City of Madison

**2025 AASPIRE Internship**

**Agency Sponsorship Proposal**

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|       |  |       |
| agency |  | date |
|       |  |       |
| contact name |  | title |
|       |  |       |
| contact email |  | contact phone |
|       |  |       |
| intern supervisor name |  | title |
|       |  |       |
| intern supervisor email |  | intern supervisor phone |

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| AASPIRE Internship Sponsorship Proposal Criteria:A. Internship Position DescriptionsB. Plan to have capacity of staff to mentor internsC. Agency SMARTE Goals for internsD. Preferred skills / competencies |

A. Internship Position Descriptions

 Position Title:

 Internship Projects: Please identify specific project(s) and tasks that will be assigned to the intern.

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B. Plan for staff capacity and mentorship: Please provide the agency’s plan to provide a staff mentor for the intern.

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C. Agency SMARTE goals for the intern: Specific, measurable, achievable, relevant, timely, and equitable goals.

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| **GOAL** |
| **Specific:***What do I want my intern to learn?* |       |
| **Measurable:***How will I know my intern achieved the goal?* |       |
| **Attainable:***How will it be done in a way that is within their reach?* |       |
| **Realistic:***How will they do it given current responsibilities?* |       |
| **Time-Bound:***Deadline?* |       |
| **Equitable:***How does this further a just & equitable workplace?* |       |
| **Final Goal:** |       |

D. Preferred skills / competencies:

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**Software / hardware**

What software and hardware will be needed for the internship projects identified in section A? Please note, some hardware and software licenses will result in an additional charge to your department.

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**Funding**

Limited resources may prevent the award of a fully funded intern ($20.45/hour or $6,545 for 320 hours) for your agency. Can your agency fund all or a portion of the internship cost, for example, through salary savings?

Agency can cover: $       Asking DCR to cover: $

**Logistics**

Where will your intern be working? [ ]  In-person [ ]  Remote [ ]  Hybrid

Is driving a function of this job? [ ]  Yes [ ]  No

If yes, is a Driver’s license required? [ ]  Yes [ ]  No

Will this position require a background check? [ ]  Yes [ ]  No

Would your agency be interested in participating in the AASPIRE post internship networking event? This event will highlight what each agency does, as well as, current and potential City vacancies.

 [ ]  Yes [ ]  No

Agency Contact:

**Applications are due Monday, January 30, 2026**

*Please return electronically to: Kirsten and Ana*

*AASPIRE@cityofmadison.com*