is a temporary position not to exceed 12 weeks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. This list is meant to be representative. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Meet established criteria of the internship program.
- Engage in the internship program as a learning experience.
- Complete all learning objectives and structured activities outlined in the Intern Development Plan within established timeframes.
- Communicate with the supervisor and Human Resources throughout the internship experience and complete required documentation within applicable timeframes.
- Demonstrate professional work place behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
• Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the internship
• Provide an evaluation of the internship experience

ADDITIONAL FUNCTIONS

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

Current high school student, age 16 or older, grades 11 through 12 or have graduated from a high school, vocational school or GED program within the current academic year.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, electric currents, or rude/irate customers.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.
CLASSIFICATION TITLE: Undergraduate Student Intern

FLSA Status: Non-Exempt
Salary: $13.2115 - Hourly

PURPOSE OF CLASSIFICATION

This program is designed to provide students with an experiential learning workplace opportunity. This program is offered in cooperation with accredited colleges and universities. The student will engage in individual and team projects. In addition, they will engage in activities to further develop their leadership skills and will actively participate in aspects of local government management to further enhance their understanding of the inner workings of the organization. The student will attend networking events as appropriate. Finally, the student may be able to participate in job shadowing activities.

Through this program the student will participate in a paid internship placement for a period not to exceed sixteen weeks. This placement will include specific beginning and ending dates. Students will be assigned to a position based on the student's academic merit, recommendations, experience and interests. Work schedules will be based on the student's academic schedule. Student interns will be paid on an hourly basis at $13.2115 an hour and understand this is a temporary position not to exceed sixteen weeks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. This list is meant to be representative. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Meet established criteria of the internship program.
- Engage in the internship program as a learning experience.
- Complete all learning objectives and structured activities outlined in the professional development plan within established timeframes.
- Communicate with the supervisor and Human Resources throughout the internship experience and complete required documentation within applicable timeframes.
- Demonstrate professional work place behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
- Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the internship.
- Provide an evaluation of the internship experience.

ADDITIONAL FUNCTIONS

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

Must be currently enrolled in an accredited college or university degree program directly related to the position. Must be a part of an accredited college or university internship program.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, electric currents, or rude/irate customers.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.
CLASSIFICATION TITLE: Graduate Student Intern

FLSA Status: Non-Exempt

Salary: $16.3596 - Hourly

PURPOSE OF CLASSIFICATION

This program is designed to provide students with an experiential learning workplace opportunity. This program is offered in cooperation with accredited colleges and universities. The student will engage in individual and team projects. In addition, they will engage in activities to further develop their leadership skills and will actively participate in aspects of local government management to further enhance their understanding of the inner workings of the organization. The student will attend networking events as appropriate. Finally, the intern may be able to participate in job shadowing activities. This opportunity may include rotational assignments which will allow the intern to spend time in a variety of departments.

Through this program the student will participate in a paid internship placement for a period ranging not to exceed sixteen weeks. This placement will include specific beginning and ending dates. Students will be assigned to a position based on the student’s academic merit, recommendations, experience and interests. Work schedules will be based on the student’s academic schedule. Student interns will be paid on an hourly basis at $16.3596 an hour and understand this is a temporary position not to exceed sixteen weeks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. This list is meant to be representative. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Meet established criteria of the internship program
- Engage in the internship program as a learning experience
- Complete all learning objectives and structured activities outlined in the professional development plan within established timeframes
- Communicate with the supervisor and Human Resources throughout the internship experience and complete required documentation within applicable timeframes
- Demonstrate professional work place behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
- Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the internship.
- Provide an evaluation of the internship experience.

**ADDITIONAL FUNCTIONS**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

**MINIMUM QUALIFICATIONS**

Must be currently enrolled in an accredited college or university degree program directly related to the position. Must be a part of an accredited college or university internship program.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, electric currents, or rude/irate customers.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.
CLASSIFICATION TITLE: Fellows Program

FLSA Status: Non-Exempt

Salary: Directly related to placement paygrade. Rate of pay will be 10% less than the minimum of the pay range.

