Cal in Local Government Internship Program

Cal in Local Government (CLG) is a student-run internship program that is hosted by the Cal Corps Public Service Center at the University of California, Berkeley. CLG's mission is to engage and empower Cal students in local communities by enhancing their knowledge about local issues, improving their ability to think creatively and critically about how policy affects local problems, and developing their professional skills.

We seek meaningful, project-based internships to enhance Cal students' understanding of the connection between public service and government. Employees in government departments, council offices, and commissions at the city and county levels in the East Bay are welcome to participate as internship supervisors in our program by hosting a Cal intern. **Please note that we do not place interns in direct service or clerical staff positions.** Student interns complete 200 hours at their internship sites from October 2009 to May 2010, while attending our weekly academic seminar to discuss issues confronting communities of the East Bay.

Please review the host site eligibility requirements and program timeline below. Contact Suzan Akin, our Internship Programs Coordinator, at 510.643.0303 or at suzanakin@berkeley.edu if you are interested in hosting a Cal intern or if you have any questions about our program. Our website is: http://students.berkeley.edu/osl/calcorps.asp?id=1095.

I. Host Site Eligibility Requirements
In order to be eligible to host a CLG intern, your department must:
- Be a government department, council office, or commission at the city or county level.
- Be located in the East Bay and be easily accessible using public transportation.
- Provide a project-based internship, with a focus on policy research or community-based research and analysis.
- Designate a staff member to supervise the intern for the duration of the internship. This individual must agree to **(1) attend <u>one</u> supervisor training in fall 2009** and **(2) adhere to the program requirements as outlined in the training.**
- Provide a job description for the intern that outlines internship tasks, duties, and goals, and is appropriate for an 8-10 hour per week commitment from October 2009 to May 2010.
- Provide a work schedule with flexible hours to accommodate the intern's academic commitments as a college student.

II. Program Timeline 2009-2010
Exact dates TBD
Early August – Host site application available on our website
Late August- Host site application due
September – Supervisor trainings
Late September- Intern interviews and placement
Early/Mid October – Intern orientation at host site; Internships begin
May – State of the City Presentations; Internships end