

# 2012

# North Carolina State Government Internship Program

Application Deadline  
December 5, 2011 (Postmarked)



**Submit application materials to:**  
North Carolina Internship Program  
Youth Advocacy and Involvement Office  
1319 Mail Service Center  
Raleigh, N.C. 27699-1319  
Telephone: (919) 807-4400

**State of North Carolina**  
Beverly Eaves Perdue, Governor

**North Carolina Department of Administration**  
Moses Carey Jr., Secretary  
Anne Bander, Chief Operating Officer  
June W. Michaux, Deputy Secretary

**Youth Advocacy and Involvement Office**  
Stephanie Nantz, Executive Director

[www.ncyaio.com](http://www.ncyaio.com)

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# North Carolina State Government Internship Program

## Introduction

Created in 1969, the North Carolina State Government Internship Program provides students with professional work experience that connects their classroom experiences and potential career choices. The Youth Advocacy and Involvement Office (YAIO), an advocacy agency within the North Carolina Department of Administration, coordinates the program.

Interns work 40 hours a week for a 10-week period, earning \$8.25 an hour. They participate in meetings, educational tours and other activities designed to broaden their perspective of public service and state government. There are up to 50 internship positions available during the summer at various state agencies located throughout North Carolina and in Washington, D.C. Projects and interns are screened and selected by the North Carolina Internship Council.

Interns are encouraged to seek academic credit for the internship, but the student is responsible for making such arrangements and should determine the specific procedure at her/his academic institution. The Internship Council reminds all applicants that the intent of the Internship Program is to provide a variety of opportunities for students to learn about public service professions. The program is not designed to compete financially with private industry.

## Eligibility Requirements

- ◆ An applicant must be a permanent North Carolina resident attending a college, university, law school, community college or technical institute in North Carolina or a North Carolina resident attending an equivalent institution out of state.\*
- ◆ Applicants must carry a 2.5 or greater overall grade point average on a 4.0 scale.
- ◆ Applicants must have graduated from high school and subsequently completed their sophomore year of college before beginning the internship. Community college students must have at least their first year completed before beginning the internship.
- ◆ Applicants must be continuing their education in the fall following their participation in the program.
- ◆ To qualify for a law internship, applicants must have completed at least one year of law school before the beginning of the internship, unless other majors are listed.
- ◆ Students having previously held paid internships with the Youth Advocacy and Involvement Office are not eligible to apply.
- ◆ Applicants must be willing and able to work full-time for the entire 10-week internship. Applicants must be able to provide legal proof of identity and work authorization within three working days of employment.

\* Factors considered when determining North Carolina residency include but are not limited to tuition/grant status, length of residency (must be a permanent resident of North Carolina for the 12 months preceding the date of application), permanent address/phone, and/or state issuing driver's license/ID.

Students having limited career-related experience are strongly encouraged to apply since the program is designed to offer career development opportunities to deserving individuals.

## Application Process

Please review the following application instructions carefully. Applications that do not meet the stated requirements will not be considered. If you have questions or need assistance, you may contact the YAIO at (919) 807-4400.

An application form can be downloaded from: [www.ncyaio.com](http://www.ncyaio.com). Applications must be completed and postmarked by Monday, December 5, 2011. **Late applications will not be considered.**

Applicants may apply for up to five internship projects. To apply, applicants must submit the following materials.

## Required Application Materials

- ◆ North Carolina State Government Internship **application forms**.
- ◆ **Cover letters** outlining the reasons you are interested in each project for which you apply. Address cover letters to the North Carolina Internship Council. Your cover letter must include a **bulleted list of projects** for which you are applying, including project numbers and titles.
- ◆ Professional **résumés**.
- ◆ One copy of **transcripts for all post-secondary grades**. An unofficial student copy, obtained from your school's website or registrar, is acceptable. Transcripts must verify current overall GPA.
- ◆ Graduate and law students should submit an official schedule/course list if current grades are not available. Law students should include their current class rank when possible. If you have attended more than one college/university, include a transcript for each; graduate/law students should include undergraduate transcripts.
- ◆ Brief **legal writing samples (law students only)**. Limit sample to two pages. Include a copy for each law project to which you apply.
- ◆ **Mailed paper application materials are required**. E-mailed or faxed applications will not be accepted. All applications must be postmarked by Monday, December 5, 2011. Applications postmarked after this date will not be considered. Sorry, no exceptions. Mail all materials in ONE envelope.

### IMPORTANT

In addition to the original application, an additional individual application form, cover letter and résumé is required for each project to which you apply. For example, if you are applying for five projects, you will need one original application, transcripts, résumé and cover letter, plus five additional sets (application, résumé and cover letter), totaling six sets of materials. Thus, you should always submit one more application form, résumé and cover letter than the total number of projects for which you apply. The original application is reviewed by the Internship Council and remains in your application file; additional application sets are sent by YAIO to each project supervisor for review. You may tailor each cover letter to the individual project if desired.

Submit all application materials by mail (in one envelope) to:  
North Carolina State Government Internship Program  
Youth Advocacy and Involvement Office  
1319 Mail Service Center  
Raleigh, N.C. 27699-1319

## Application Status and Placement Offers

Applicants will receive correspondence regarding their application status and placement offers via e-mail. Please include both a primary and alternate e-mail address on your application. Please check both accounts frequently, including spam and junk mail files.

