

# Summer at City Hall Supervisors Orientation

Monday, June 1, 2015

10:00-11:00am

Council Chamber

## AGENDA

- 10:00am      Welcome & Opening Remarks
- 10:05am      Overview of the Summer at City Hall Program
- 10:20am      Overview of the Internship Commitments to Program
- Commitments
  - Meet & Greet
  - Weekly Timesheet
  - Linking to the Program Curriculum
- 10:30am      Evaluations
- Supervisor/Student Intern Pre-Evaluation(s)
  - Supervisor/Student Intern Post-Evaluation(s)
  - Internship Program Evaluation
- 10:40am      Questions
- 10:55am      Closing Comments

**\*36 hours of internship required,  
hours must be completed  
by Thursday, July 30<sup>th</sup>.**

**\*\*Students are responsible for  
completing a weekly timecard &  
turning in every Friday for credit.**

**Supervisor signatures are required.**