# Sample Internship Schedule

*This schedule can be adapted to fit any length of internship program*.

**Week 1 – Orientation**

* Organization Structure – Mentor, Supervisors, Administration, and Governing Body
* Organization Standard Policies & Procedures (phone, email, internet, etc.)
* Safety Training

**Week 1-4 – Water Treatment and Distribution**

* System Tour
* Source Water, Treatment, Storage, Distribution

**Week 5-8 – Wastewater Treatment and Collections**

* System Tour

**Week 9 – Management / Administration**

* Utility Management ABC – Accounting, Billing, Customer Service
* City Council Meeting