



Mayor's Fellowship Program

MANUAL

Table of Contents

Executive Summary

Introduction

- General Information
- Duration of Internship
- Student Qualifications
- Application Process
- Compensation
- Receiving Class Credit

Program Responsibilities

- Intern Responsibilities
- Staff Responsibilities

Internship Assignments

Goals and Objective Assessment

Internship Applications

Internship Agreement Form

Intern Evaluation

Useful Information

Executive Summary

The Mayor's Fellows program provides both undergraduate and master-level students the opportunity to gain first-hand knowledge of how a high-energy local government office operates. This program caters to students satisfying class credit, fulfilling internship requirements, or those simply wishing to gain experience working in public service, the community and the government arena.

This Fellows Program (Internship) is an on-the-job training program in the Augusta, Georgia Office of the Mayor. The placement is for either (1) fall semester; (2) spring semester; or (3) summer semester. The Fellows Program does not provide compensation or insurance. A student's academic institution may choose to give the student course credit in accordance with their own policies. The Fellows Program shall provide the student with training and experience in municipal government operations, policy research, public/private partnerships and communications.

The Points of contact for the Fellows Program are:

Marcus Campbell—Chief of Staff and Fellows Evaluator

Tonia Gibbons—Director of Community Outreach

(706) 821-1831

Introduction

General Information

The Mayor's Fellowship program supports the Office of the Mayor including the Mayor, Chief-of-Staff, Director of Community Outreach, Executive Assistant to the Mayor, and the United Way Vista.

The Fellows Program is offered during the Fall, Spring, and Summer of the academic year. Internships are designed to mirror the academic semester and run from the first week of class to the final week of class. Exam week is optional for interns to work.

The primary purpose of the Fellows Program is to expose each student to a professional municipal government office.

Duration of Internship

The Mayor's Fellowship is designed to utilize the same academic calendar as the local colleges (Augusta University Paine College, Augusta Technical College, etc...). Unless otherwise arranged with a supervisor, internships will start the first day of the semester and end the last day of the semester.

Mayor's Fellows are expected to complete **15** hours of work each week of The Fellows Program. Each student's schedule will be agreed upon with the Fellowship manager at the beginning of each semester. If a Fellow misses hours they are expected to make up those hours. Fellows will also be encouraged to attend some events (City Commission meetings, community events, etc...) occasionally during the semester. However, these events will not be required.

Qualifications for Mayor's Fellows

In general, successful applicants should be enrolled (full time or part time) at a local college or university. Students should have an interest in municipal government, a policy area relevant to municipal government, or communications.

Successful applicants will have competitive GPA's, writing experience, project management experience (through a club organization, sports team, Greek life, religious institution, etc...), and previous Fellowships/Internships.

Application Process

Prospective applicants will be notified that applications are available online through the City of Augusta's Website, the Mayor's social media account, and notifications from the Political Science, Communications, Government, and Public Relations departments at their local college or university.

The application for the Summer and Fall semesters will be made available no later than April 1st and August 1st, respectively, of the same year. Interviews, selections and notifications to successful and non-successful applicants will be made no later than May 1 of the same year. In order to schedule in-person interviews, the Summer and Fall selections will be made during the same period so that students who are interested in the Fall program won't be out of Augusta during the summer and unavailable for in-person interviews. Following this same reason, selections for the Spring program will be made before the Fall semester is out. Spring applications will be available by December 1 and interviews, selections, and notifications will be made by December 31st.

The application will be online and will require the student submit a writing sample in addition to outlining their academic, personal, and professional accomplishments. After submitting the online application, the internship program manager will contact applicants to schedule in-person interviews.

Session	Dates	App. Posted	App. Due	Interviews	Notifications
Summer	May – Aug.	by April 1	by April 15	April 15-30	May 1
Fall	Aug. – Dec.	by April 1	by April 15	April 15-30	May 1
Spring	Jan. – May	November 1	November 15	Nov. 15-30	December 1

Compensation

The Mayors Fellowship program does not offer any compensation or insurance.