### Selection Process

The State Government Internship Program is historically quite competitive. The North Carolina Internship Council screens all eligible applications and selects students for interviews with project supervisors. All interviews are conducted by phone. Interviews will begin on Friday, January 20, 2012, and conclude on Wednesday, February 1, 2012. After interviews, applicants and supervisors submit a preference form, ranking their preferred projects/applicants. The Internship Council and the YAIO make the final match for projects based on student and supervisor preferences, student demand for a project, departmental and geographical distribution of projects and other relevant factors.

State government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. If you require accommodations in accordance with the Americans with Disabilities Act, contact the YAIO at (919) 807-4400.

Placement in an internship will be contingent upon completing required employment eligibility forms and, if applicable, satisfactorily completing additional screening procedures required by the department in which you will be working.

### Important Guidelines

1. Take special care in the preparation of your application material.
  - All application materials must be typed. Handwritten applications will not be accepted.
  - Observe deadlines for submission of application materials; late applications will not be considered.
  - Your cover letter should be a persuasive document with specific reasons for your desire to participate in each of the projects for which you apply.
  - Remember that you are filing an application for a full-time summer job in state government. Your signature signifies that all statements in the application are true and complete to the best of your knowledge.
2. Carefully observe the eligibility requirements listed in this booklet. The Internship Council will not review your application if it fails to meet the stated requirements.
3. If you are selected for a telephone interview(s), be prepared to communicate effectively about yourself, your coursework and your interest in the internship position(s) for which you applied. Keep a copy of your application and review it before the interview(s).

### Important Dates

Friday, December 5, 2011 (postmarked)	Application Deadline
Friday, January 13, 2012	Internship Council Screens Applications
Friday, January 20 – Wednesday, February 1, 2012	Interviews with Project Supervisors
Thursday, February 9, 2012	E-mail Notification of Internship Placement
Tuesday, May 29, 2012	Orientation and First Day of Work
May 29 – August 3, 2012	Internship Program
Mid-July 2012	Intern Reception at the Executive Mansion

### Personnel and Payroll Policies

For state government payroll purposes, all interns are classified as temporary state employees. Some important policies affecting interns are:

- ◆ As temporary employees, interns are not paid for time taken off. Interns cannot earn sick leave or vacation leave and are not paid for state holidays.
- ◆ Interns are paid \$8.25 per hour and work 40 hours per week for a 10-week period. Interns should be prepared to work full-time from May 29 through August 3, 2012. July 4, 2012 is a state holiday and is treated as an unpaid day off for interns.
- ◆ All interns will work up to three weeks before receiving their first paycheck.

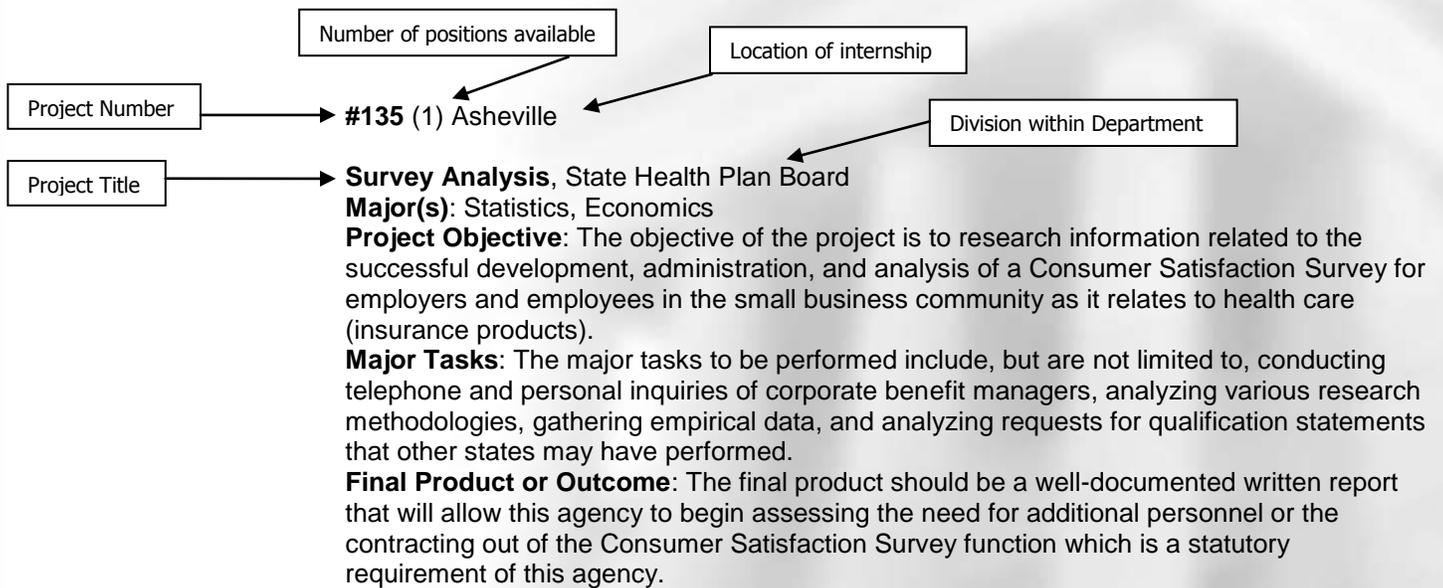
- ◆ Interns are not eligible to receive medical insurance, but as temporary employees interns are covered by workers' compensation.
- ◆ Interns are not eligible to draw unemployment compensation claims from their summer wages.