PURPOSE OF CLASSIFICATION

This program is designed to provide a Fellow with an experiential learning workplace opportunity. This is a short-term opportunity that will focus on the professional development of the Fellow. The Fellow will engage in individual and team projects. In addition, they will engage in activities to further develop their leadership skills and will actively participate in aspects of local government management to further enhance their understanding of the inner workings of the organization. The Fellow will attend networking events as appropriate. This opportunity may include rotational assignments which will allow the Fellow to spend time in a variety of positions within Divisional offices, based on need and interests.

Through this program Fellows receive the opportunity to participate in a paid Fellows placement for a period not to exceed twelve months. This placement will include specific beginning and ending dates. Fellows will be assigned to a position based on the student’s academic merit, recommendations, experience and interests. Work schedules will be based on the needs of the Division. The rate of pay will be directly related to the specific placement paygrade. Student Fellows will be paid at a rate that will be 10% less than the minimum of the pay range and understand this is a temporary position not to exceed twelve months.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. This list is meant to be representative. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Meet established criteria of the Fellowship program
- Engage in the Fellowship program as a learning experience
- Complete all learning objectives and structured activities outlined in the professional development plan within established timeframes
- Communicate with the supervisor and Human Resources throughout the Fellowship experience and complete required documentation within applicable timeframes
- Demonstrate professional workplace behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
- Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the Fellowship.
- Provide an evaluation of the Fellowship experience.

**ADDITIONAL FUNCTIONS**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

**MINIMUM QUALIFICATIONS**

Must have successfully completed a Bachelor's of Arts, Bachelor's of Science or Master's Degree from an accredited college or university within the current academic year in an area of study directly related to the assignment.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, electric currents, or rude/irate customers.

*Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.*
Collier County
Division of Human Resources
3303 East Tamiami Trail  Naples, FL 34112
http://agency.governmentjobs.com/collier/default.cfm

Invites Applications for the Position of:
    Summer High School Intern

Division: Administrative Services Department

An Equal Opportunity Employer

Exam No: 03502a
Job No: 03502a

Salary
$9.7704/Hour

Location: Varies upon assignment, Naples, FL

The Position
Opening Date: __________
Closing __________

The Position

Date: __________

Collier County Summer Internship Program
Program Dates:

The High School Intern will be assigned to a department or division for the purpose of attaining work place learning experience and career readiness.

Essential Functions:
- Meet established criteria of the internship program.
- Engage in the internship program as a learning experience.
- Complete all learning objectives and structured activities outlined in the Intern Development Plan within established timeframes.
- Communicate with the supervisor and Human Resources throughout the internship experience and complete required documentation within applicable timeframes.
- Demonstrate professional work place behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
• Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the internship
• Provide an evaluation of the internship experience

ADDITIONAL FUNCTIONS
Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

AVAILABLE INTERNSHIP SITES
• Waste Reduction (Marketing focus)
• Utilities Engineering
• Utility Billing
• Utilities Administration
• Collier County Museums
• Public Services Operations and Veterans Services
• Collier County Public Library
• Public Trans & Neighborhood Enhancement
• Environmental Health & Safety
• Wellness Program
• Information Technology (Service Desk)
• Communication & Customer Relations
• Facilities Management
• Public Utilities Asset Management
• Building Review
• Development Review
• Code Enforcement

Minimum Qualifications:
• Must be enrolled as a junior, senior or recent (within the current academic year) high school graduate or GED recipient.
• Must have a grade point average of 3.0 or above.
• The selected candidates will need to complete a post-offer screening process to include drug screen, fingerprinting and potentially a physical (based on area of assignment).