Receiving Class Credit

The internship manager, Marcus Campbell (Chief of Staff), will work with your academic institution to make any verification necessary to qualify the Fellow for course credit.

Program Responsibilities

Mayors Fellow Responsibilities

- Drafting constituent letters
- Answering phones calls
- Conducting research
- Attending community meetings
- Helping the staff with advance work for official business/travel
- Working scheduled hours
- Maintain professional appearance both in person and on social media
- Maintain a positive work spirit/attitude
- The Fellow, with the assistance of a supervisor, will complete all assignments timely

Staff Responsibilities

- Organize a meet and greet for interns and City Staff during first month of internship (department heads, assistant city managers, mayor, mayor staff, city manager, council members)
- Collect and keep copies of resumes on hand. During last month of internship, staff will hold a resume workshop with interns and help them add the Mayor's Fellowship program to their resume
- Introduce each intern to one public and one private sector leader in an industry of interest to the intern
- Hold Fellows accountable for hours they commit to, and coordinating make-up hours when Fellows miss scheduled time.
- Conduct an Onboarding day the first week of each semester. (see attached agenda)
- Supervisor agrees to provide all written guidelines and training necessary to help Fellows follow department policies and procedures

Onboarding Agenda

9:00-9:15am - Arrival, collect materials, sign in, socialize, get refreshments, take picture

9:15-9:45am – Staff and Fellow introductions

9:45-10:15am – Background on City of Augusta operations

10:15-10:45am – tour of Municipal Building

10:45-11:00am – Break

11:00 – 12:00 – Security Credentials

12:00-1:00 – introduction to Policy Agenda items, assignments, Lunch

1:00-2:00 – cascading messages – importance of quality customer service

Internship Assignments

Internship Project

In cooperation with supervisor, Fellow should have the opportunity to create at least one project specific to the internship, such as an action plan for an agenda item.

Timesheets and Work Log

The Office of the Mayor trusts each Fellow to adhere to their agreed upon schedule. If a change needs to be made, the Fellow is to notify their coordinator as soon as possible. Fellows are responsible for making up any missed time each week. An easy way to find additional time outside of the school day is to attend City Chamber meetings.

Each Fellow will receive their IT credentials from the City of Augusta during Onboarding and will use those credentials to create a profile.

Student Evaluation of Internship

Students will complete an evaluation of their Fellowship experience. The evaluation provides the opportunity for the Fellow to supply feedback about the Fellowship, the Office of the Mayor, and the Fellow coordinator. The Office of the Mayor welcome suggestions to improve the internship program and intern experiences.

Application Writing Requirement

Provide the following information as requested:

1. List your career objectives
2. List your objectives for this internship: what do you wish to accomplish?
3. What is your current education status? Upon completing your current education goals, do you have any desire to continue your education?
4. List other courses you have taken that might be related to this particular internship?
5. Have you worked in another organization similar to this one? If so, where and describe your duties and experiences.
6. Have you completed any special training, workshops or conferences that might pertain to your desired career?
7. Do you have any special skills that would be advantageous to this internship?
8. Attach a copy of your class schedule for this semester.
9. Attach a copy of your resume and email a copy to the Mayor's Fellows Coordinator.

Internship Agreement Form

Mayor's Fellow Name: _____

Primary Phone: _____

Email: _____

Internship Start Date: _____ Internship End Date: _____

I, _____, have read the internship manual. By signing my full name below, I agree to the terms outlined in the manual and accept the internship as discussed with the Fellowship Coordinator.

Have you:

- 1) Received IT Credentials? (Username: _____)
- 2) Received a Parking Pass? (Pass Number: _____)
- 3) Had your picture taken? (Date: _____)
- 4) Received ethics/social media training? (Date: _____)
- 5) Completed Your Assessment? (Date: _____)

Student Signature: _____ Date: _____