## Housing and Transportation

Interns are responsible for arranging and securing housing for the internship period. A limited number of internship projects provide on-site housing; this information will be listed with the project description. The Youth Advocacy and Involvement Office will act as a referral resource for interns in need of housing, but staff will not be involved in tenant-landlord relationships. Interns are responsible for securing transportation to and from their work site.

## How to Use This Synopsis

The projects described in this booklet are grouped according to state government departments. The projects are numbered consecutively. Students may apply for up to five internship projects. **Each project number and title must be included on the original internship application form.** A sample internship project description is shown below:



### Very important

All applicants should keep a copy of their application materials and the descriptions of the projects for which they apply.

## Internship Project Index by Majors and Disciplines

Internship projects are indexed by project number to enable you to locate projects requesting a specific major(s). Many internship projects will consider majors outside the preferred majors listed; therefore applicants are encouraged to review all internship projects. If you have course work or experience in an area outside your major and feel that you are qualified to apply for an internship project, please do so and indicate your qualifications in your application and cover letter.

Accounting	103, 104
Adult Education	65
Advertising	1, 6
Agriculture	97
American History	26, 37
American Studies	23, 25, 34, 35
Anthropology	27, 30, 31, 32, 37
Archaeology	30, 31, 32, 34, 56
Archival Administration	23
Art	21, 34, 36
Arts Education	51
Behavior Analysis	81
Behavioral Science	99, 100, 101
Biological Sciences	9
Biology	7, 9, 39, 40, 41, 42, 43, 45, 47, 53, 54, 55, 57, 59, 61, 62, 63, 64, 66, 68
Botany	42, 68, 68
Business Administration	10, 27, 92, 98, 104, 107
Business	1, 8, 29, 75, 92
Chemistry	9, 38, 59, 60, 61
City and Regional Planning	3, 97
City and Urban Planning	10
Clinical Psychology	85
Coastal Management	55
Communications	1, 2, 6, 8, 9, 27, 28, 68, 71, 74, 76, 83, 89, 92, 105, 107
Computer Design	36
Computer Science	3, 38, 97
Corrections	94
Criminal Justice	4, 5, 90, 91, 93, 94, 96, 99, 100, 101, 104
Design	1, 21
Digital Media	51, 69
Distance Education	107
Drama	27
Early Childhood	62
Earth Science	68
Ecology	39, 42, 43, 47, 53, 54, 61
Economic Development	29
Economics	8, 9, 10, 70, 75, 103
Education	24, 25, 27, 28, 29, 30, 33, 35, 40, 41, 44, 45, 46, 58, 62, 63, 65, 82, 83
Electrical Engineering	106
Engineering	9, 38
English	1, 22, 27, 70, 89, 105
Entomology	7, 61, 68
Environmental Education	40, 45, 49, 50, 51, 55, 58, 65

Environmental Engineering	3, 60
Environmental Resource Management	66
Environmental Science	35, 38, 41, 42, 43, 47, 49, 50, 54, 55, 57, 59, 60, 63, 68, 108
Environmental Studies	35, 49, 50, 55, 58, 68
Environmental Technology	59
Finance	103
Fisheries Science	54
Forestry	3, 7, 66, 108
Geographic Information Systems	3, 52, 108
Geography	3, 31, 32, 108
Geology	60, 68
Geomatics	52
Government	4, 5, 88, 107
Graphic Design	21, 22, 33, 36, 51, 67, 69
Graphic information Systems	97
History	23, 24, 26, 28, 30, 31, 32, 33, 34, 37, 59, 71, 72, 73, 89
Horticulture	7, 42, 65
Human Resource Management	98, 102, 107
Human Services	82, 83, 84, 85, 91, 93, 94, 99, 100, 101
Humanities	37
Hydrogeology	60
Industrial Technology	106
Information Systems	3
Instructional Design	69
Interior Design	36
International Affairs	8
International Policy	71
International Studies	8, 71, 72
Journalism	6, 22, 27, 82, 105
Land Information System	52
Land Surveying	52
Landscape Architecture	97
Landscape Design	42
Law	2, 70, 73, 77, 86, 87, 95, 96
Law Enforcement	94
Liberal Arts	82
Library Science	23, 31, 32, 34, 56
Life Science	9, 46
Mapping	52
Marine Biology	39, 40, 41, 43, 45, 47, 49, 50, 53, 54, 55, 68

Marine Ecology	53
Marine Sciences	35, 39, 43, 45, 53
Marketing	1, 8, 22, 51, 107
Material Culture	25
Mathematics	103
Mechanical Engineering	106
Media Arts	51, 69
Media Relations	105
Medicine	80
Motion Graphics	69
Multimedia	69
Museum Science	56
Museum Studies	24, 25, 27, 28, 30, 33, 34, 35, 36, 37, 65
Nanotechnology	9
Natural Resource Management	57
Natural Resources	45, 47, 49, 50, 55, 65
Natural Sciences	39, 40, 43, 44, 49, 50, 57, 58, 61, 62, 64, 65
Non Profit Management	83
Nursing	80
Nutrition	80
Oceanography	41
Parks and Recreation	40, 41, 45, 49, 50, 55, 58, 65
Pharmacy	80
Philosophy	84
Photogrammetry	52
Physical Sciences	64
Physics	9
Planning	102, 108
Police Science	94
Political Science	2, 4, 5, 9, 10, 22, 70, 71, 72, 73, 74, 75, 76, 88, 89, 91, 96, 105
Policy Studies	10
Pre Law	4, 5, 72, 73, 74, 76, 88, 89, 95
Psychology	63, 81, 82, 83, 84, 85, 99, 100, 101
Public Administration	2, 8, 10, 27, 74, 76, 88, 96, 98, 102
Public History	23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 37
Public Policy	2, 9, 10, 70, 72, 73, 74, 76, 88, 89, 96
Public Relations	1, 6, 22, 27, 29, 51, 71, 72, 73, 82, 92, 105
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Recreation	35, 44, 82, 83, 84
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Research	9, 102
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Social Services	85
Social Studies Education	26

