



City of Las Vegas
Information Technologies

STUDENT INTERNSHIP LEARNING OBJECTIVES

ONE – Overview

- Performs routine Web updates
- Develops and updates city Internet site
- Maintains variety of computer applications
- Performs variety of programming functions

TWO – Learning Objectives (under division supervision)

- Participates in the development of the city's web, Intranet and business applications
- Accesses and maintains appropriate databases
- Performs software updates and testing
- Defines program requirements
- Performs database queries
- Provides user support
- Prepares system documentation

MEASURES

- Updates computer programs and web/intranet
- Provides user support by completing IT requests
- Compiles and edits programs
- Completes programming assignments

TOOLS & TECHNOLOGY INTERN WILL USE

Computers	Microsoft Word
Internet Research	Microsoft Outlook
Basic SQL/.net/Java	Training Resources
Safety First Website	Copiers/Scanners

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Coding applications
Requirements Analysis	Meeting Deadlines
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Following Oral Instruction	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Communicating by Phone and Email
Analytical Thinking



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Information Technologies

STUDENT INTERNSHIP LEARNING OBJECTIVES

ONE – Overview

- Performs routine GIS work
- Develops and updates GIS database
- Updates layers of the GIS database
- Performs variety of GIS technical tasks

TWO – Learning Objectives (under division supervision)

- Participates in the development of the city's GIS
- Accesses and maintains GIS database
- Performs GIS software updates and testing
- Compiles data to develop data layers
- Performs database queries
- Provides GIS user support
- Interprets plans, technical drawings, and maps.

MEASURES

- Updates data layers
- Provides user support by completing GIS requests
- Interprets data and draws appropriate GIS maps
- Completes GIS automation assignments

TOOLS & TECHNOLOGY INTERN WILL USE

Computers	Esri ArcGIS
Internet Research	Microsoft Outlook
Basic SQL	Training Resources
Safety First Website	Copiers/Scanners

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Geometry
Social Perceptiveness	Trigonometry
Map Projections	Meeting Deadlines
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Following Oral Instruction	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Communicating by Phone and E-mail
Analytical Thinking



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STUDENT INTERNSHIP LEARNING OBJECTIVES

ONE – Overview

- Performs routine project coordination work
- Develops and updates project plans
- Schedules and assigns project tasks
- Participates in the implementation of new systems

TWO – Learning Objectives (under division supervision)

- Participates in the development and implementation of New systems/applications
- Meets with departments to identify and document business requirements
- Coordinates software updates and testing
- Provides user application support
- Assists in software change control

MEASURES

- Prepares project plans
- Defines tasks and responsibilities
- Provides user support
- Develops business requirements document
- Completes project request documentation

TOOLS & TECHNOLOGY INTERN WILL USE

Computers	Microsoft Word
Internet Research	Microsoft Outlook
Microsoft Project	Training Resources
Safety First Website	Copiers/Scanners

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Business Analysis
Social Perceptiveness	PMBOK
Methodology	
Facilitation	Meeting Deadlines
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Facilitation Techniques	Task Delegation

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Communicating by Phone and E-mail
Analytical Thinking



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STUDENT INTERNSHIP LEARNING OBJECTIVES

ONE – Overview

- Performs routine maintenance work
- Develops and updates documentation
- Participates in the implementation of new systems

TWO – Learning Objectives (under division supervision)

- Participates in the development and implementation of new systems/applications
- Meets with other IT staff and business stakeholders to determine requirements and needs
- Coordinates software updates and testing
- Provides user application support
- Assists in change control

MEASURES

- Prepares project plans
- Defines tasks and responsibilities
- Provides user support
- Develops business requirements document
- Completes project request documentation

TOOLS & TECHNOLOGY INTERN WILL USE

Computers	Copiers/Scanners
Internet Research	Microsoft SCCM
Microsoft Office	iOS Devices
Safety First Website	

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Business Analysis
Social Perceptiveness	Windows Mgmt.
Network Mgmt.	Meeting Deadlines
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension
Deductive Reasoning
Oral Expression
Written Expression

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Inductive Reasoning
Deductive Reasoning
Speech Clarity
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STUDENT INTERNSHIP LEARNING OBJECTIVES

ONE – Overview

- Prepares end user documentation
- Develops workflow charts
- Maintains policies and procedures
- Performs variety of technical writing functions

TWO – Learning Objectives (under division supervision)

- Writes and edits technical materials/documentation
- Prepares workflows based on business processes
- Assists in preparation of testing materials
- Prepares desktop procedures
- Researches and drafts policies and procedures
- Participates in researching new software/hardware

MEASURES

- Documents business process workflows
- Provides user documentation
- Develops and updates policies and procedures
- Completes writing assignments

TOOLS & TECHNOLOGY INTERN WILL USE

Computers	Microsoft Word
Internet Research	Microsoft Outlook
Microsoft Visio	Microsoft PowerPoint
Training Resources	Snapshot Capture
Safety First Website	Copiers/Scanners

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Analyzing Processes
Writing	Meeting Deadlines
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Following Oral Instruction	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Communicating by Phone and E-mail
Analytical Thinking