**Name of Supervisor:** [Type text]

**Name of Municipality:** [Type text]

**Name of Intern:** [Type text]

**Date Submitted:** [Type text]

**Intern Start Date:** [Type text]

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# Municipal Internship Program for Administrators

# Final Report Questions for Supervisors

# In accordance with the conditional grant agreement, your Final Report is due within 30 days after completion of the internship.

# There are four parts to the Final Report: 1) an overview of the year’s activities; 2) the impacts the program has had on your municipality; 3) a program evaluation; and 4) a request for host testimonials for the program website.

# Overview of Year’s Activities

1. How did your intern manage the expectations of the Workplan? Was he/she able to complete the majority of the activities listed? Were there any major challenges in completing these activities?

[Type text]

1. Did you partner with any other municipalities for any of the activities? If so, how effective was the partnership?

[Type text]

1. Did you notice any impacts on your intern as a result of the three intern sessions held during the year? From your perspective, what activities or topics covered at these sessions seemed to have the greatest impact? Do you feel there are other topics we should be covering during the year?

[Type text]

1. In the final months of the internship, what competencies did you and your intern focus on? What improvements did you see over the 12 months?

[Type text]

# Impacts on Your Municipality

1. What were the benefits you received by having an intern (i.e., completed projects, new perspectives, etc.)? Please list any projects or deliverables the intern accomplished.

[Type text]

1. How has succession planning in your municipality been impacted by having an intern?

[Type text]

# Program Evaluation

1. Were the training materials and resources provided by the ministry helpful in making your internship experience successful? What other materials or resources should we consider that would be beneficial to you?

[Type text]

1. What would you estimate your municipal contribution costs were to host an intern (i.e., costs over and above the grant funding)?

[Type text]

1. What type of involvement from program staff is most beneficial to you during the year? For example, is it of value to have staff visit your municipality to see how the internship is working in your environment?

[Type text]

1. Was there adequate opportunity for you to share your program experience with the other hosts during the Supervisor Wrap-up session? What other formats should we consider that would be beneficial?

[Type text]

**Host Testimonial for the Website**

To help attract municipalities as hosts for the Internship Program, we would like to place host testimonials on the program website. The following information will be used to create a testimonial for the website; your name and municipality will be listed to allow potential hosts to contact you if they wish to find out more about your experience as a host.

1. What was the biggest surprise for you as an intern host? What was your most significant learning from this experience?

[Type text]

1. What advice would you give to a municipality considering applying to host an intern?

[Type text]

1. Overall, how would you describe your experience with the Municipal Internship Program?

[Type text]