

Supervisor Name: _____

Instructions:
Use the following template to outline the summer project and learning objectives you will assign your intern(s). All summer interns must have a summer project will clear deliverables that can be presented
at summer capstone presentations. Describe (3) learning objectives and associated project
assignments for your summer internship. These objectives can include both professional soft skills as
well as technical competencies that you will assign the intern during their time with TDOT this
summer. Attach completed forms to the intern request application. Retain this document and provide
it to your intern(s) upon their start date.
Summer Intern Project: Briefly describe the main idea of the project and list key objectives and deliverables.
Resources Needed: List the people, technology, and information needed to complete this project.
Action Plan: Explain the steps the intern will take to achieve this objective



Due Dates: List due dates for each project objective.
Learning Objective 1: Write 1-2 sentences that clearly explain what you hope the intern will learn & accomplish.
Resources Needed: List the people, technology, and information the intern will need to accomplish this objective.
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Suggested Plan of Action: Explain the steps the intern will take to achieve this objective.
Due Date: List the date you anticipate the intern completing this objective.



Learning Objective 2: Write 1-2 sentences that clearly explain what you hope the intern will learn & accomplish.
Resources Needed: List the people, technology, and information the intern will need to accomplish this
objective.
Suggested Plan of Action: Explain the steps the intern will take to achieve this objective
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Due Date: List the date you anticipate the intern completing this objective.



Learning Objective 3: Write 1-2 sentences that clearly explain what you hope the intern will learn & accomplish.
Resources Needed: List the people, technology, and information the intern will need to accomplish this objective.
Suggested Plan of Action: Explain the steps the intern will take to achieve this objective
Due Date: List the date you anticipate the intern completing this objective.



Networking Opportunities : Please list five TDOT divisions, or offices (outside of your assigned division) that
you would like to introduce your intern to and/or allow them to shadow a staff member for a day.
1.
2.
3.
4.
5.