

**GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
INTERNSHIP PROGRAM**

For many years, the Grand Forks/East Grand Forks Planning Organization has successfully operated an internship program in conjunction with a variety of UND Departments. The MPO staff will make every effort to make this a valuable learning experience for each intern selected to participate in the program. While an intern with the MPO, you will be expected to adhere to the following rules:

1. Interns will dress as professionals while working for the MPO.
2. Interns are expected to work a minimum of 12 hours each week in four-hour time blocks. Work schedules are to be submitted and approved by the staff member assigned as your supervisor. Any deviation in the work schedule will be reported to your supervisor.
3. Interns who are undergrads will be paid \$10.00 per hour.
Interns who are grads will be paid \$12.00 per hour.
4. Persons accepting the internship will be expected to work full-time during the summer immediately following completion of the normal school year.
5. Internships should last one year and should start after Labor Day, and end in August of the following year.
6. Interns are expected to perform a variety of work assignments and shall generally perform any and all work assigned them by all full-time employees.
7. Interns shall complete:
 - a. One major planning study, report, or planning document.
 - b. Other duties as assigned.
8. Interns shall attend at least one Planning Commission and one City Council meeting in both Grand Forks and East Grand Forks.
9. Interns shall adhere to all policies and ordinances governing other MPO employees.

Supervisors for each intern will be assigned by the Executive Director. That person will monitor your work activities and generally assign you work.