

Engineering Intern Program

Statement of Purpose:

The City of Oakland's engineering intern program is designed to provide college students the opportunity to gain practical, hands-on experience in a working engineering environment, as well as learn how to work cooperatively with others on a team and in a professional work setting. Further, the program prepares the intern for possible future employment with the City or the general work force, and benefits the engineering profession by providing a training opportunity.

The City benefits from the program by receiving the services of the intern at an affordable rate of pay. Interns often bring new ideas and technologies from the academic world, assist the engineering staff in meaningful ways, and the program creates a pool for future City engineers, planners and other professionals.

Guidelines:

Eligibility-The prospective Engineering Intern must be a student currently enrolled in an engineering or pre-engineering curriculum, and have completed at least two years of the curriculum (i.e. be of junior standing).

Tenure-In keeping with the goals of the program, and to afford experience to as many students as reasonably possible, the tenure of an intern should not exceed two years in duration.

Other-Since the program is sponsored by the City of Oakland, when possible, preference should be given to Oakland residents for internship opportunities.

Work Rules: (See attached)

Work Place and Tools-Supervisor shall designate the location for the intern to report to and do their work. Provisions should be made in advance for desk space, computer, telephone (if necessary), office or field supplies and any other tools or equipment.

Work Schedule-The supervisor and intern should discuss and agree to a schedule of day and work hours in writing. Since oftentimes the work space is shared with other interns, attention should be paid to coordination of schedules, and ensuring that supervision and oversight for the intern is available.

Call-in procedure-Interns should be advised of the Department call-in procedure.

Dress-Interns should dress appropriately for a professional office environment. This doesn't necessarily mean business attire, but clothing should be clean, neat and not disruptive in appearance, and safe.

Conduct-Interns should be advised to act in a manner consistent with a professional work environment. They should act courteously, communicate clearly with others, act

Engineering Intern Program

and speak respectfully to others. Since they are working as a part of a team, they should exercise and display good cooperation, communication (both speaking and listening) and collaboration skills, and use the internship opportunity to learn these skills from their supervisors and co-workers.

Supervision-Interns should be supervised regularly, and be given clear direction on their work tasks. Interns should be working under the direction of a permanent staff member (e.g. a lead engineer) with whom she/he can ask questions and check in with regularly.

Safety-Refer to your department personnel contact for any safety-related questions.

Resources-Refer to your department personnel contact should any questions arise regarding an intern's status or other issues.

Engineering Intern Program

STUDENT INTERN LEAVE AND ATTENDANCE STANDARDS

Welcome to the Department of Engineering and Construction family. In this environment you can expect support from your supervisor and colleagues in familiarizing yourself with the principles that should guide your work. Below are some Department standards that will make your transition to this position a smooth one.

- Your supervisor will discuss your work schedule (days/hours) with you.
- We are aware that some events are unforeseen. However, should you know that you may be late reporting to work or need to be absent, contact your supervisor prior to the start of your work day. If your supervisor is unavailable, leave a voicemail message on his/her phone indicating your name, the reason for your absence or tardiness, when you expect to report to work and/or a phone number where you can be reached. Be sure that you have your supervisor's contact information and use it when necessary.
- You must notify your supervisor if you need to leave work during your regular scheduled time.
- You must obtain your supervisor's approval prior to commencing any planned leave.
- Should you have any questions or concerns about a personnel matter that you cannot resolve with your supervisor, please discuss it with your manager who may then contact the Department Administrative or CEDA Human Resources staff if necessary.

Engineering Intern Program

SUPERVISORY GUIDELINES FOR WORKING WITH INTERNS

For many Engineering Interns, this will be their first professional work experience. Please keep this in mind. As one of their first supervisors, you have the opportunity to be supportive and a good role-model. You also have a responsibility to mentor them in acceptable ways to dress, and help them develop good work habits and ethics including reporting to work on-time, communicating with their supervisor and co-workers, the appropriate way to report an absence or late arrival to work, completing projects thoroughly and in a specified timeframe, etc. Below are other tips and reminders that may assist you in supervising a student intern:

- Interns shall be treated with the same respect as all fellow associates. They are working with you to accomplish work that you need performed.
- An internship is a learning experience for the future work force. Consider yourself to be in a position to teach a young person. Remember they are working to assist you.
- Interns may not always understand your instructions, nor have job experience so be patient, as you may need to repeat or clarify instructions more than once.
- Create an environment in which the Intern feels free to ask questions of you and make suggestions.
- Provide guidance to Interns if you see they are struggling to provide you with requested data, a completed project, etc.
- If you encounter inappropriate behavior or performance, you should discuss it with your supervisor or manager and take appropriate action, including discussing with the intern.

If you need assistance in handling an issue with a Student Intern, you should first discuss with your supervisor or manager; if you need further assistance, you may contact DEC Administration or PWA Human Resources staff.