Social Work	81, 82, 83, 85, 90, 99, 100, 101
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Special Education	82, 83, 84, 85
Statistics	9, 38, 71, 102, 103
Tourism	35
Toxicology	59
Visual Communications	69
WEB/Graphic Design	22
Wildlife Biology	57, 61
Wildlife Management	54
Wildlife Science	63
Wildlife	7
Zoology	7, 40, 45, 54, 61, 63, 65, 66, 68

## Internship Project Index by Location

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Durham	28, 29
Edenton	27
Elizabeth City	36, 37, 54
Four Oaks	26
Jefferson	58
Kinston	80
Kitty Hawk	48
Kure Beach	32, 40, 55
Lillington	94
Manteo	41, 42, 43, 45
Morehead City	53
Morganton	81, 83, 84, 85
New Bern	23, 25, 74
Pine Knoll Shores	39, 44
Raleigh	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 21, 22, 24, 31, 33, 38, 51, 52, 59, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 73, 77, 86, 87, 88, 89, 95, 96, 97, 98, 102, 103, 105, 106, 104, 108
Rocky Mount	100
Siler City	101
Tabor City	90
Taylorsville	91
Washington, D. C.	72
Wilmington	49, 50
Windsor	92
Winnabow	30
Winston-Salem	60

# Internship Projects by Department

## DEPARTMENT OF ADMINISTRATION

#1 (1) Raleigh

### **Marketing Plan for Displaced Homemakers Program**

– Helping women in transition achieve self-sufficiency in North Carolina – **Marketing Project**, Council for Women

**Major(s):** Communications, Public Relations, Marketing, English, Design, Business, Advertising

#### **Project Objective:**

The purpose of the **Marketing Plan for Displaced Homemakers Project** is to create recommendations based on research and input from CFW advisory committee members to support 34 programs across the state in conducting effective marketing of their services to displaced homemakers – women who were dependent on another, often a spouse, for sole income and now need support services to live independently. The Council for Women provides competitive grants annually to 34 programs for services to women. Displaced Homemaker is the official name of the program; however, the term makes outreach difficult. The objective is to research and develop recommendations for the CFW Advisory Council regarding positioning and marketing of the program to broaden awareness and reach more prospective clients.

**Major Tasks:** 1. Research approaches used by other states serving displaced homemakers to market services. 2. Survey and collect samples of marketing materials, website tools and collateral used to promote the Displaced Homemaker programs in North Carolina and in other states. 3. Create a presentation about the marketing strategies and results/measures of success. 4. Present findings to the CFW Advisory Committee and Regional Directors/DH programs using a webinar format or similar interactive online seminar. 5. Update and Identify client success stories and write client profiles that can be placed on CFW's website; i.e., help put a "face" on the program. 6. Create ideas for branding the Displaced Homemaker program with immigrant and diverse populations to support program coordinators across North Carolina.

**Final Product or Outcome:** Create a presentation and written report on marketing practices and recommendations for Displaced Homemaker program coordinators to help improve outreach and awareness of services funded by the state of North Carolina for displaced homemakers.

#2 (1) Raleigh

### **Policy and Legislative Affairs Intern**, Secretary's Office

**Major(s):** Political Science, Communications, Law, Public Administration, Public Policy

**Project Objective:** To assist the Director in providing support to Administration divisions, Department leadership, the Governor's Office and the General

Assembly on government and internal operations related issues and projects.

**Major Tasks:** Intern will be responsible for drafting correspondence and policy memos, as well as editing reports and presentation materials related to internal and government operations. This will include spearheading analysis for DOA's reports and studies. The intern will regularly monitor meetings of the General Assembly as well as relevant Boards and Commissions, with the opportunity to brief senior staff regarding proposed legislation pertaining to DOA issues. These Boards could include the Council of State, State Building Commission, Capital Planning Commission and others upon assignment. Intern must display strong writing, analytical, research, organizational and interpersonal skills.

**Final Product or Outcome:** Products will include policy memos, legislative analysis memos, and other government and internal operations related reports and correspondence.

#3 (1) Raleigh

### **Google Fusion**, State Property Office

**Major(s):** Geography, GIS, Computer Science, Information Systems, City/Regional Planning, Forestry, Environment Engineering or related

**Project Objective:** Fusing data from various client GIS databases into one site to allow the citizens of North Carolina to query and visualize State-owned points of interest (Parks, Historic, Conservation sites) using Google Maps or Google Earth.

**Major Tasks:** Collect, convert, assemble and publish GIS and tabular data from various State agencies.

**Final Product or Outcome:** A Google Fusion map containing State owned points of interest (Parks, Historic, Wildlife, Conservation sites) which can be queried by the citizens of North Carolina.

## ADMINISTRATIVE OFFICE OF THE COURTS

#4 (1) Raleigh

### **Legislative Intern**, Conference of Clerks of Superior Court

**Major(s):** Political Science, Criminal Justice, Pre Law, Government

**Project Objective:** To develop a tracking system for all General Assembly bills that pertains to the Clerks of Superior Court of North Carolina. The internship will also provide insight into the North Carolina's Legislative process.

