

# Memorandum



**Date:** July 31, 2012  
**To:** Department Directors  
**From:** Carlos A. Gimenez  
Mayor  
**Subject:** Executive Internship Program

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name in the header.

On June 15, 2012, together with Florida International University (FIU) President Mark Rosenberg, we announced the launch of the Executive Internship Program, which is designed to prepare and develop South Florida's most successful students to become future leaders of the Miami-Dade county community. Per semester, the program is expected to include 20 junior and senior level university students.

This unique program is scheduled to kick-off on August 29, 2012, and run for 14 weeks, with students participating for a minimum of 16 hours per week under the direct supervision of a department director. Included in the schedule are weekly four-hour morning seminars in which we will introduce the students to the fiscal and operational challenges unique to each department. I will participate in the first one, and expect Deputy Mayors and Department Directors to participate in their appropriate seminars based on a departmental schedule being finalized by the Internal Services Department's Human Resources Division (ISD-HR).

The afternoon following each weekly seminar, students will work on an assigned team-project chosen by the Mayor's Office in conjunction with ISD-HR. We are therefore asking your department to submit a project that you would like the executive internship teams to work on. From this list of projects, the Mayor's Office will choose five projects and assign team members accordingly. Please note that more complex projects can be assigned to students participating in the graduate level Urban Fellows Program since they will also have the opportunity to participate in the seminars. You should also identify departmental subject matter experts with each submission to provide support to student teams as needed. At the end of each semester, interns will present their finished product to my office as well as to Department Directors and appropriate FIU faculty to comply with coursework requirements.

Finally, and most importantly, students will be assigned to departments for the internship experience by working a minimum of eight to ten hours per week in the department. The intern will report directly to the department director and will work with senior staff that will coach, mentor and assign activities commensurate with the leadership experience. Multi-discipline departments may request more than one intern as long as the intern is assigned to senior staff. All departments under the Mayor's purview are expected to participate each year, although you may not have an intern placed every semester in your department.

In summary, I am requesting that by Friday, August 10, 2012 you:

- Submit a one-page summary of your intern's departmental project to ISD-HR.
- Confirm the number of interns you would like to have assigned to your department.
- Identify departmental subject-matter experts to provide support as needed.
- Ensure that existing Urban Fellow projects are updated and/or new ones submitted.

Please forward this information directly to the Internship Coordinator, Lee-Ann Dizon, (305) 375-3379, [ldizon@miamidade.gov](mailto:ldizon@miamidade.gov).

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Questions may be directed to Ms. Dizon; Mari Ledesma, Manager of Recruitment and Internal Placement, (305) 375-3396, [Ledesma@miamidade.gov](mailto:Ledesma@miamidade.gov); or Fernando Figueredo, Director of Communications and External Affairs, Office of the Mayor, (305) 375-1297, [figueref@miamidade.gov](mailto:figueref@miamidade.gov).

I am looking forward to your participation in this program.

c: Office of the Mayor Senior Staff  
Internal Services Department – Human Resources Division  
Department Personnel Representatives