



# Internship Development Plan

## EXAMPLE: TDOT CONSTRUCTION INTERN

### Instructions:

Use the following template to outline the summer project and learning objectives you will assign your intern(s). All interns must have a project with clear deliverables that can be presented during capstone presentations. Attach completed forms to the intern request application. Retain this document and provide it to your intern(s) upon their start date.

**Supervisor Name:** \_\_\_\_\_

**Summer Intern Project:** *Briefly describe the main idea of the project the intern will be assigned. Please list key objectives and deliverables. All interns must have a summer project with clear deliverables that can be presented during capstone presentations.*

The resurfacing of Interstate 40 in County near MM

Key Objectives & Deliverables: Become familiarized with the project documents including plans and specifications. Spend time on site and in the office to be able to assist the office supervisor and project specialist in completing weekly and monthly project updates, help gather information for generating monthly estimates and resolving any discrepancies, assist project specialist with tracking anchor installation and testing data and shadow field technicians to learn about hands on testing techniques. At some point during the internship, lead a bi-weekly progress meeting with the contractor.

**Plan of Action Plan:** *Explain the steps the intern will take to achieve this **project**.*

The intern will spend the majority of his/her time early on in the office with the project staff to receive a basic orientation to working at TDOT and daily/weekly administrative duties (time reporting/mileage/etc). The intern will then learn about the project with the office supervisor and project specialist, especially with regards to safety and how to safely work on site. The remainder of the internship will be spent both in the office and field (roughly a 50/50 split) with the field technicians, project specialist and contractor representatives. The project specialist will schedule a meeting with the intern for the first project estimate to be run during the internship timeframe to explain the steps and process used to confirm work in place and make payment to contractor. Towards the end of the internship, the intern will have taken part in several progress meetings with the contractor. The intern will hopefully be able to take the lead on one of these progress meetings by the end of the internship.



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**Resources:** List the people, technology, and information needed to complete this **project**.

People: Office supervisor, project specialist, lead field technician, office ASA, prime contractor

Technology: Cell phone, computer with basic MS Office programs, Adobe, etc.

Information: Project plans/specs (PlanGrid)

**Learning Objectives:** Please identify 3 learning objectives. For each objective, write 1-2 sentences that clearly explain what you hope the intern will learn & accomplish. These objectives can include both professional soft skills and technical competencies that you will assign the intern.

1. Become familiarized with project plans / specifications.
2. Assist with compiling data, quantities, test sheets, T2s and certs for a monthly project estimate.
3. Lead a progress meeting with the contractor.

**Suggested Plan of Action:** Explain the steps the intern will take to achieve each **objective**.

<b>Objective 1:</b> Project Plans / Specifications	The intern will need to spend the first few days working with TDOT IT and the office supervisor to obtain all necessary items such as work computer and applications on the computer. Once obtained, the intern will work with the project specialist to learn how and where TDOT organizes the information for a particular project and how to access the information. The intern will then spend time going through the project plans and specifications, discussing with the project specialist and lead field technician as needed to adequately understand the project.
<b>Objective 2:</b> Monthly Project Estimate	The intern will have had more than a full month's worth of project progress to witness before assisting with a monthly progress estimate. The office supervisor, ASA and project specialist will use previous project estimates to provide the intern with background information on how estimates are generally conducted and what type of information must be tracked and entered in as the month progresses. The lead field technician will also provide input on the use of the field DWR app. When the time comes for the intern to be hands on with the process, they will have a brief introduction to SiteManager and BOE. Ultimately, the estimate must be approved by

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	the office supervisor so this will be a supervised objective.
<b>Objective 3:</b> Contractor Progress Meeting	The intern will spend ample amount of time on site through the internship to have a working knowledge of what activities are occurring, the status of those activities, upcoming activities, active change orders, design issues, overall project status, etc. Additionally, the intern will attend several bi-weekly progress meetings lead by the project specialist so that a basic meeting format can be experienced several times. The project specialist will have the intern assist in preparing meeting notes and minutes throughout the internship so that by the time the intern leads a meeting on his/her own, it will not be anything new.

**Resources:** *List the people, technology, and information the intern will need to accomplish these objectives.*

*People: Office supervisor, project specialist, lead field technician, contractor representative.*

*Technology: Cell phone, computer with basic MS Office programs, Adobe, etc., Microsoft Teams.*

*Information: Project plans/specs (PlanGrid), current activities progress, contractor's monthly schedule update.*

**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. Materials & Tests
2. Headquarters Structures
3. Traffic Operations
4. Maintenance
5. Project Development