

# RE: Work Plans - Summer Interns

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**From:** "Teliszewsky, Andrew (ENERGY)" <"o=govon/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=teliszewsky, andrew (energy)4fe">  
**To:** "Francis, Melanie (OPO)" <melanie.francis@ontario.ca>  
**Date:** Mon, 27 Mar 2017 09:40:50 -0400  
**Attachments:** Intern Workplan policy.docx (16.33 kB); Intern Workplan.docx (15.75 kB); Intern Workplan comms.docx (16.46 kB)

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Good Morning:

Ministry of Energy respectfully requesting three summer interns, if possible. One each to be attached to Policy (Whittington); Communications (Berry) and Stakeholder / Operations (Tresise) divisions. (Parenthetical notation demarks the Director within our shop having made the request). Workplans enclosed for your use and review.

Many thanks, in advance.

Andrew Teliszewsky

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**From:** Francis, Melanie (OPO)  
**Sent:** March-03-17 11:18 AM  
**To:** @OPO-All Chiefs of Staff  
**Cc:** Santoro, Julie (OPO)  
**Subject:** Work Plans - Summer Interns

Hello Chiefs,

Once again, it's time to begin another successful year of our Summer Internship Program.

The goal of the Summer Internship Program is to provide well-qualified students with the opportunity to gain hands-on experience, while learning about the unique communication, policy and operations skills required be an effective member of a political team and part of the broader operations of the Ontario Government.

We look to provide this opportunity to a diverse group of interns, with varied skills, experience and backgrounds. Our focus is on recruiting interns who are currently working, or who are nearing the completion of a post-secondary degree, with an eye to developing talent for future placement in permanent roles.

Each office requesting an intern is required to complete the attached *Intern Work Plan* document. We understand that workload changes each year, depending on the status of projects being undertaken by your office. This work plan allows your office to accurately plan for and assess the work that will be assigned to your intern(s) this year, and allows administrators to allocate interns accordingly. It is recommended that interns be assigned a mix of longer-term, medium-term and short-term projects that will have them interact with as many functions of the office as possible, ensuring a well-rounded growth experience in a fast-paced work environment. **Each office should submit this document to Julie Santoro in Premier's Office HR no later than March 31, 2017.**

Also attached is the Summer Intern job description for your reference.

Thanks,  
**Mel**

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**Melanie Francis**  
**Office of the Premier**  
**416.327.0299**