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://agency.governmentjobs.com/collier/default.cfm OR
Human Resources Division, 3303 East Tamiami Trail
Naples, FL 34112

EXAM #
INTERN
SC

Intern Supplemental Questionnaire

1. What agency referred you to this program?
   □ NAACP of Collier County
☐ Collier County Public Schools
☐ None of the above

2. Are you enrolled in a Collier County Public Schools NAF Academy?
   ☐ Yes
   ☐ No

3. If yes, please list the academy:

4. Available internship sites are included in this posting. Please list your first, second and third site preferences below:
Invites Applications for the Position of:
Undergraduate Intern

Division: _____  Department: _____  Exam No: _____

An Equal Opportunity Employer  Job No: _____

Salary
$13.2115/Hour

Location: Varies upon assignment, Naples, FL

The Position  Opening Date: _________  Closing Date: _________

Essential Functions:
- Meet established criteria of the internship program.
- Engage in the internship program as a learning experience.
- Complete all learning objectives and structured activities outlined in the professional development plan within established timeframes.
- Communicate with the supervisor and Human Resources throughout the internship experience and complete required documentation within applicable timeframes.
- Demonstrate professional work place behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
- Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the internship.
- Provide an evaluation of the internship experience.

A background check will be required prior to placement. Collier County Government is an Equal Opportunity Employer.
Minimum Qualifications:
- A current student with an accredited college or university.
- The student will be a part of an accredited college or university internship program.
- Must have a grade point average of 3.0 or above.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
EXAM # ______
http://agency.govemmentjobs.com/coller/default.cfm OR
INTERN
Human Resources Division, 3303 East Tamiami Trail
SC
Naples, FL 34112

Intern Supplemental Questionnaire

1. Please indicate your major area of study?
2. What is your expected graduation date? (Month/Year)
3. In which Division are you interested in an Internship experience?
4. Are you interested in positions which require you to conduct research and analysis?
   ☐ Yes
   ☐ No
5. Are you interested in positions that require you to interact with the public, such as answering phones, working a front counter, etc.?
   ☐ Yes
   ☐ No
6. Please rate your verbal communication skills:
   ☐ Excellent
   ☐ Good
   ☐ Average
   ☐ Needs Improvement
7. Please rate your writing skills:
   ☐ Excellent
   ☐ Good
   ☐ Average
   ☐ Needs Improvement
8. Overall, what are your areas of strength?
9. Why are you interested in an internship with Collier County Government?
Collier County
Division of Human Resources
3303 East Tamiami Trail Naples, FL 34112
http://agency.governmentjobs.com/collier/default.cfm

Invites Applications for the Position of:
Graduate Student Intern

Division: _____ Department: _____
Exam No: _____ An Equal Opportunity Employer Job No: _____

Salary
$16.3596/Hour

Location: Varies upon assignment, Naples, FL

The Position Opening Date: __________ Closing Date: __________

Essential Functions:

• Meet established criteria of the internship program.
• Engage in the internship program as a learning experience.
• Complete all learning objectives and structured activities outlined in the professional development plan within established timeframes.
• Communicate with the supervisor and Human Resources throughout the internship experience and complete required documentation within applicable timeframes.
• Demonstrate professional workplace behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
• Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
• Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the internship.
• Provide an evaluation of the internship experience.

A background check will be required prior to placement. Collier County Government is an Equal Opportunity Employer.
Minimum Qualifications:

- A current student with an accredited college or university.
- The student will be a part of an accredited college or university internship program.
- Must have a grade point average of 3.0 or above.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
EXAM #
http://agency.governmentjobs.com/collier/default.cfm OR
INTERN
Human Resources Division, 3303 East Tamiami Trail
SC
Naples, FL 34112

Intern Supplemental Questionnaire

1. Please indicate your major area of study?
2. What is your expected graduation date? (Month/Year)
3. In which Division are you interested in an Internship experience?
4. Are you interested in positions which require you to conduct research and analysis?
   □ Yes
   □ No
5. Are you interested in positions that require you to interact with the public, such as answering phones, working a front counter, etc.?
   □ Yes
   □ No
6. Please rate your verbal communication skills:
   □ Excellent
   □ Good
   □ Average
   □ Needs Improvement
7. Please rate your writing skills:
   □ Excellent
   □ Good
   □ Average
   □ Needs Improvement
8. Overall, what are your areas of strength?
9. Why are you interested in an internship with Collier County Government?
Division of Human Resources
3303 East Tamiami Trail Naples, FL 34112
http://agency.governmentjobs.com/collier/default.cfm

