

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 8951

DATE 11-21-19

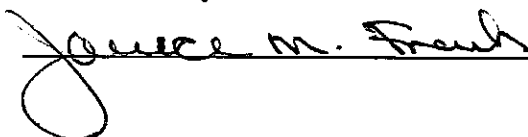
TITLE

RESOLUTION TO APPROVE A LETTER OF AGREEMENT BETWEEN THE CITY OF
WILLIAMSPORT & BLOOMSBURG UNIVERSITY FOR AN INTERN FOR THE CITY

WHEREAS, the City of Williamsport and Bloomsburg University proposes a formal affiliation agreement to accept Bloomsburg students for credit-bearing internships.

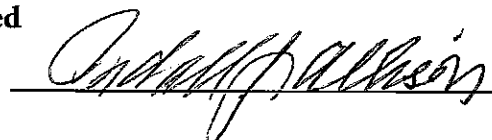
WHEREAS, the City would like to begin this first partnership in December 2019 and continue throughout the year 2024 (5-year term).

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Williamsport that the Mayor and City Controller are authorized to execute the attached letter of intern agreement with Bloomsburg University.



City Clerk

Approved



President



CITY OF WILLIAMSPORT

OFFICE OF HUMAN RESOURCES

MEMORANDUM

DATE: November 15, 2019

TO: City Council Members (7); Mayor Campana

FROM: Joellen Chappelle, HR Director

SUBJECT: Bloomsburg University Internship Agreement Resolution

Attached for Council action Thursday, November 21, 2019 is a resolution authorizing the City to proceed with an internship agreement with Bloomsburg University for five years.

Bloomsburg University student intern (Geanna Green) will serve as the City's first intern. Ms. Green will complete 5 consecutive weeks with 200 full-time supervised work experience hours, from, December 16, 2019 until January 21, 2020, in the Recreation Department.

The Recreation Department can benefit tremendously from an intern through Bloomsburg University. The intent is to have Ms. Green focus on human resource related experiences to prepare for the upcoming summer recreation programs. Attached is a Letter of Agreement; to be signed by the appropriate City Officials and Geanna Green's resume. There is no monetary contribution to Bloomsburg University for hosting this intern. Additional information about the internship, supervision, expectations, etc. can be made upon request.

If you have additional questions please feel free to contact me at your convenience.

CITY HALL ~ 245 WEST FOURTH STREET ~ WILLIAMSPORT, PA 17701

PHONE (570) 327-7571 ~ FAX (570) 327-7562

Alumni and Professional Engagement



Dear Sir/Madam:

The legal counsel of the Pennsylvania State System of Higher Education requires Bloomsburg University establish a formal affiliation agreement with sites who accept their students for credit-bearing internships. This agreement is intended to protect both the University and the internship site by delineating each party's rights and responsibilities. This one document, when signed, will cover all Bloomsburg internship placements with your organization for a five-year period.

Attached you will find the Affiliation Agreement for your review and signature. Please print, sign, and email or fax it to (570) 389-3049. We ask that this agreement be signed by the individual in your organization that has the authority to legally execute the agreement. After all signatures are obtained, one fully executed document will be returned to you for your records.

If you have any questions or need additional information, please contact me at (570) 389-4070 or internships@bloomu.edu. Thank you for your willingness to provide internship opportunities to our students.

Sincerely,

Dr. Lynda Michaels

Assistant Vice President
Alumni and Professional Engagement
Bloomsburg University of Pennsylvania
570.389.4070 office
570.389.3049 fax
Email: internships@bloomu.edu

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the award of credit hours: 40 hours of site contact equals one credit. The minimum internship is 120 hours for a semester or summer term.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization
8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend university required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

Geanna R. Green

310 Hughes Street • Williamsport, PA 17701 • (570)244-8840 (C)
Geannagreen21@gmail.com

Objective

To constantly explore new and different options at my job, also working up to where I'm very secure with my position. Network and use my experience and what I've learned to better where I'm at. Open to explore ideas given, hoping to gain growth, meaning more knowledge and wisdom with the opportunities I'm given. Very flexible and adaptive when its needed. Great motivator, and respective listener. Empathetic, caring person. Willing to take on complicated task with finding a solution. I am very organized and an initiative taker.

Summary of Qualifications

Very Professional worker. I'm Self-motivated and making my way up to meeting my goals. I am a leader. Work well with teamwork, great active listener and try to give back for what I'm given. Have private and public experience. Extremely open to new options, task worker before giving up, try to do my research to prove how dedicated I am. Learn to educate others, pass on the knowledge. Very responsible, dependable, and complete task to my fullest abilities. Devoted to find my calling.

Key Strengths

Social Skills

Leadership Material

Dedicated

Interpersonal/Communication Skills

Selected Accomplishments

- ACT 101/Jumpstart Peer Mentor at Bloomsburg University
- Executive board Event planner in communications club at Bloomsburg University, National Communication association student club (NCASC).
- Leadership certification at Bloomsburg University.
- Job Shadowed at "American Rescue Workers" In my hometown for social work, 2013
- Was chosen to attend the State Capitol building In Harrisburg to represent my school, 2013
- Was enrolled in "GL4T" (Government Leaders for Tomorrow) internship program at the HHS (Human Health and Services) building in Washington DC from July 9 - August 2, 2013.
- Job shadowed my mentor at the Aerospace building in DC for social work experience, like (Division of policy, Federal office of child support enforcement, Administration for children and families, U.S. department of health and human services) Set up by my program.
- Camp Ophelia mentor for middle school girls, 2014.

Education

BACHELOR OF ARTS of communications/minor in human resources
Bloomsburg University College

Current Senior
Bloomsburg, PA

Employment

Vendor

Little League world series

Williamsport, PA

August 2011-August 2011

- Handled money
- Walked around baseball stadium
- Sold food, candy, and drinks
- Worked in teams

Alumni and Professional Engagement



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