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# Municipal Internship Program for Finance Officers

# Interim Report Questions for Supervisors

# In accordance with the conditional grant agreement, your Interim Report is due after the first six months of the internship. There are two components to this report: 1) program activities to date, and 2) program evaluation.

# Program Activities to Date

1. Overall, what has been your experience with the Municipal Internship Program to date (i.e., things you didn’t anticipate, things you would have done differently, positive events, challenging situations, etc.)?

[Type text]

1. How have you and your intern managed the expectations of the Workplan? What aspects of the Workplan have been completed? What challenges have you found with completing the Workplan? What suggestions do you have to improve or enhance the Workplan?

[Type text]

1. What are the main activities you and your intern are planning for the next five months?

[Type text]

**Program Evaluation**

1. Please share with us any ideas you have that would enhance the intern recruitment process. Share with us any of your ideas to find more candidates.

[Type text]

1. Have the meetings with program staff and other supervisors and interns been of value (i.e., Orientation, Executive Week, site visits)? How have the meetings benefited you? Do you have any suggestions that would make the meetings more valuable?

[Type text]

1. Are there any enhancements to the Municipal Internship Program we should consider in the future?

[Type text]

1. Any other comments?

[Type text]