Invites Applications for the Position of:
Fellows Program

Exam No:        Department:      An Equal Opportunity Employer
                _______        _______        _______

Job No:        Salary
                Directly related to placement paygrade. 10% less than minimum of pay range.
                Location: Varies upon assignment, Naples, FL

The Position
Date:       Opening Date: ________ Closing

Essential Functions:
  ▪ Meet established criteria of the Fellowship program.
  ▪ Engage in the Fellowship program as a learning experience.
  ▪ Complete all learning objectives and structured activities outlined in the professional development plan within established timeframes.
  ▪ Communicate with the supervisor and Human Resources throughout the Fellowship experience and complete required documentation within applicable timeframe.
  ▪ Demonstrate professional work place behaviors including reliability, timeliness, strong communication, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
  ▪ Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
  ▪ Develop a presentation reflecting on the internship experience and how it has helped shape future career pursuits; present during the final week of the Fellowship.
  ▪ Provide an evaluation of the Fellowship experience.

A background check will be required prior to placement. Collier County Government is an Equal Opportunity Employer.
Minimum Qualifications:

- A recent (within the current academic year) graduate from an accredited college or university in an area of study directly related to the assignment.
- Must have a grade point average of 3.0 or above.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
EXAM #  
http://agency.governmentjobs.com/collie default.cfm OR
INTERN
Human Resources Division, 3303 East Tamiami Trail
SC
Naples, FL 34112

Intern Supplemental Questionnaire

1. Please indicate your major area of study?
2. In which Division are you interested in completing a Fellowship experience?
3. Are you interested in positions which require you to conduct research and analysis?
   - Yes
   - No
4. Are you interested in positions that require you to interact with the public, such as answering phones, working a front counter, etc.?
   - Yes
   - No
5. Please rate your verbal communication skills:
   - Excellent
   - Good
   - Average
   - Needs Improvement
6. Please rate your writing skills:
   - Excellent
   - Good
   - Average
   - Needs Improvement
7. Overall, what are your areas of strength?
8. Why are you interested in a Fellowship with Collier County Government?
Appendix A

Collier County Board of County Commissioners

CMA #5911
CMA # 5911

INTERNSHIP PROGRAM


[Effective Date: September 1, 2006]

§ 5911-1. Purpose.
The purpose of this Instruction is to provide for the implementation of an internship program authorized by the County Manager.

§ 5911-2. Concept.
It is the practice of the County to attract and retain employees on the basis of their skills, aptitudes, experience, development, performance, potential, and education and training as prescribed in the job description of each job classification. It is the practice of the County to offer equal employment opportunity to all persons without regard to race, creed, color, sex, age, national origin, religion, disability, or marital status. In order to attract future employees and assist in their development, the County is implementing an internship program for college students. The Human Resources Department is responsible for the coordination of all aspects of the employment process, including the selection and assignment of college interns into temporary assignments as provided through the Job Bank process.

A. Intern Requisitions:

   (1) Requests for interns shall be made to the Career Development and Training Manager in the Human Resources Department utilizing the Request for Job Bank Intern Form.

   (2) Interns will be chosen from a pool of candidates provided by colleges and universities. If there are no qualified interns in the pool to fill requests, the Career Development and Training Manager in the Human Resources Department will attempt to find qualified students through contacting various colleges and universities.

B. Application for Internship:

   (1) Applications/resumes for intern positions will be accepted by the Career Development and Training Manager in the Human Resources Department.

   (2) All applications for any intern position must be made on the County's Internship Application.
(3) Attached to each employment application will be an Equal Employment Opportunity Information Form. This form will be separated from the employment application and retained in the Human Resources Department.