**Major Tasks:** Create/develop a "Bill Tracking System" that must be kept current. Conduct any necessary research on bills and provide a thorough analysis as needed. Provide support to the Executive Director (i.e., attend Legislative committee meetings and keep

thorough meeting notes). Field all legislative requests and questions from Clerks of Superior Court, Legislators and the public. Create and produce a weekly "Legislative Update" that will be sent out to all elected clerks of Superior Court.

**Final Product or Outcome:** Intern should leave program with a portfolio of "Legislative Updates." Develop an adequate "Bill Tracking" system.

#### #5 (1) Raleigh

**Technical Writer**, North Carolina Conference of Clerks of Superior Court

**Major(s):** Political Science/Criminal Justice/Pre-Law/Government

**Project Objective:** To develop a Best Practices document to ensure standardized (unified) judicial proceedings in each of the 100 counties in the State of North Carolina by the 100 elected clerks of Superior Court.

**Major Tasks:** Develop/create procedural manuals that incorporate best practices in office procedures for each of the areas of responsibility for clerks: Judge of Probate, Record Keeper, Comptroller, Administrator, and Leader. Work in conjunction with the North Carolina Administrative Office of the Court's technical writing staff.

**Final Product or Outcome:** Best Practices document complete and ready for distribution to the 100 elected clerks.

### AGRICULTURE AND CONSUMER SERVICES

#### #6 (1) Raleigh

**N.C. State Fair Public Relations Intern - Social Networking and Grassroots Marketing Plant Industry**, North Carolina. State Fair

**Major(s):** Communications, Public Relations, Journalism, Advertising

**Project Objective:** To promote the North Carolina State Fair, which is one of the largest events in the state and draws 800,000-plus annually. Promotions will be done through a number of venues including social networking sites, high school publications and media outlets. Intern will produce news releases, speaking points and other promotional materials, and coordinate the purchase of advertising in high school newspapers, sports programs and other school-related outlets. The intern will expand and populate the Fair's existing social networking sites through blog posts, online research and special contests and promotions.

**Major Tasks:** The intern will expand and improve social networking efforts for the State Fair; budget and create a grassroots advertising campaign focused on high school students; write press releases and speeches; organize events; and assist with other activities associated with State Fair preparations and promotions.

**Final Product or Outcome:** Student will create real-world portfolio pieces and gain hands-on experience as part of a public relations team. The intern will be involved

in all aspects of promoting a large-scale event and will participate in planning meetings with Fair management and advertising company.

#### #7 (1) Raleigh

**The Solitary, Stingless Wasp *Cerceris fumipennis* as a Biosurveillance Tool for Detecting Forest Pests**, Plant Industry

**Major(s):** Biology, Zoology, Entomology, Forestry, Wildlife, Horticulture

**Project Objective:** To gather information that would aid in developing the solitary, stingless wasp *Cerceris fumipennis* as a biosurveillance tool for detecting actual or potential forest pests in North Carolina. See <http://www.cerceris.info/> for background on the project.

**Major Tasks:** Surveying to find nest sites of the wasps, collection of beetle prey that foraging *Cerceris* females bring back to the nest, observation and notation of wasp behavior in the field, assistance in developing and testing methods of moving/establishing wasps in areas that are high risk of invasive beetles.

**Final Product or Outcome:** A list of beetle species currently collected by the wasp in North Carolina, and including actual or potential tree pests; a list of additional sites positive for wasp nests, for future beetle collections; improved techniques for mobile nests; contribution to written reports of the project.

### COMMERCE

#### #8 (1) Raleigh

**North Carolina Foreign Owned Firms Directory**, Business/Industry Development

**Major(s):** International Studies, Business, Economics, Marketing, Public Administration, Communications, International Affairs

**Project Objective:** To develop, verify and expand the Department's database of Foreign Owned-Firms in North Carolina for use in marketing strategies and materials.

**Major Tasks:** After finalizing a scope of work, the intern will integrate various business data sources to create a consolidated listing of North Carolina firms with international parents. The intern will work with various data sources both proprietary and subscription, will contact business executives, and will connect with statewide, regional and local economic developers throughout North Carolina to gather and verify the data for each company. The intern will also work with the Department's Economic Development Information System team (<https://edis.commerce.state.nc.us/>). The intern will manage the documentation and provide the final reconciliation to all parties. The intern should have excellent computer skills, including database management programs such as Excel, good organizational skills and strong communications skills.

**Final Product or Outcome:** Web-based interactive Foreign-Owned Firms Directory

**#9 (1) Raleigh**

**North Carolina's Nanotechnology Roadmap: Where are We Now? Five-Year Assessment and Recommendations for the Next Five Years**, Office of Science and Technology

**Major(s):** Political Science, Public Policy, Research, Research Studies, Sociology, Economics, Biology, Biological Sciences, Life Sciences, Physics, Chemistry, Communications, Statistics, Engineering, Business Nanotechnology.

**Project Objective:** To conduct a survey and assessment of nanotechnology resources and in North Carolina and assist in the publication of a 2012 report and roadmap on/for Nanotechnology in North Carolina.

