



## **Arizona City/County Management Association 2023 Andrews Scholar Internship Program**

### **Andrews Scholar Internship Program**

The ACMA Scholarship Fund will provide \$3,000 towards a temporary, full-time summer internship for the 2023 Andrews Scholar. Cities, towns, and counties that meet the population guidelines and have at least one active or associate ACMA member may submit a proposal to host the 2023 Andrews Scholar Internship. To be eligible, cities and towns must have a population of 50,000 or less and counties must have a population of less than 200,000 according to the U.S. census. Finally, interested cities, towns, or counties must be able to match the ACMA scholarship funds, for a total internship budget of \$6,000.

### **About the Andrews Scholarship Recipient**

The Andrews Scholarship was initiated in 1990 in honor of the dedicated years of service by Marvin Andrews, former City Manager of Phoenix, to local government in Arizona. The Andrews Scholarship is sponsored by ACMA and is designed to honor and financially assist Arizona students in public administration, public policy or undergrad students working towards their Masters of Public Administration degree who aspire to a career in local government management. A scholarship is awarded to a full-time student attending Arizona State University, Northern Arizona University, Grand Canyon University or the University of Arizona who has exhibited strong academic achievement. In addition to the monetary award, the Andrews Scholarship recipient will be given the opportunity for a paid internship stipend of \$6,000 with a participating Arizona city, town, or county. The purpose of the internship is to provide the scholarship recipient with professional experience and training in an Arizona city or town with a population of less than 50,000 or a county with a population of less than 200,000. This paid summer internship is provided through ACMA Scholarship funds and matching funds from the city, town, or county providing the internship. The Andrews Scholarship recipient will also be awarded a complimentary year of ACMA Student Membership.

The scholarship is open to Masters of Public Administration and Masters of Public Policy students as well as undergraduates in political science, planning, sustainability programs and the universities' honors colleges. Masters students will still need to have completed nine hours by December. Undergrad students will need to have 72 hours completed by December.

Students not selected as the recipient will have the opportunity to interview with hosts that are not selected by the scholarship recipient. If this opportunity is available, students that applied and interviewed for the internship will be notified in March.

**Internship City, Town, or County Selection (Please see timeline below)**

- Eligible cities, towns, and counties are asked to submit an internship proposal to the ACMA Scholarship Committee.
- The Scholarship Committee will review the proposals and select up to six finalist cities, towns, or counties.
- The finalist agencies will meet with the Andrews Scholar at the Winter Conference in Sedona or in February 2023. The student will rank his/her preferences based on this meeting and the information provided within the internship proposals.
- ACMA staff will contact the agency ranked as the student's first choice preference to inquire whether the agency would accept the student as an intern. If the first-ranked agency declines the opportunity, staff will contact the next-ranked agency, etc.
- Once a match has been made, the scholarship recipient and the selected city, town, or county will be notified.
- ACMA will provide the host agency with a check in the amount of \$3,000, to be matched by the host. The host agency and the intern will determine the appropriate start and end dates for the internship, work schedule, and pay rate, based on the \$6,000 total internship budget. ACMA funds are to be used solely for this program.
- Once the scholarship winner and host agency have been chosen, ACMA will work with remaining host agency applicants to determine if there remains an opportunity for that host agency to provide an internship to any of the other scholarship applicants (understanding that no ACMA match money will be provided for that internship).

<b>2023 Andrews Scholarship and Andrews Scholar Internship Program Timeline</b>	
<b>November 4, 2022</b>	<b>Internship Proposals due from cities, towns, and counties interested in hosting the 2023 Andrews Scholar Internship.</b>
<b>November 18, 2022</b>	<b>Scholarship applications due from students at ASU, NAU, UA and GCU.</b>
<b>December 2022</b>	Scholarship Committee selects up to six finalist cities, towns, and counties.  Scholarship Committee selects students to interview.
<b>December 2022</b>	Scholarship Committee interviews Andrews Scholarship applicants.
<b>January 2023</b>	Andrews Scholarship recipient will be notified.  Finalist cities, towns, and counties are notified.  <i>(Recognition will be given to both at the 2023 Winter Conference on Thursday, January 26 in Sedona.)</i>
<b>January 25-27, 2023</b>	During ACMA Winter Conference in Sedona finalist cities, towns, and counties meet with the Andrews Scholar.
<b>February 28, 2023 (or before)</b>	Andrews Scholar submits preference rankings to ACMA staff.
<b>March 4, 2023</b>	Staff notifies ranked cities, towns, and counties and determines placement.

## Andrews Scholar Internship Proposal Criteria

If you are interested in hosting the 2023 Andrews Scholar Internship Program, please prepare a proposal that addresses the following items.

1. Population of your city, town, or county, according to the 2020 U.S. Census.
2. Statement of commitment and ability to provide a financial match of \$3,000 to the ACMA scholarship funds designated for the internship.
3. What can the student learn from an internship with your city, town, or county?
4. Provide a detailed description of the intern's proposed duties, responsibilities, and/or special projects.
5. Indicate who will provide immediate supervision for the intern.
6. Provide a detailed description of the training and development opportunities that may be provided to the intern. *This may include formal training programs or events. However, please also outline opportunities such as providing the intern with an assigned mentor, regularly scheduled meetings with the city manager, attending management team meetings, attending city council meetings and board/commission meetings, participating on inter-departmental teams, attending regional organization events or meetings, city tours and ride-along, meetings etc.*
7. Please note any potential obstacles to a successful internship with your city, town, or county and describe how you plan to address these issues. ***If housing availability is a concern, describe any assistance that can be given to help the intern locate affordable, temporary housing if required.***
8. Provide any additional information about your city, town, or county's ability to provide a meaningful experience for the intern and what the intern's assistance will mean to your city, town, or county.
9. If your organization is not selected by the Andrews recipient, please indicate if you are interested in reviewing applications submitted by students who were interviewed and not selected as the Andrews recipient.

Please submit your Andrews Scholar Internship Program Proposal by mail or e-mail to:

ACMA  
c/o Rachel Claffey  
1820 W. Washington Street  
Phoenix, AZ 85007  
[info@azmanagement.org](mailto:info@azmanagement.org)

The due date for Internship Program Proposals is **November 4, 2022.**