

# Municipal Internship Work Plan Fact Sheet

The municipal internship work plan is designed to help plan and guide an intern’s activities and professional development. It lists a variety of quality activities that a host organization can choose from to provide interns with a range of experiences, so they may build a solid foundation of knowledge about municipal government and develop skills and competencies for successful careers in the municipal field.

Prospective host municipalities should identify how they might provide meaningful work for their intern, regardless of the program stream, in each of the core module areas as well as a few of the non-core areas featured below. For some examples of recommended activities in each stream, visit the [Municipal Internship Program overview page](#).

Municipalities that do not have the capacity or ability to provide work in one of the core modules may wish to partner with another municipality that can provide learning opportunities in these critical areas.

A detailed, customizable work plan that includes a list of recommended activities for core and non-core modules will be provided to host organizations selected to participate in the program. The topics and activities recommended for each module have been developed through consultations with municipal professionals, recommendations from past interns and supervisors, and from the program team’s knowledge of adult learning and development strategies.

	<b>Administrator Stream</b>	<b>Finance Officer Stream</b>	<b>Land Use Planner Stream</b>
<b>Required functional/department areas (core modules)</b>	<b>All</b>	<b>All</b>	<b>All</b>
<ul style="list-style-type: none"> <li>Municipal Government</li> <li>Governance (Council)</li> <li>Administration</li> <li>Financial Services</li> <li>Human Resources</li> <li>Land Use Planning</li> </ul>		(Majority of intern’s time and activities will be in Financial Services)	(Majority of intern’s time and activities will be in Land Use Planning)
<b>Optional functional/ department areas (non-core modules)</b>	<b>Most</b>	<b>Some</b>	<b>Some</b>
<ul style="list-style-type: none"> <li>Assessment</li> <li>Bylaw &amp; Protective Services</li> <li>Public Works &amp; Engineering</li> <li>Community Services (recreation, libraries, FCSS, culture &amp; heritage, community development)</li> <li>Economic Development</li> <li>Communications</li> <li>Agricultural Services</li> <li>Elections &amp; Census</li> <li>Intergovernmental Relations</li> </ul>	Interns are expected to gain experience in as many areas as possible	Interns are expected to gain experience in at least two of these areas	Interns are expected to gain experience in at least two of these areas