**Major Tasks:** Conduct survey of nanotech companies, academics and researchers in North Carolina, analyze data received from the survey and produce charts and graphs conveying the data. The work done by the intern will be used to draft a report that describes economic development relating from North Carolina's Nanotechnology sector (jobs created, training programs that exist, dollars invested by nanotech companies, etc.). Some of this data will also need to be updated on the Office's website. The intern be duly credited and listed as a co-author on the report. This project requires strong research and statistical analysis skills as well as excellent written communication and interpersonal skills.

**Final Product or Outcome:** A set of tables, graphs, charts, and text that describes North Carolina's presence in nanotechnology-related activities that can be used in the publication of an official report.

**#10 (1) Raleigh**

**Policy, Research, and Strategic Planning Intern**, Policy, Research and Strategic Planning

**Major(s):** Public Policy, Policy Studies, Public Administration, Political Science, Economics, Business Administration, City and Urban Planning

**Project Objective:** The objective of this internship will be to provide public policy, economic and market research analysis to help inform and guide economic development policy decisions in North Carolina. As a valued team member of the Policy, Research and Strategic Planning (PRSP) division, the intern will participate in a variety of projects with policy analysts, market research analysts and economists. Responsibilities will include: researching economic development policy-related issues and providing synthesis and analysis; analyzing the competitive landscape of economic development; economic analysis and modeling; legislative analysis; workforce and labor analysis; GIS/mapping; and quantitative and qualitative research. The intern will also have the opportunity to work with the various partners of the Department of Commerce including the North Carolina Economic Development Board, the Commission on Workforce Development, community colleges, UNC System, and regional and local economic development agencies. The internship will expose the student to economic development, public policy, economic analysis, the

legislative process, data collection and analysis, and economic modeling.

**Major Tasks:** Tasks will include: providing policy and research analysis; economic analysis; compiling and summarizing information on specific economic development policies; workforce analysis; tracking economic development-related legislation; tracking and analyzing innovative strategies; economic development competitive intelligence analysis; and assisting in preparation for North Carolina Economic Development Board meetings. Additional tasks will be assigned according to the individual strengths and interests of the intern. PRSP fills multiple roles for the Department of Commerce leading to many opportunities for new and exciting projects.

**Final Product or Outcome:** The intern will be a valued member of the PRSP team and will participate in a variety of tasks with staff. The intern will have the opportunity to gain experience with public policy, economic analysis, and market research analysis to formulate policy development at the state level. The intern will participate in a number of projects and will have several deliverables for a variety of audiences including the Governor's Office, General Assembly, regional and local economic development entities, and the North Carolina Economic Development Board.

**#11 - #20 OMITTED**

**#21 (1) Raleigh**

**Graphic Design Intern; Tourism, Marketing & Global Branding**, Tourism, Marketing & Global Branding

**Major(s):** Graphic Design, Art, Design

**Project Objective:** To design and create dynamic, professional marketing materials to promote tourism, film, sports, wine, green energy, economic development and international trade in North Carolina. These materials include but are not limited to trade show displays, banners, signs, brochures, invitations, publications and logos. These materials market North Carolina as a premier travel and business destination and help to create jobs for our state. All citizens of North Carolina will potentially benefit from this service.

**Major Tasks:** Intern will be involved at all levels of project design, including client meetings, layout, design, file set up and production. The intern will also gain experience working with large advertising agencies and will have the opportunity to network with all of our graphic design colleagues in the North Carolina Society of Government Artists.

**Final Product or Outcome:** Collateral pieces related to each project, such as brochures, signage, reports and other printed materials. They will potentially have several professional pieces to include in their design portfolio as well as exposure to high profile clients in the design industry.

## COMMUNITY COLLEGES

### #22 (1) Raleigh

#### **Marketing and Public Affairs Assistantship with North Carolina Community College System, President's Office**

**Major(s):** We are open to any and all academic majors. However, public relations, journalism, marketing, web/graphic design, political science and English majors would all be desired.

**Project Objective:** To aid in increased visibility of the North Carolina Community College System through feature articles/press releases, web design and marketing.

**Major Tasks:** Author various feature articles for submission to regional, state and national publications. Provide assistance in research related to speaking engagements and interviews. Assist in facilitating media requests. Assist in adding content to North Carolina Community Colleges Public Affairs/External Affairs web pages located on [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu) as well as social media pages.

**Final Product or Outcome:** Several finished items for inclusion into writing portfolio (articles, press releases, etc.), increased knowledge of media relations/marketing, hands on experience in a fast paced environment that encompasses many aspects of higher education and the state government process.

## CULTURAL RESOURCES

### #23 (1) New Bern

#### **Archival Assistant, Archives and History**

**Major(s):** History, Public History, American Studies, Archival Administration, Library and Information Science

**Project Objective:** To assist Tryon Palace Archives in all aspects of processing the Kellenberger Papers, a significant collection that informs the history of the Tryon Palace restoration, its impact on eastern North Carolina, and the role individuals from across the state played in its completion. The intern will gain practical experience in a wide range of duties related to archival administration.

**Major Tasks:** The intern will assist with archival activities by conducting historical research, arranging, re-housing, describing, and providing access to the Kellenberger Papers through a traditional finding aid and an EAD (Encoded Archival Description) instance. He/she will also work with the exhibitions team to prepare the digital objects and corresponding metadata that will fuel an online exhibit designed to complement the North Carolina History Center's rotating gallery.

**Final Product or Outcome:** The intern will gain excellent, hands-on experience in the full spectrum of archival care and administration. He/she will process one of Tryon Palace's most frequently consulted collections by arranging, re-housing, describing and providing intellectual access to the collection with a

finding aid and EAD instance. He/she will also generate the digital objects and metadata for an online exhibit.

