



ATTN: 2010 Achievement Awards Program
Virginia Association of Counties
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Call for Entries



Application Form

All applications must include the following information. Separate applications must be submitted for each eligible program. Deadline: June 1, 2010.

Program Information

Locality County of Louisa
Program Title Louisa County Summer Internship Program
Program Category Human Services
Population Category 30,001 to 50,000

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*Entries without this signature will not be accepted.

LOUISA COUNTY SUMMER INTERNSHIP PROGRAM

Like most rural localities, Louisa County has had our challenges. Over the past several years, Louisa County has been faced with high unemployment figures, significant increases of service needs for at risk youth and a reduction in state aid to localities.

To deal with those challenges, we asked ourselves “What could we do for our youth to strengthen their commitment to career development, and promote community involvement while helping them reach their fullest potential?”

Recognizing that the students of today are tomorrow’s future, a priority of the Board of Supervisors was to direct a diverse group of students toward a common goal – becoming involved with, and giving back to the community. The Louisa County Summer Internship Program was created to be as a long term investment that would support the development of our youth and help the next generation of employees reach a higher potential.

Each department sponsored an intern and provided challenging and meaningful work for the students. This was a critical component of the program since we were trying not only to give students valuable work experience, but also enhance their interest in and create an awareness of governmental careers and community involvement.

The outreach of our Program has grown over the past five years. The students, the community and everyone involved with the Program have benefited from it.

What is the Louisa County Summer Internship Program?

Louisa County, located in Central Virginia, offers the best of both worlds. Our peaceful, rural communities are conveniently located between the metropolitan areas of Charlottesville, Richmond and Fredericksburg; three of Virginia's finest cities.

The County's 517 square miles are predominantly forest and agricultural; however, the business community is increasingly finding Louisa to be a convenient, low cost, and attractive location for investment.

With a wide range of community events, classic country living in historic homes or modern ones throughout the county or on beautiful Lake Anna, with easy connections to additional shopping, arts, and entertainment, Louisa County offers a wonderful community for people to live, work, and raise a family.

In 2005, the Louisa County Board of Supervisors recommended and funded the Summer Internship Program. One of the Board's objectives was to emphasize community involvement. Recognizing that the students of today are tomorrow's future, a priority of the Board of Supervisors was to aim a diverse group of students toward a common goal – becoming involved with, and giving back to the community.

The Board also recognized that before an emphasis could be placed on community involvement, a “sense of community” first needed to be created by developing a culture that focuses on understanding what a “community” means and an awareness that promotes involvement.

The Summer Internship Program was viewed as a long term investment that would support the development of our youth and help the next generation of employees reach their full potential.

The Board also acknowledged that because Louisa County is such a diverse community, and the program would blend students from different socioeconomic backgrounds, it would provide the interns with the opportunity to be mentored not only by the County employees, but by each other as well.

Consistent with the County's commitment to our youth, the program was designed to strengthen community relations by developing and retaining current talent within county government employment. Human Resources developed, coordinated and led the initiative. Funding for the program included payroll, FICA, and miscellaneous expenses. The actual expenditures of the program came in well under budget each year.

The Goals & Objectives of the Summer Internship Program were:

1. To provide valuable work experience through meaningful and challenging work assignments;
2. In a government setting that compliments the students academic training and career interests;
3. To provide an overview and insight into how County government works and;
4. To provide an overview and insight regarding different County departments and the services offered to the citizens.

To be considered for the Summer Internship Program, students must be a resident of Louisa County between 16-18 years of age, be available to work between the hours 8:30 am and 5:00 pm, and furnish their own transportation. The duration of the program is six weeks, and the current rate of pay is \$7.25 per hour.

Each department that sponsors an intern is required to provide challenging and meaningful work for the students. This is a critical component of the program since we

are trying not only to give students valuable work experience, but also enhance their interest in and create an awareness of governmental careers and community involvement.

What is the problem, challenge, or situation faced by the locality?

While our County is proud to be recognized as a wonderful place to live, work, and raise a family, like most rural localities, we, too, have had our challenges. Over the past several years, Louisa County has been faced with high unemployment figures, significant increases of service needs for at risk youth and a reduction in state aid to localities.

To deal with those challenges, we asked ourselves “What could we do for our youth to strengthen their commitment to career development, and promote community involvement while helping them reach their fullest potential?”

The Summer Internship was developed.

How the program was carried out, including financing and staffing, and the program’s results?

