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# Municipal Internship Program for Land Use Planners

# Year One Report Requirements for Supervisors

# In accordance with the conditional grant agreement, this report is due at the end of the first twelve months of the internship.

# There are three parts to the Year One Report: 1) an overview of Year One’s activities; 2) a review of the impacts the program has had on your organization; and 3) plans for Year Two.

# If you require additional space to complete the questions, please add your comments in a separate document and include with your report template. The completed template can be scanned and saved (and emailed if necessary).

# Overview of Year One’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? What were the major challenges in completing these activities? What are your comments/observations on the Workplan?

[Type text]

1. Did you partner with any other municipalities for any of the activities? How effective was the partnership?

[Type text]

1. Are there any topics or areas of the Internship program that could have been covered in greater depth either at the workshops or though other communication (e.g. email)?

[Type text]

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

[Type text]

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

[Type text]

# Impacts on Your Organization

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 your organization been impacted by having an intern?

[Type text]

# Plans for Year Two

1. What are the plans for your intern’s second year? What projects is your intern taking on? What areas is he/she specializing in?

[Type text]

1. Are there any enhancements to the program we should consider in the future? (These are in addition to the comments provided in your interim report.)

[Type text]

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

[Type text]

1. Any other comments?

[Type text]