### #24 (1) Raleigh

#### **History Camp Assistant Instructor, Archives and History**

**Major(s):** Education, Public History, Museum Studies, History

**Project Objective:** To expose an intern to the field of museum education and the tasks of developing and presenting curriculum-based programs to campers in completed kindergarten through 5<sup>th</sup> grade. To present a strong summer camp program for the museum public.

**Major Tasks:** The intern will assist Museum of History camp instructors by helping with half-day weeklong summer camps. Museum camps cover various aspects of North Carolina history and culture (i.e., World War II, American Indian life, maritime history, colonial era, etc). The intern will be involved in the preparation and setup of each camp and will be responsible for teaching portions of each camp. The intern will also have the opportunity to complete an independent project based on their own subject matter interest.

**Final Product or Outcome:** The intern will learn about North Carolina history through the museum's exhibits and camp curriculum materials and be able to translate information into materials and lessons plans suitable for children of various age levels and learning styles. The intern will gain valuable interactive, educational, and interpretive skills for teaching children through the implementation of summer camp programs and activities and through the development of an independent project.

### #25 (1) New Bern

#### **Curatorial Assistant, Archives and History**

**Major(s):** Public History, Museum Studies, Education, American Studies, Material Culture

**Project Objective:** To assist staff members of the Tryon Palace Collections Department in managing all aspects of the collections, including cataloging, processing, researching, interpreting, and displaying artifacts that inform the history of eastern North Carolina. The intern will gain practical experience in a wide range of museum duties.

**Major Tasks:** The intern will assist with collections care by measuring, describing, photographing, and preparing objects for storage and learning to input records using the state's collections management system, Proficio. He/she will help prepare a display for the rotating exhibit gallery in the North Carolina History Center by conducting historical research, creating a draft exhibit narrative, and working with collections staff to identify objects to populate the exhibit. Other duties include participating with curatorial staff to install an exhibit slated to open in Summer 2012, coordinating with conservation staff to prepare objects for display, and serving as a liaison to the Education Department as they prepare programming to complement the exhibit.

**Final Product or Outcome:** The intern will gain excellent, hands-on experience in the full spectrum of

collections care and use: he/she will learn registration methods and help lay the foundation for an exhibit that incorporates Tryon Palace's theme "Confluence and Conflict."

**#26 (1) Four Oaks**

**Sesquicentennial Education and Research Intern,**  
Historic Sites

**Major(s):** History, Public History, Social Studies  
Education

**Project Objective:** To commemorate the 150<sup>th</sup> anniversary of the Battle of Bentonville, develop a hands-on learning activity for school groups and assist the Programs Coordinator with special programs related to the sesquicentennial, while being introduced to the field of historic site interpretation and visitor services.

**Major Tasks:** The intern will assist the Programs Coordinator at Bentonville Battlefield State Historic Site with sesquicentennial programming including creating unique and innovative hands on activities for students and summer camp groups that relate to the Battle of Bentonville, Civil War medicine, civilian life, and slavery during the war. The intern will learn the history of the site so that they can provide guided tours and visitor services to the public.

**Final Product or Outcome:** The intern will provide a write up of the hands-on program activity to be offered to teachers and instructors interested in field trip opportunities at the site.

**#27 (1) Edenton**

**Historic Interpreter,** Historic Sites

**Major(s):** Public History, Communications,  
Anthropology, English, Public Relations, Journalism,  
Museum Studies, Drama, Education, Public  
Administration, Business Administration, and will  
consider other majors

**Project Objective:** Assist State Historic Site to better deliver visitor services during busy summer months.

**Major Tasks:** Provide hospitality services, site orientation, and conduct guided tours of Historic Edenton to visiting public. Assist with special events and programs.

**Final Product or Outcome:** Assist the site in providing excellent visitor service at a busy time of year.

**#28 (1) Durham**

**Historic Site Interpreter/ Junior Interpreter  
Supervisor,** Historic Sites

**Major(s):** History, Public History, Museum Studies,  
Education, Communications

**Project Objective:** To introduce the intern to historic site and museum interpretation and operations

**Major Tasks:** The intern will conduct visitor services; greeting visitors, giving guided tours, and showing the orientation film. The intern will assist in planning and performing living history activities to teach the public about the past. The intern will lead the site's young volunteers, The Junior Interpreters, in these living history activities and prepare workshops and field trips for the

group. The intern will also write an article for the site newsletter, research answers to historical questions, help plan and promote special events and assist with programs for school children.

**Final Product or Outcome:** The intern will gain valuable experience in historic site operations, public history, education, and living history interpretation. The intern will gain experience that could help the student find employment in the field.

**#29 (1) Durham**

**Historical Interpreter and Researcher,** Historic Sites

**Major(s):** American History, Public History, Education,  
Business and Public Relations, Economic Development

**Project Objective:** Enhance the overall historical and educational experience of the visitors at Bennett Place through historic interpretation to include costumed interpretation.

**Major Tasks:** Costumed interpretation at the Bennett Farm and grounds. This interpretation will focus on the American Civil War era both military and civilian perspectives.

**Final Product or Outcome:** For the Intern: Development of public speaking and teaching skills, knowledge of North Carolina State Government in the field of historic preservation and education. For the Historic Site: Enhance visitation and the public recognition of an important historic site. Assist a small staff which has a current primary focus on the development of the new museum and 150<sup>th</sup> Anniversary commemorative events of the Civil War 2011-2015.