Promoting the Summer Internship Program:

We advertised in the Central Virginian (our local newspaper) and distributed flyers at the school. The County also attended the local job fair held at Louisa County High School. Our display included job descriptions, applications, and County literature. In addition, Department Heads that could be potential sponsors attended the job fair with the Human Resources representatives, and set up their own departmental displays.

Recruitment and Selection Process:

Our intern recruitment and selection process was designed to be representative of a “real world experience” for all who applied. Students were instructed to have their completed applications to Human Resources by the close of business on a specified date.

To be considered, applications had to be thoroughly completed and must be accompanied by an essay stating which position(s) the student was applying for and what he/she hoped to accomplish if selected. Students were encouraged to apply for any position(s) they were interested in and believed they were qualified for.

All of the applications were reviewed by the Department Head, and Human Resources scheduled the interviews. Prior to the interview, Department Heads prepared questions, and selected their interview panel. Following the interviews, Department Heads, in conjunction with Human Resources, conducted candidate evaluations. The Department Head selected the candidate he/she determined to be the “best suited” person for the position and the offer was made.

The Summer Internship Program:

The first day of the Program, Human Resources conducted a new hire orientation. The orientation generally began with a few remarks from either a Board Member or the County Administrator. The interns then completed paperwork such as tax forms, I-9 forms, emergency contact, direct deposit, etc. This was followed by a student version of our orientation that outlines expectations such as time and attendance, professional attire, safety expectations, and the use of County equipment. The orientation also included customer service training, sexual harassment training, and a video featuring the history of Louisa County. The interns were then partnered with their sponsor and sent off to work.

As discussed with the students during the interview and selection process, if selected for one of the internship positions, at the end of the program they were required to write an essay addressed to the Board of Supervisors highlighting their experience and key accomplishments. The interns were also expected to attend a Board meeting where they are introduced to the Board of Supervisors.

Our Summer Internship Program was a competitive program, and all of the students who applied offered different skills, abilities, strengths to the program. It was very important to everyone involved in the process that all of the students who competed, including those who were not offered an internship position, felt positive about their experience. One of the ways we tried to accomplish this was to assist those not selected in anyway we could to find other employment through referrals, providing personal references or assisting with resumes.

What results have come from the implementation of the Summer Internship Program?

There are many benefits to hosting an internship program for both the interns and the county. In addition to learning about the workplace in general, the students were exposed to many aspects of the employment processes, and this is a skill that will be beneficial to them throughout their careers.

The benefits to the County included the fresh perspective and creativity that these interns brought. That energy promoted new ideas in the workplace. Developing and mentoring these interns builds job skills that will benefit future employers in both the public and private sector. Another benefit was the development of skills for current staff that mentored, coached and supervised the students.

The Summer Internship Program met the established goals and objectives. The sponsors took their task of providing meaningful and challenging assignments very seriously and worked diligently to accomplish that goal. The commitment of the Department Heads, and the support of the entire staff in all of the sponsoring departments, gave our interns tremendous insight into how local government functions.

In addition, because of the nature of the work the interns were performing, they had numerous occasions to collaborate with other departments. This kind of

communication provided the interns the opportunity to gain an overview and insight regarding the different county departments and the services offered to our citizens. Interaction with other departments and each other throughout the program gave the interns the diversity of opportunities we had hoped for.

We consider the return of many of our interns who come back to work for the county in other capacities a substantial return on investment (ROI). Feedback from interns who have accepted positions in other organizations, in both the public and private sector, about how they are using the skills they learned from our program is another way to gauge its success.

The growth and popularity of the program also supports a positive ROI. For the 2006 program we had 23 applicants, and by our fifth year (2009), we had close to 100 applicants. According to many of our candidates, the reason they applied to become an intern was because of the feedback they received from their friends or relatives about the program.

As a result of our work with the Summer Internship Program, Human Resources has continued to build strong professional community relations with the schools by continuing to work with the students in other areas. For example, we partnered with our local High School's Career and Technical Education Committee to be a part of career events at the school. Recognizing that our commitment is to all of our youth, the intent was to enhance the skills not only for our successful intern applicants but for other students to use to become successful applicants elsewhere. Many students related the session on interview skills to actual real life interviews they had participated in. Human Resources has also participated in a Virginia Cooperative Extension Office's "Reality

Store,” a two and a half hour simulation activity, designed to help teens become more aware of the financial demands they will encounter in the “real world.”

