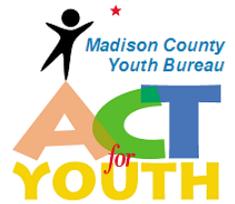


**LOCAL GOVERNMENT
INTERN PROGRAM**



Cornell University
Cooperative Extension
Madison County



Fall 2015 Schedule

Sessions Run 8:45 a.m. to 12:00 p.m. except Job Shadow Day, 8:45 a.m. to 1:45 p.m.

***Please note special meeting locations and extended day in red.**

Session Date, Location	Content	Assignment Schedule
1. Tuesday, September 22 nd <i>Report to DMV Lobby by 8:45 a.m.</i>	Program Orientation Active Citizenship Introduction to Madison County Government Job Shadow Interviews	ICivics – Counties Works
2. Tuesday, September 29 th <i>Report to DMV Lobby by 8:45 a.m.</i>	Brainstorming Community Needs Review SWOT Analysis County Departments and How They Work Complete Job Shadow Interviews <i>Social Services 10:45 to 11:45</i>	Work on Community Assessment Review County Roster Read Rules of the Board
3. Tuesday, October 6 th <i>*Report to Landfill by 8:45 a.m.</i> <i>*Return to Wampsville at 10:30 a.m.</i>	<i>Landfill Operations 9:00 to 10:30</i> What is a Resolution? Board of Supervisors Committee Structure	Department Summary Due Work on Community Assessment Prepare Team Report Out
4. Wednesday, October 21 st <i>Report to DMV Lobby by 8:45 a.m.</i>	<i>Jail and 911 Center 9:00 to 11:00</i> Roles of All Participants in BOS Meeting Roberts Rules Dissect BOS Meeting Weighted Voting Activity Team Report Out on Community Assessment	Community Assessment Due Teams Report Out Work on Action Plan
5. Thursday, October 29 th <i>Report to DMV Lobby by 8:45 a.m.</i>	<i>Finance, Ways & Means 9:05 – 10:00</i> <i>County Clerk 10:10 to 11:45</i>	Action Plan Due Schedule Team Meeting with Facilitators
6. Wednesday, November 4 th <i>*Report to Building 5: 8:45 a.m.</i>	<i>*Job Shadow Day 9:00 to 1:45</i>	
7. Tuesday, November 17 th <i>Report to DMV Lobby by 8:45 a.m.</i>	<i>Highway Department 9:00 to 9:30</i> Review Submitted Resolutions Review Roberts Rules, Weighted Voting <i>Board of Supervisors Meeting and Public Hearing, Supervisors' Interviews 10:00-11:00</i>	Resolutions Due
8. Tuesday, December 1 st <i>Report to DMV Lobby by 8:45 a.m.</i>	<i>County Court 8:45 – 10:00</i> Report Out on Initiatives Prepare Agenda for Mock Board Meeting Assign Roles for Board Meeting	Written Board of Supervisors' Interviews Due Initiative Report Due
9. Tuesday, December 15 th <i>Report to DMV Lobby by 8:45 a.m.</i>	Mock Board Meeting Celebration Luncheon	

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