

Proposed Cuyahoga County Council Internship Program

The Internship Program offers students currently enrolled in high school in Cuyahoga County an opportunity to learn about their county government by helping their elected officials at County Council meetings.

They will assist the County Clerk by participating in a day long internship which will include aiding the County Clerk as he/she prepares for the County Council meeting. As well as assist in distributing agendas, public comment cards, and other related documents at the County Council meetings.

Each Intern should report to the County Clerk's office at 3:00 pm. on the day of the County Council Meeting.

Rules:

- The Internship Program is open to students residing in Cuyahoga County who are in 9th grade and above and enrolled in a public, parochial, private, or home school program.
- Requests to be an Intern are made through the County Clerk's office and be approved by the Principal of the High School or by the parent, legal guardian or program coordinator in the event that the student is home schooled.
- The Intern should be dressed neatly, in school uniforms, if applicable: Boys – Nice dress pants and dress shirts – Girls – Nice dress pants with a sensible shirt, skirt (knee length) or a dress. (No jeans of any color, shorts, sweatshirts or t-shirts shall be allowed).
- The each Intern serves for one County Council meeting and works until the meeting is over (or 9:30 p.m. at the latest in the event that the meeting runs long). If a scheduled conflict occurs the Intern will be relieved upon request by the parent/guardian.
- No Intern is allowed to have their cell phone, ipod, CD player or other electronic device, etc. with them and turned on while they are performing their duties as an Intern during County Council meetings.
- Each Intern is responsible for providing their own transportation.
- The Intern is strongly encouraged to write a brief paper, within two weeks of serving as an Intern, on his/her experience. The County will publish the Intern's paper on its website.
- The County Clerk will submit the paper to the Intern's school newspaper and local/community media for publication.
- Adjournment time varies daily. The Intern must have a phone number to contact a parent/guardian.

Parent/Guardian:

A parent/guardian must accompany any Intern who is under the age of 16 years.

Certificate:

Each Intern will receive a certificate of service following the County Council meeting.

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