Another contributing factor that strongly supports the success of the program was our experience with the Summer Youth Employment Program. This program was funded by the American Recovery and Reinvestment Act (ARRA) through the Piedmont Workforce Network. When we attended their first meeting, we were specifically asked how we would administer the program should we receive monies. We used our Summer Internship Program as the model to explain our approach. As a result, we were able to afford eleven underprivileged workers the opportunity to come and be employed by Louisa County.

We are very proud of the Summer Internship Program, and while there are many reasons for its success, we truly believe our greatest success was the “human and community connectedness.” We created a program aimed at making a positive contribution to our local community by identifying problems and initiating a practical solution in order to address some of the issues. We accomplished this through a Board supported initiative that partnered with our local students. We believe community initiatives, such as our Summer Internship Program, is one way to give back to our community by providing our students with the opportunity to explore their options, gain a variety of skills, and develop networking capabilities. When they do this, they develop a shared sense of human and community connectedness because they relate to each other on so many different levels.

Prior to becoming an intern, most of these students had very limited knowledge and/or exposure to local government. However, because of the commitment our sponsors

made to the Program, these students were immersed in the day-to day operations of government.

In their essays, student wrote about how much they learned about what county government actually does, about how our local government operates, and how much the citizens rely on the employees of the local government for a variety of services. In these essays, our interns communicated about how these experiences made them feel like part of the community they live and now work in.

Someone once said “as you climb the ladder of success, make sure it is leaning on the right building”. We believe through the sponsorship of our Summer Internship Program we are supporting our local youth by providing the building for them to lean on as they approach the challenges of the ladder of success.

Based upon the reaction from our interns, the Board of Supervisors, the Schools, and the community, the Program gained increased visibility and credibility. We truly believe, this is a rewarding experience for everyone who is involved, and we look forward to sponsoring many more successful programs.

2008 Summer Intern Program

The Fourth Annual Summer Intern Program began by recruiting students at the Chamber of Commerce Job Fair at the Louisa County High School, which gave many students a real life interview experience. The process is very competitive and this year saw many good candidates but only ten students could be selected to participate in the program.

The Louisa County High School students who participated in this year's Summer Intern Program had a lot to say about their experiences.

Morgan Coleman, who had taken the EMT class at the High School, was the Emergency Services intern. Morgan said "I've learned that there is so much more to Emergency Services than just saving lives."

Facilities Management had a fresh face working with them this summer. Elizabeth Dalton worked in the various divisions within the Facilities Department such as the main office, the refuse sites, the animal shelter, and working with the maintenance and custodial crews.

Robert Hiter earned the intern spot for the Tourism Department. He enjoyed talking to visiting tourists and stated that this experience strengthened his communication skills.

Ryan Minnick was this year's intern for the Economic Development Department. Ryan was tasked with researching businesses within the County and was given the chance to intermingle with other County Departments. He felt this experience gave him "real insight into the operations and workings of the county."

The Louisa County Department of Social Services mentored another intern for the summer of 2008. Shelby Sprouse came into the program wanting to see how Social Services changed the lives of others by providing them with assistance. While working this summer, she got to help with some of these programs.

Louisa County Parks and Recreation had the most interns working with the various sections of the department this year.

Courtney Gramling, Sunta Grimm and Laureen Sims all interned for the Parks and Recreation summer childcare programs. They agreed that childcare is challenging but fun. Courtney said "Each day was a different adventure that was waiting to be found." Sunta looked forward to coming to work each day and was sad to see the end of this summer program. Laureen credits the programs with reinforcing her desire to be a teacher.

Working as a member of the Parks and Recreation landscaping crew, Bethany Miller learned that "The most important element in using the equipment is the proper safety gear" and had a great time "walking in a landscaper's work boots."

Kiara Shelton interned for Parks and Recreation where her duties kept her in the office, assisting with the childcare programs as well as substituting for program workers. In addition, she worked with the other Parks and Rec. interns to plan the field day activities for the kids.

The interns always bring a willingness to learn and the desire to work hard. The sponsors take on the role of teacher with enthusiasm. This makes the experience rewarding for both the interns and their sponsors.

Louisa County is proud to offer this program to local students and thank all involved for its' continued success.