**#30 (1) Winnabow**

**Historic Interpreter/Educational Assistant,** Historic Sites

**Major(s):** History, Public History, Museum Studies,  
Education, Archaeology, Anthropology

**Project Objective:** This purpose of this project to provide unique educational opportunities at Brunswick Town/Fort Anderson State Historic Site through the use of guided costume tours, outreach literature, visitor services, and an interactive exhibit.

**Major Tasks:** The intern will assist members of BT/FA's permanent staff by conducting costumed tours and presenting interpretive programming; creating an interactive exhibit (known as a gallery cart); participating in visitor services; and researching and writing articles for the site newsletter.

**Final Product or Outcome:** A finished interactive exhibit (gallery cart); at least two articles for the site newsletter; and refined visitor services and programming. Intern will also gain invaluable experience working on a broad range of tasks in a museum/historic site setting.

**#31 (1) Raleigh**

**OSA Sea Level Rise Project,** Historical Resources

**Major(s):** Anthropology, Archaeology, History,  
Geography (especially GIS-weighted), Library Science

**Project Objective:** To gather and analyze information on eastern North Carolina sites, particularly those of the historic period, for preparation of a treatise on the likely effects of sea level rise on these cultural resources.

**Major Tasks:** Gather data on archaeological sites from approximately 20 eastern counties, focusing on historic-period sites; complete/expand archaeological site forms for said sites and add to state database; map site locations in GIS; help establish an on-site erosion monitoring station at one or more State Historic Sites (e.g., Brunswick Town); contribute to analysis of sea level effects to studied sites; and write a summary paper.

**Final Product or Outcome:** A position paper detailing an adaptation strategy for the Department of Cultural Resources (DCR) to address the effects of sea level rise and other issues related to climate change.

### #32 (1) Kure Beach

**Underwater Cultural Heritage Digital Development/Conversion, Historical Resources**

**Major(s):** Anthropology, Archaeology, History, Geography, Library Science

**Project Objective:** To increase access to and usability of the historic shipwreck files, underwater archaeological site files, and maritime research files at the North Carolina Office of State Archaeology - Underwater Branch (UAB) for public education/outreach, researchers, and staff.

**Major Tasks:** Working under the direction of staff archaeologists and/or program managers: 1) Review and assess the various forms of unique cultural holdings at the UAB (site files, reports, maps, field notes, slides, videos, digital images, databases, survey data, etc.), 2) Organize and implement the digitization of an agreed upon subset of the overall collection, and 3) Plan and/or prepare an efficient means to make the electronic collection available to staff and researchers.

**Final Product or Outcome:** The resulting digital collection will help archaeologists: to better manage existing data; to assist in preparing outreach information and educational presentations; to facilitate student, public, and professional research on aspects of North Carolina maritime history; and to provide elements for incorporation into a comprehensive management system for North Carolina's underwater cultural heritage.

### #33 (1) Raleigh

**Virtual Exhibit, Historical Resources**

**Major(s):** Graphic Design; Museum Studies; Public History; History; Education

**Project Objective:** The purpose of this project is to create an online exhibits website and digital collection using original documents, photographs, maps, etc., relating to North Carolina's role in World War I. The particular aspect (women's history, reminiscences, etc.) is flexible, depending upon the intern's interest and available content. The website should also include material related to the educational curriculum for the K-12 community.

**Major Tasks:** The intern will work with the Military Archivist to select the documents and other materials to be included in the online exhibit, will scan the documents with the appropriate type of scanner (flat bed, overhead, wide-format), write the accompanying text for the images in a cohesive manner that will be useful to students studying North Carolina history in the K-12 environment, and encode the material to create a website illustrating the selected topic of North Carolina's involvement in World War I.

**Final Product or Outcome:** The final project should be a completed website, mounted on the department's web and in the archives' online digital collection, available to the general public. The site will illustrate the use of primary, original public documents and materials to relay information about World War I.

### #34 (1) Beaufort

**Curatorial Research Intern, Museums**

**Major(s):** History, Public History, Museum Studies, Art, Archaeology, Library Science, American Studies

**Project Objective:** Based in the Museum's Collections (Curatorial) Department, the intern will learn to research, catalog, clean, mark, and house a variety of artifacts. This internship will serve as a practical introduction for any student considering a career in museum or archival work.

**Major Tasks:** After selecting a group of artifacts (woodworking tools or flags, e.g.), the intern will conduct research, identify, mark (label), and catalog information into the Proficio/ReDiscovery collections management database. Next, the student will review the larger collection of similar artifacts and produce a summary describing the group of items and recommendations for other examples to enhance the collection. In addition to this hands-on work, the student is invited to participate in field trips, lectures, meetings, and visits to the other departments of the museum. If interested, there will be opportunities to research and process archival collections, particularly photographs at the museum.

**Final Product or Outcome:** The intern will leave with a much better understanding of the daily operations of a small history museum, particularly the specific responsibilities of staff who take care of and document the diverse collections.

### #35 (1) Beaufort

**Museum Education Program Assistant, State History Museums**

**Major(s):** American Studies, Museum Studies, Education, Marine Sciences, Environmental Studies/Sciences, Recreation and Tourism

**Project Objective:** The intern will receive a general introduction to museum education programs. He or she will learn about the facility and all museum departments including collections, research, and exhibit design. The intern will gain professional experience as a program assistant to education curators for public and group programs and summer camps for kids. