

Interns in the Workplace Survey

Has your City ever employed interns in City Departments?

City of Franklin	Yes
City of Jackson	Yes
Metropolitan Development and Housing	Yes
City of Memphis	Yes
City of Millington	Yes
City of LaVergne	Yes
City of Cleveland	Yes
City of Brentwood	Yes
City of Springfield	Yes
Shelby County Government	Yes
City of Spencer	Yes
City of Hendersonville	Yes
City of Bartlett	Yes
City of Athens	Yes
City of Crossville	No
City of Chattanooga	Yes
City of Murfreesboro	Yes
City of Oak Ridge	Yes
City of Alcoa	Yes

If yes,

1. *What department(s) were they assigned?*

City of Franklin	Cable TV
City of Jackson	Personnel & Information Systems
Metropolitan Development and Housing	Housing authority
City of Memphis	They have worked in all areas of Human Resources and the Executive Branch
City of Millington	Personnel
City of LaVergne	Finance
City of Cleveland	City Manager who directed the work assignments to all departments to assist with special projects.
City of Brentwood	Legal and Technology were paid; Police has had volunteer interns – usually criminal justice majors from MTSU.
City of Springfield	Administration, planning, engineering, water/wastewater, finance
Shelby County Government	Variety of departments throughout Shelby County
City of Spencer	Utilities
City of Hendersonville	Parks, Personnel, Planning
City of Bartlett	Police Department, Engineering, Mayor’s Office
City of Athens	Parks and Recreation: City Manager’s Office
City of Chattanooga	Mayor’s Office, Parks and Recreation, Neighborhood Services, Personnel
City of Murfreesboro	Personnel and Planning

City of Oak Ridge	Planning, Computer Services, Administration and Engineering
City of Alcoa	HR, Public Works, Engineering, Finance, Police and Information Systems

What were their general duties?

City of Franklin	Assist Cable TV Coordinator with taping and broadcasting public meetings to citizens via cable TV channel.
City of Jackson	Clerical; filing; answering phone; copying; mailing
Metropolitan Development and Housing	Varies
City of Millington	Conducted an employee survey
City of LaVergne	Accounts payable
City of Cleveland	Assist with special projects in all areas
City of Brentwood	Technology interns have done basic PC service type work. Legal interns have usually been more observation and ride-along with some general office work assistance
City of Springfield	Research, organizing data, surveys and general helping with office duties
Shelby County Government	Filing, answering the telephone, greeting walk-in clients, providing general clerical assistance to staff and managers
City of Spencer	Filing, reception
City of Hendersonville	One did job descriptions; one did clerical in Parks and one worked on planning...
City of Bartlett	Support staff, research projects
City of Athens	Parks and Recreation – focused on programming and/or athletics. In City Manager’s Office – usually focuses on major projects (research) for City Manager and/or department heads, i.e. Best Practices for each department.
City of Chattanooga	It varied from conducting property surveys to life guarding
City of Oak Ridge	Some for special projects; others for general duties. We have three levels of intern classifications
City of Alcoa	Clerical; computer related

Did the City provide any compensation?

City of Franklin	Yes
City of Jackson	Yes and No
Metropolitan Development and Housing	Yes
City of Memphis	Yes
City of Millington	No
City of LaVergne	Yes
City of Cleveland	Yes
City of Brentwood	Yes
City of Springfield	Yes
Shelby County Government	Yes
City of Spencer	No
City of Hendersonville	Yes and No
City of Bartlett	Yes
City of Athens	Yes
City of Chattanooga	Yes
City of Murfreesboro	Yes
City of Oak Ridge	Yes
City of Alcoa	Yes

Did the intern receive college credit?

City of Franklin	No
City of Jackson	No
Metropolitan Development and Housing	No
City of Memphis	Not known
City of Millington	Yes
City of LaVergne	No
City of Cleveland	No
City of Brentwood	Yes
City of Springfield	Yes
Shelby County Government	Yes
City of Spencer	No
City of Hendersonville	Yes and No
City of Bartlett	Yes
City of Athens	Yes
City of Chattanooga	No
City of Murfreesboro	Yes
City of Oak Ridge	Yes
City of Alcoa	Yes

Contact Information:

Name of Organization	Contact Person	Contact Telephone Number
City of Franklin	Pam Conner	615/791-3216
City of Jackson	Lynn Henning	731/425-8252
Metropolitan Development and Housing	Steve Adams	615/252-8551
City of Memphis	Pearl Gibson	901/576-6479
City of Millington	Margaret Riding	901/872-4051
City of LaVergne	Kathi Payne	615/793-6295
City of Cleveland	Jeff Davis	423/559-3313
City of Brentwood	Kirk Bednar	615/371-0060
City of Springfield	Gina Holt	615/382-2200
Shelby County Government	Janet L. Shipman	901/545-4359
City of Spencer	David Vidrine	931/946-2351
City of Hendersonville	Kaye Palmer	615/264-5314
City of Bartlett	Larry Hilbun	901/385-5515
City of Athens	Rita Brown	423/744-2703
City of Crossville	Sandra Gruber	931/484-5113
City of Chattanooga	Joe Shaw	423/757-4858
City of Murfreesboro	Sherry Carpenter	615/848-2553
City of Oak Ridge	Penelope Sissom	865/425-3563
City of Alcoa	William Brown	865/380-4753