In my weeks of working for the county with EMS I've learned that there is so much more to emergency services than just saving some lives. In the weeks that I did this internship I saw all the dirty work that had to be done to make this county run as smoothly as it does. Going to meetings, making the copies and taking inventory on all the things in the county is when it gets down to the nitty gritty. In my six weeks I got to run some interesting calls considering I have my EMT and am able to help out on calls. I worked mostly at the high school helping out to get ready for the new high school fire and EMS class. We inventoried all the new equipment, and ran more than one errand for the county. I've learned so much when entering this internship more than I thought I would, like I said I learned there is more to EMS than just riding on the truck and saving some lives. There is not much to say but I've learned more than I ever thought possible, and I can't thank everyone enough for giving me this opportunity.

Morgan Coleman
Emergency Services

Working, as an intern for the County of Louisa was one of the best career opportunities I could have been presented with. Everyone in my specific department were the friendliest people you would ever stumble upon. You would never think that one little building made out of an old fire station would have so many departments within itself. Luckily I got to work with each department and understand everything and how it interacts a lot better. Throughout the program I would spend a little bit of time with each group.

On the first week I worked with Cindy Moore; we faced my first task together, which was getting to know everyone at Facilities. Cindy instantly became an amazing mentor throughout my internship. Cindy and I worked on time cards and organizing and completing some inventory for the main office. Toward the end of the week I worked with Virginia Chapman at the Buckner site. Each county refuse-recycling center is better known as a site.

The following week I worked at the Louisa County Animal Shelter with Tammy Carmean. Of course at first I was calling my mom on my lunch break begging her to let me adopt everything. I learned all the sterilizing accommodations and the feed and walking regulations as

well. The County of Louisa is definitely filled with animals that are mistreated but we're fortunate to have the shelter to make the animals lives a lot better in their hands.

Michael and Rick...WOW!!! What else to say about those two, I did actually learn a lot from them. We did so many neat things. The guys and I hung a new bulletproof door at the administration building and replaced a bunch of ceiling tiles. The maintenance guys' job is pretty self-explanatory; anything that breaks there, the people put back together with a bunch of laughs and smiles.

My next job was definitely a hot one. Tom Trimmer is the AC Technician. I learned that every building has a computerized temperature device. We also washed the coils on top of the Administration Building. During the middle of the week, Mike and Rick stole me back to help them pull a pump at a refuse center. They claimed they needed my small size.

My final week I was here at the Parks and Recreation building with Linda Nuckols and Frances. Man you never think of all the windows in this place and all the smudges on them until you Windex

them all. My favorite job to do here was on my very last day when I ran the scrubber through the gymnasium.

I was very pleased with all the education I received from this experience. I can only hope that everyone keeps me in mind because becoming a permanent County employee would be the next challenge I would love to face.

**Elizabeth Dalton
Facilities Management**

Parks and Recreation Internship

During my summer vacation, I had the privilege of serving as an intern for the Kid Quest program at Jouett Elementary School. I am thrilled to have had this opportunity. I was able to gain some employment experience, as well as responsibility.

Going in to this internship, I had some experience watching my three younger sisters. I had no idea that child care was a lot different. I had to be their friend, and also their mentor. The field trips were overwhelming at times. The responsibility meter went sky high on the Kings Dominion field trip. Even though I thought it would be hard watching them in such a big place, it ended up being pretty easy. I enjoyed spending my summer with kids, and I learned how to be patient with them.

There are many different emotions that are involved with child care. One day the kids might be behaving and acting great. That is when I wanted to pick them up and hold them all day, but I had to maintain my actions as a child care intern. Other days might not be going so great, and it seemed like they were plucking my last nerve, but I had to look past that and try to find out why they were acting like that. That was when I had to be patient and wait for the child to tell me what was wrong.

Everyday was a different adventure that was waiting to be found, and I enjoyed looking for it around every corner. I want to thank you for allowing me to be a part of this amazing opportunity. I also want to thank Parks and Recreation for allowing me to take part in their Kid Quest program.

Sunta Grimm
Parks and Recreation

This summer was one to remember. I worked at Trevilians Elementary School as an intern in childcare. I have learned lots of things and made lots of friends. To see the smiles on the kids' faces when we did different activities such as arts and crafts, basketball, board games, relay races and movie time, made me look forward to coming to work each and every day. I enjoyed being a staff member. Everybody was willing to participate in activities so that the kids could have fun such as throwing water on each other and the kids at field day. My favorite thing to do was to play basketball with the kids. I showed them new games such as a basketball game called knockout. They liked it a lot. We played it everyday. I am sad that it has come to an end already. Thank you for this opportunity to work in this program. I have had a lot of fun and learned a lot.

