**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.*

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

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

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**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.*



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

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| **Objective 1:** |  |
| **Objective 2:** |  |
| **Objective 3:** |  |

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

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**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.*