

## **ALDER-INTERN MATCHING PROGRAM**

### Guidelines and Resources

Internships provide an experiential opportunity for students to become familiar with local government and the role of an alder while assisting the alder with meaningful projects or tasks. The Alder-Intern Matching Program is designed to provide alders with guidance and processes to self-sufficiently engage and manage interns to assist them with their alder tasks. This document provides information on how to find and manage an intern, including required and recommended forms, available intern stipend funds, and the various roles and responsibilities of the alder, the intern, and the City.

Each alder is allotted \$250 per year to provide an intern stipend. Multiple alders can collaborate to jointly host and intern (2-3 alders max to avoid quorum and logistical issues), and alders can transfer their intern stipend allocation to other alders if they are not interested in hosting an intern that year. Please review the alder expense account information in the Alder Onboarding Handbook for more information about allowable expenses.

**NOTE: Alders are responsible for assigning tasks, giving directions, and providing feedback to their interns. Remember to assign tasks that both assist the alder and help the intern learn skills or gain valuable experience.**

**TIP: Please familiarize yourself with [APM 2-44](#) before you begin building your intern plan.**

#### **Step 1: Create an Internship Plan and Job Description**

Once you have decided that you would like to work with an intern, the next step is to design your internship. Consider creating a project-based structure for your intern. After you have created your internship agreement and job ad, please send them to the Common Council Chief of Staff for feedback before proceeding to the next step.

**NOTE:** If you are interested in recruiting an intern who would like to count your internship for academic credit, plan to build in time to discuss with the relevant contacts at the academic institution to make sure the internship will count for credit. You may also want to consider the academic calendars of the local academic institutions when advertising your opportunity.

#### **Internship Agreement**

Alders are responsible for creating an internship agreement that describes the intern's tasks and the responsibilities of the intern and the alder, including:

- Intern name and contact information
- Alder name and contact information
- Main focus of internship
- Scope of intern tasks
- Start and end date

- Stipend amount and disbursement date
- Attendance expectations and how to communicate about an absence
- Statement that this is an unpaid internship per [APM 2-44](#)
- List of relevant policies ([APM 3-5](#), [APM 2-33](#), [APM 2-25](#), [APM 2-46](#), Elected and Appointed Official Code of Ethical Conduct, [Drug-Free Workplace](#), [Code of Ethics Simplified](#)) and statement that intern is required to follow them as relevant.
- Contact information for the Council Chief of Staff in case they have questions about their paperwork or would like to file a complaint
- Place for alder and intern to sign and date the agreement

### **Intern Job Description**

- Alder name and brief bio
- Description of the internship (types of tasks, types of topics)
- Required skills
- Required coursework or level of education
- Time commitment required for internship (the internship will start on x and end on x, or is expected to take x number of hours in total)
- Information about the stipend, tech requirements (interns need to have a computer and phone to use during the internship-currently the City does not provide these to individual alder interns), transportation requirements. The following are required for all internships:
  - Must be at least 18 years old
  - Has access to own transportation/transit
  - Has their own laptop/computer/tablet
  - Has the ability to work remotely
- Application materials: Consider asking prospective interns to send in a cover letter and resume. This will help you determine their writing levels and educational and work experience. It will also be good practice for anyone just starting out as a job applicant.
- Information about where to send the application

**NOTE:** While the intern will receive a lump-sum stipend, they are still considered to be an unpaid intern per [APM 2-44](#).

### **Step 2: Recruit an Intern**

You can advertise your intern opportunity on your alder blog, to neighborhood associations, and to your networks. Make sure your advertisement has a due date for applications received and an email address where interested students can send their resumes. You may consult with the Council Community Engagement Strategist for ideas on how you can boost the opportunity.

**TIP:** Post your intern job description on the [UW La Follette School of Public Affairs Career and Employer Services Center](#), Edgewood and Madison College job boards.

### **Step 3: Interview and Choose an Intern**

Once the due date has passed, evaluate the applications and choose individuals to interview. It is best practice to interview potential interns and check the references of the one you would like to accept. Please consult the [Interview Tips](#) and the [Manager's Guide to Interviews and Background Checks](#) for information about what to avoid in interviews and reference checks and a bank of questions to choose from. Send a welcome letter to your chosen intern and thank you letters to the others who have applied.

**NOTE: Remember to save any notes you take while interviewing applicants and checking their references. As an alder, you are required to maintain these records in case of open records requests. Please provide them to the Council Office (electronically preferred) for storage.**

**REMINDER:** Per [APM 2-44](#), for all activities related to the recruitment and retention of unpaid interns, the City does not discriminate against or exclude individuals based on their ethnic origin, color, religion, gender, sexual orientation, personal appearance, age, physical or mental disability, veteran status, or inability to speak English. Individuals requesting accommodations or accessibility information should inform the alder.

#### **Step 4: Complete Employment Forms and Finalize Internship Agreement**

In order to be provided with their stipend, the intern needs to fill out and turn in several forms, some of which are **time-sensitive**. Council Office staff can review your internship agreement and provide feedback, if requested.

**TIP: Please consult the best practices listed on pages 3-4 of [APM 2-44](#) when building your intern plan.**

#### **Employment Forms**

- [W-4](#)
- [I-9](#) (must be completed, including verifying 2 forms of ID within 3 days of hire)
- [Wisconsin Withholding Certificate](#)
- [Direct Deposit Information/Authorization](#)

(Employment forms also available in Spanish)

- [Prohibited Harassment & Discrimination Policy, APM 3-5](#)
- [Video: Prohibited Harassment & Discrimination Policy Training](#)
- [Employee Acknowledgement Form](#)

#### **Finalized Internship Agreement**

Once the final internship agreement is negotiated and finalized, alder and intern should each keep a copy of the signed agreement. Send the signed original to the Council Office for retention.

#### **Step 5: Supervise and Provide Regular Feedback to your Intern**

As the alder mentor, you are responsible for supervising, checking in with, and guiding your intern. Please make sure you are familiar with the APMs linked in this document. Consult the Council Chief of Staff if you need guidance on any emerging situations.

**Step 6: End of Internship**

When the internship ends, please notify the Council Office to schedule an exit interview for the alder and for the intern.