



City of Las Vegas
Office of Administrative Services

STUDENT INTERNSHIP LEARNING OBJECTIVES

ONE – Overview

- Executive Reports
- Compliance Reviews
- Meeting Minutes
- Presentations
- Agenda Items
- Special Events
- Special Projects
- Financial Reports
- Emergency Planning
- Grant Research
- Legislative Reports
- Policy Research
- Assessments and Evaluations
- Retreat Planning
- Data Entry

TWO – Learning Objectives

- Basic understanding of the role of City Management
- Functional knowledge of:
 - Sustainability
 - Special Events
 - Education and Community Collaboration
 - Government Affairs
 - Organizational Development
 - Grant Management
 - Administration
- Ability to write reports for an executive team
- Ability to communicate with an executive team

MEASURES

- Create a report and present to the City Manager
- Positive review by direct and indirect supervisors

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	
Microsoft PowerPoint	
Audio/Visual Aids	Training Resources

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Time Management
Social Perceptiveness	Writing
Monitoring	Speaking
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Speech Clarity	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Written Comprehension
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Documenting and Recording Information
Performing Administrative Duties
Communicating by Phone, Letters and E-mail