



City of Las Vegas
Economic and Urban Development

STUDENT INTERNSHIP LEARNING OBJECTIVES

Economic Development

ONE – Overview

- Research and Analysis – General Economic Development
- Research Parcels for Business Park Development
- Property Analysis (value, ownership, change of title)
- Client relationships
- Market Programs
- Real Estate Acquisition
- Monitor/Evaluate Program Budget
- Work with Consultants

TWO – Learning Objectives

- Read / understand local contract agreements
- Read / understand Nevada Revised Statutes
- Interpreting contract language

MEASURES

- Teach Back
- Written Test
- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN MAY USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	
Microsoft PowerPoint	
Audio/Visual Aids	NRS
GIS – Mapping	ACT/ED Database

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Time Management
Social Perceptiveness	Writing
Monitoring	Speaking
Complex Problem Solving	
Real Estate and Business Law Principles	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Speech Clarity	

WORK ACTIVITIES

Collecting and Analyzing Data
Report Analysis
Reviewing/Interpreting Applicable Laws, Codes, Regulations and Policies
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



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STUDENT INTERNSHIP LEARNING OBJECTIVES

Administration and Marketing

ONE – Overview

- Policy and Procedures
- Social Media
- Marketing
- Clerical Support

TWO – Learning Objectives

- Read / understand local contract agreements
- Revise policy and procedures
- Clerical Support - answer phones, filing

MEASURES

- Teach Back
- Written Test
- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	Microsoft PowerPoint
Audio/Visual Aids	Training Resources
Windows Media	ACT/Database
Microsoft Publisher	Microsoft Visio
Windows DVD Maker	

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
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STUDENT INTERNSHIP LEARNING OBJECTIVES

Neighborhood Development

ONE – Overview

- Inspect dwellings to identify substandard conditions
- Research grants
- Davis/Bacon Survey
- Interviews
- Data entry for division archive system

TWO – Learning Objectives

- Housing development
- Rehabilitation
- Real estate appraisal methods
- Read / understand local contract agreements
- Interpreting contract language
- Understand consultation techniques
- Identify grant needs
- Technical support
- Audit/Monitor current grants
- Compliance with insurance requirements
- Review preliminary title reports, energy audits

MEASURES

- Teach Back
- Written Test
- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

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

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
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STUDENT INTERNSHIP LEARNING OBJECTIVES

Parking

ONE – Overview

- Patrols city streets and facilities

TWO – Learning Objectives

- Review/prepare reports
- Understand parking regulations where applicable to non-moving vehicles
- Understand traffic control safety and OSHA in industry safety
- Understand high-traffic/congestion areas
- Investigates and documents reports on hazardous vehicles
- Read / understand local contract agreements
- Learn mediation process / techniques
- Learn arbitration process / preparations
- Learn investigation protocol
- Conduct interviews and hearings
- Understand corrective action
- Interpreting contract language
- Understand consultation techniques

MEASURES

- Teach Back
- Written Test
- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

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

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Monitoring
Time Management	Writing
Social Perceptiveness	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
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