



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

UNPAID INTERNSHIP AGREEMENT

This Unpaid Internship Agreement (“Agreement”) is entered into by and between Grand Rapids Public Utilities (“Organization”) and Emma Bradford (“Intern”) as of April 27, 2026.

1. Purpose of Internship

The purpose of this internship is to provide the Intern with a structured educational experience that enhances the Intern’s knowledge and skills in Geographic Information Systems (GIS). The internship is intended for the benefit of the Intern and is not intended to provide immediate advantage to the Organization.

2. Nature of Relationship

The Intern understands and agrees that:

- This is an unpaid internship.
- The Intern is not considered an employee of the Organization for wages or compensation.
- The internship is for educational and training purposes only.
- The Intern is not entitled to wages, benefits, or compensation for time spent in the internship.

3. Educational Training

The Organization agrees to provide:

- Opportunities to work with the Information Systems Manager to review data design and management practices to enhance the intern’s understanding of system structure and governance.
- Guided, supervised experience with the GIS Analyst to review and digitize historic electric easements into the GIS system, including preparation for recording with the County Recorder’s Office, for training purposes and skill development in GIS applications.
- Exposure to GIS system integrations by working with the Systems Analyst to understand connections between GIS, Asset Management, Outage Management Systems (OMS), and other platforms.
- Opportunities to observe and participate in project meetings with Information Systems staff to gain insight into GIS project development and implementation.
- Guided experience assisting the GIS Analyst in refining field correction and data editing processes.
- Guided experience developing and creating maps and applications within the ArcGIS Portal to build knowledge of online mapping platforms.
- Training on ArcGIS Utility Network tools and capabilities to expand understanding of advanced GIS applications.

4. No Guarantee of Employment

The Intern understands that completion of the internship does not entitle the Intern to a paid position with the Organization at the conclusion of the internship.

5. Duration and Schedule

- Internship Start Date: On or around April 27th, 2026

- Internship End Date: The internship is anticipated to continue through August 2026 and will be reassessed in September based on the intern's academic workload. Subject to mutual agreement, the volunteer internship may continue through the remainder of 2026, with an additional reassessment to determine interest and availability for continuation into 2027.

- Expected Schedule: The intern's schedule will be flexible, not to exceed four (4) days per week or five (5) hours per day, and will be based on educational objectives and supervisor availability. The schedule may be adjusted based on mutual agreement and operational needs.

- Work Location: This internship will be performed in person at the Organization's office unless otherwise agreed upon in advance.

6. No Displacement of Employees

The Intern will not displace regular employees and will work under close supervision. The Intern's activities are intended to supplement—not replace—the work of paid staff.

7. Academic Credit

The Intern is responsible for coordinating any academic credit with their educational institution. The Organization will reasonably cooperate with documentation requirements.

8. Confidentiality

The Intern agrees to maintain the confidentiality of all non-public, proprietary, or sensitive information obtained during the internship and will not disclose such information without authorization.

9. Policies and Conduct

The Intern agrees to follow all applicable Organization policies, procedures, and standards of conduct, including those related to safety, confidentiality, and respectful workplace behavior.

10. Compliance with Laws

This internship is intended to comply with all applicable federal, state, and local laws, including the Fair Labor Standards Act. The terms of this Agreement will be interpreted and applied in accordance with such laws. If it is determined that the Intern qualifies as an employee under applicable law, the Organization will comply with all applicable legal requirements.

11. Termination

Either party may terminate this Agreement at any time, with or without cause, upon reasonable notice.

12. Acknowledgment

By signing below, both parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

INTERN

Signature: _____

Name: _____

Date: _____

ORGANIZATION REPRESENTATIVE

Signature: _____

Name/Title: _____

Date: _____