C. Screening: An offer may only be extended by the Human Resources Department contingent on an applicant passing all applicable pre- and post-offer screening.

(1) Reference Checks: References regarding previous employment, academic standing, school records, etc., may be checked by the Human Resources Department on all applicants.

(2) Background Checks: Human Resources will conduct background checks for applicants who are being considered for employment. These checks may include, but are not limited to social security check, motor vehicle records, statewide and national criminal background checks, fingerprinting (as outlined in CMA 5390\(^1\)) and educational checks.

(3) Knowingly providing fraudulent or false statements on any application or examination may be deemed cause for the exclusion of such application from consideration or for terminating the internship.

(4) The Human Resources Department may administer various tests designed to measure a candidate's job skills, aptitude, and potential for successful work performance.

(5) Physicals:

(a) After a conditional offer is made, applicants for designated positions shall be required to have a preemployment physical prior to their reporting to work. The physical shall be performed and evaluated by the County's designated physician under standards established by the County. The results of the exam will be sent to the Human Resources Department and be certified by the designated health provider.

(b) The mandatory physical shall be performed at the site of the County's designated health provider. When deemed appropriate, the individual may be referred to his/her personal physician and/or an outside specialist in lieu of the physical being performed by the designated health provider. This will be at the County's expense.

(c) Post-offer drug testing will be coordinated by the Human Resources Department, in accordance with the Drug-Free Workplace Procedure,\(^2\) after a conditional offer of employment is made.

D. Selection:

---

1. Editor's Note: See CMA 5390, Fingerprinting/Background Checks.
2. Editor's Note: See CMA 5312, Drug-Free Workplace.
§ 5911-2  INTERNSHIP PROGRAM  § 5911-3

(1) All selection decisions shall be based on the match of the applicant's coursework and declared degree concentration and prior related experience and/or employment, to the requirements of the respective job assignment.

(2) The Career Development and Training Manager in the Human Resources Department will screen the applications for minimum requirements and will forward only qualified applicants for interviews.

(3) Interviews for applicants who meet the minimum requirements, will be coordinated by the Requisitioning Department.

(4) The Department Manager will not make any job offer or salary offer to any applicant. After the interview has been completed, the interviewer will inform the applicant that all further communication regarding the selection process and the applicant's status will be conducted by the Career Development and Training Manager in the Human Resources Department.

(5) Prior to the intern's start date, the Department Manager must submit a completed Intern Development Plan and receive approval of such plan from the Human Resources Department. In addition, both the intern and the Department Manager will sign the Intern Program Agreement Form.

(6) Authorization to pay the intern above the pay range minimum must be approved by the Human Resources Director or designee and the appropriate Division Administrator.

E. Post-Placement:

(1) After the intern has been placed, the host department will abide by any of the requirements from the respective college or university.

(2) As per the Development Plan, the intern will be given challenging assignments that will enhance their professional development and supplement their coursework.

(3) The manager will update the progress on the development plan at the six- and twelve-week points and forward this form to the Career Development and Training Manager in the Human Resources Department.

(4) The Manager will complete the Performance Feedback Form at the end of the internship period or as needed, and forward this form to the Career Development and Training Manager in the Human Resources Department.

(5) The intern will complete the intern section of the development plan at the end of the internship period and forward this form to the Career Development and Training Manager in the Human Resources Department.

§ 5911-3. Currency.
The Human Resources Department is responsible for maintaining the currency of this Instruction.
§ 5911-4. Reference.

Collier County Personnel Ordinance, Ordinance No. 2001-50: Recruitment and Selection: It is the policy of the County to attract and retain employees on the basis of their skills, aptitudes, experience, development, performance, potential, and education and training as prescribed in the classification specification for each job classification. It is the policy of the County to offer equal employment opportunity to all persons without regard to race, creed, color, sex, age, national origin, religion, disability, or marital status. The Human Resources Department is responsible for the coordination of all aspects of the employment process including recruitment, selection, placement, promotion, transfer, recall of employees, and communication with job applicants.