

EAST BAY REGIONAL PARK DISTRICT
Intern Project Description Request Form (Summer)

Please complete, route this form up through your AGM and return to Human Resources by the deadline.

1. Where:

- a. Division: _____
- b. Office Location: _____
- c. Project Location: _____

Note: There are no additional funds from the Human Resources Training Budget for computers or District vehicles.

2. When:

- a. Project dates *Start:* _____ *End:* _____
- b. Ideal weekly schedule: _____
- c. Is there flexibility with start & end dates? _____ Is there flexibility with weekly work schedule? _____
- d. Estimate of total project hours (375 hours maximum): _____

3. Who:

- a. Direct Supervisor Name: _____ Title: _____ Phone: _____

Note: If project requires independent field research or solo field work, add a sheet explaining supervision plan.

- b. The ideal intern will be a graduate student undergraduate no preference
- c. What fields of study are required? _____
- d. What fields of study are preferred? _____
- e. What equipment will intern need? phone computer desk car other _____ other _____
- d. Are there any physical demands of the work? If so, please identify: _____

4. What: Describe proposed project.

Project Title (to be used on recruitment brochure): _____
Project Description: _____

5. Why: In one sentence, explain the final result and the anticipated benefit to the District.

6. Additional Comments or Requests: _____

This form was completed by: _____ Date: _____

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I recommend approval:

_____/_____
Signature, Immediate Supervisor Date Signature, Next Level Manager Date Signature, AGM Date

AGM Priority Rank: _____ out of _____ total requests