Robert Hiter
Tourism

My time at the Piedmont Crossroads Visitor center has been a great and interesting experience for me. I would first like to thank Mrs. McCray for allowing me to intern for her, I couldn't have asked for a better mentor and boss.

During my time at the visitor's center, I had many tasks to do. When I get to the center, I helped my co-workers open for the day. This involves making sure that all or the brochure racks are filled. Whichever brochure rack are low or when there are no more, I would have to call that place of business to have them ship a supply of brochures to the center.

The thing that I enjoyed the most out of my internship was helping out the many tourists that come through. Tourists often asked for directions, varying from historical attractions to theme parks. People also inquired about local restaurants. At the end of the day, I had to help close.

By being able to intern in the visitors center, I was able to strengthen my skills in communication. When I first started my internship, it was difficult to communicate with other people. Now, I am able to speak clearly and intelligently. Again I would like to thank those people who were in charge of giving me this opportunity, and I will carry these skills with me for the rest of my life.

Bethany Miller
7/24/08

A Bucket's worth of smiles

Sweating, drinking tons of water, and singing down to the last second is a small part of the fun I had this summer completing my landscaping internship. I'm not one of those sissy types; I enjoyed most moments of my learning experience this summer. Honestly, my philosophy is making my own fun so work doesn't seem so boring and frustrating. Fun has a jingle that sounds something like Bethany having loads of fun, while learning landscaping techniques from three intelligent dudes.

Twelve-inch butterflies were turning my stomach, with nervousness, on my first day of work. This was the day I was impatiently waiting for since Pam Vaughan called me up and told me that I was chosen for the internship. I received my LCPR shirts and put on the cutest one, that's not saying much, and began my day. I followed Tommy, Jason, and Joey around, a baby duckling to papa duck. I rode in the blue F-250 and we were off to the job. Together we worked as a team and at the end of the day I came home exhausted.

Equipment days were my favorite. First I got to take on the leaf blower, a piece of equipment I've seen used on an episode of Sponge Bob. I rested the mixed fuel engine on my hip and blew leaves to the other side of the fence. Next was the trick behind an easy mower, the three-wheeler' it took me an hour or so, on the first day of using it to adjust to the steering. My fourth week I learned how to use the monster mower, the turf tiger, and that zero turn had awkward steering but at the end of the day I backed it on and off like a pro. I also used the weed eater, a familiar tool I was used to. There was a tricky weed eater with a sharp blade on the end of it; I felt like a super chick when I

mastered that cool machine. My very last week, the sweetest week, was the week I learned how to use the straw blower; when I operated that big lug, I felt like a superhero winning a battle against ten villains. The most important element in using the equipment is the proper safety gear. I had safety gloves, sound blocker headphones, and sometimes the chaps and leather work gloves. Every moment I was entrusted to operate these fancy machines were moments that an ear-to-ear smile was stuck on my face.

My time walking in a landscaper's work boots was magical moments I won't soon forget. Tommy and Jason helped me through my six weeks and tutored me every step of the way. I made my share of accidents, but they didn't get upset with me; instead they instructed me what to do next time. Between the tools, the giggles, the awesome farmer's tan, and the muddy me every day, I thoroughly enjoyed my internship.

My 2008 summer internship has accomplished exactly what I expected - I now have a better grasp of what goes on in an office environment. I believe that this was a good fit for me, as I really did enjoy the details and stories surrounding the office of Economic Development and Tourism. My first weeks in the office were made very easy by my sponsor, Stacey Richardson - she was extremely knowledgeable and brought me up to date on many of the things I would need to know, in both the Economic Development office, and that of the County Attorney.

Mr. Bob Gibson, the Economic Development Director, also taught me several things, and allowed me to hone my listening skills when he let me listen in on a meeting.

I also had the opportunity to learn about the inner-workings of other sections of the county, in my conversations with other employees during my internship. The various departments of Louisa County all worked together and were very receptive to having an intern in their midst.

While I have lived in the County of Louisa for close to 16 years, I had never actually seen many of the places that the county had operations - I only had the chance to visit the visitors center once before my time in the Economic Development internship position.

Finally, I would like to thank the County officials involved in making this internship possible - it has truly been a pleasure and has given me real insight into the operations and workings of the county. I hope that you will continue to offer this opportunity to future summer interns.

Ryan Minnick

Internship at Parks and Recreation Essay

By: Kiara Shelton

I never thought that I would be given the opportunity to work as an intern for the County of Louisa. It brought me great joy to have been selected out of all the other students in the County. I knew that this would be a great experience for me, before I left for college. I went into this program looking to learn more about the world of Parks and Recreation.

