



Internship Development Plan

EXAMPLE: TDOT ENVIRONMENT 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 intern will assist Ecology Staff with field identification and data collection on environmental resources within an Environmental Technical Studies Area for a selected project. The information documented in the field will be used to produce an Environmental Boundaries Report (EBR), the standard deliverable for the Ecology Section. The intern will also work with Mitigation Office Staff to collect annual post-construction monitoring data on impacted streams and wetlands. Once this data has been collected, the intern will produce an annual mitigation monitoring report to be submitted to the regulatory agencies.

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

Meet with Ecology and Mitigation Office Staff to familiarize themselves with an EBR and annual monitoring report: Purpose of the documents, data included, procedures for data collection, formatting of documents.
Become familiar with the TNSQT and parameters used to calculate Stream Condition Scores
Coordinate field visits with Ecology and Mitigation staff.
Actively participate in field visits to learn methodologies for data collection and better understand the importance of the data that is collected.
Accurately complete and compile all notes, field documents, and photo documentation into the appropriate project folders.
Produce a draft EBR and draft annual monitoring report.
Send drafts to Ecology and Mitigation Office staff for review and feedback.
Use feedback to edit drafts and produce final documents.



Internship Development Plan

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

Utilize Microsoft Office and M.S. Teams to compile any notes when meeting with project engineers.
Adobe Standard/DC for producing documents (EBR and monitoring report)
Tennessee Stream Quantification Tool (TNSQT)
2019 Tennessee Stream Mitigation Guidelines
Trimble GPS unit, stadia rods, and sight level for data collection
ArcMap 10.8.1

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. Creating an Environmental Boundaries Report: The intern will learn the amount of planning and required documentation required to properly identify environmental resources on a transportation project. They will also how this document is used by TDOT Project Development staff to minimize and avoid impacts to resources. This project will also introduce the intern to the methodologies for performing wetland delineations and jurisdictional stream determinations using state and federal regulations and guidance.
2. Creating a Mitigation Monitoring Report: The intern will learn how much time and effort go into ensuring all restored/relocated environmental features remain successful over an extended period. Creating a monitoring report will allow the intern to see how much information is tracked in a mitigation project and to see the steps TDOT is taking to ensure the smallest footprint it leaves on the environment. Will also allow them to learn native plant identification, perform wetland delineation, and make stream jurisdictional determinations.
3. Complete presentation outlining skills and knowledge developed during internship program.

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

Objective 1: Environmental Boundaries Report	Meet with Ecology Office Staff to familiarize themselves with an EBR. Coordinate field and site visits with Ecology staff to collect necessary data. Actively participate in field visits to learn methodologies for data collection and better understand the importance of the data collected. Accurately complete and compile all notes, field documents, and photo documentation into the appropriate project folders Produce a draft EBR using the resources and info collected. Send draft to Ecology staff for review and feedback. Use feedback to edit draft and produce final document. Once approved, work with staff to submit final document to appropriate TDOT staff.
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Internship Development Plan

<p>Objective 2: Mitigation Monitoring Report</p>	<p>Meet with Mitigation Office Staff to familiarize themselves with an annual monitoring report Become familiar with the TNSQT and parameters used to calculate Stream Condition Scores Schedule field and site visits with staff to collect necessary data. While on site, learn methodologies for data collection and understand why that data is important. Compile all notes, field documents, and photos collected into the appropriate project folders. Produce a draft monitoring report using the resources and info collected so far. Send draft to Mitigation Office staff for review and feedback. Use feedback to edit draft and produce final document. Once approved, work with staff to submit final document to appropriate regulatory agencies.</p>
<p>Objective 3: End of Summer Presentations</p>	<p>Complete presentation outlining skills and knowledge developed during internship program.</p>

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

Ecology Office Staff Members
Microsoft Office and M.S. Teams
Adobe Standard/DC
Trimble GPS unit, stadia rods, and sight level for data collection
ArcMap 10.8.1

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. Project Development
2. Structures – Bridge Inspection, Hydraulics
3. Survey
4. Construction
5. Maintenance