On my first day, I was nervous but anxious to get started. I answered phones, filed papers, stocked shelves, typed and produced documents, picked up supplies for the daycares and made copies. What I liked most about my job is, I never was stuck doing the same thing. There is always something going on in the office, which means there is always something to do.

When I became an intern, I came in with the knowledge that it would be as an office assistant, but it was far more than that. Some tasks were more difficult than others, but with the help of my co-workers, I learned very quickly. Whenever I needed assistance there was always someone I could go to.

When it came down to planning field day I could only use the other interns for help. The other interns and I were in shock and hoping it was only a joke. This was honestly a task for us. We had to make sure that we had all of the supplies that we would need. After days of planning, making supply lists and making numerous trips to the store, field day was up and running. Now that field day is over. All the hard work we put in was worth it, and quite an experience. At the end of the day it was good to

look around and see that we accomplished a goal, and I think that our hard work showed.

When I was not behind a desk, I was substituting at Trevilians Elementary for summer playground and summer daycare. It was definitely one of my more difficult tasks, when dealing with younger children, but I have had experience with children before which helped a lot. The week that I spent at Trevilians went by extremely fast, because I truly enjoyed myself. The time that I spent there, I learned that each child has something unique to offer. Interacting with the children taught me just how younger children tend to think. What was so interesting to me was, I found myself learning from the kids as well as teaching them. Before I knew it my time at Trevilians was up and I was headed back to the office.

Whether or not I was in the office or at Trevilians I honestly enjoyed myself. This experience was more than I expected, and if I had the opportunity to do this program all over again, I would. I had outstanding co-workers and a great boss, and I learned a lot and truly appreciate this opportunity.

Lauren Sims

Internship: Parks and Rec.

This internship at Parks and Recreation has been an amazing experience for me. I learned many lessons throughout the past month and a half. During my time at summer day care, I helped the other staff members plan different activities and games for the kids. I also assisted them on the field trips such as Chucky Cheese, ice skating, and Kings Dominion. Along with the help of the other interns, I had to plan the field day for all three schools. Although field day was a bit stressful, it was also a great learning experience for me. Throughout the internship I learned how to work with kids and how to handle them under certain situations. I enjoyed every moment that I got to work with the kids at summer day care. This internship also assured me that I would like to do teaching after college.

Shelby Sprouse

July 25, 2008

Internships, do they really help people choose the right career path? In my case it did, I had always had a yearning to help people and I believed that my calling was to be a nurse, but deep down I had always wanted to know what it would be like to help people in a different way. While being an intern at Social Services I will tell you what I wanted to learn, what I did, and what I learned.

When I decided to take the position at Social Services I already had an idea of what I wanted to learn. I wanted to see how they change the lives of others by providing them with health care coverage, and food stamps. I wanted to know if they helped provide air conditioners in the summer and heat in the winter and if so, how was the process done. I also thought that it would be good to know how an office environment runs, because even nurses have to work in offices and do paper work. While working at social services I helped with many of those programs.

While working at Social Services I have learned how purging is done and that you must shred everything that you take out for the client's protection. I now understand the meaning of open and closed files and how they both are filed. Open are filed alphabetically and closed are filed numerically. I was successful in learning about how an office environment works and about some of the programs they offer to people. By working with the cooling applications I have learned how they provide air condition to people in the summer and I have seen how they provide food stamps and medicade to people. From working just six weeks at the Social Services building I have learned and gained a lot of experience that I know will help me when I

get out into the business world. When I started working I learned a lot more that I thought I would be learning.

When I was an intern at Social Services I did many activities that helped the other social workers finish other activities. The first few days I was purging a lot of the closed files. The fun part about that job was going to the shredder and having to fix it every five minutes. After a while the cooling applications came in and they had me receive them, stamp them, and put their names in the little red book. Once that was done I was in charge of putting the bills with the applications and then filing them once they were paid. I was also everyone's personal assistant, they all would come to me and ask me to pull this, file that, or copy this for me please. I learned about many of the programs they offer at Social Services and was a part of helping people in a new way.

These are some of the services that I wanted to learn about, what I did, and what I learned while being an intern at Social Services. Many people in our country today hate their jobs and I believe that working as inters in offices, and businesses everywhere give people an idea if that field is right for them or not. It could help many people find jobs that they love and have a passion about. What I would like to see is more businesses have internships over the summer for high school students, so they can choose what career path is best for them.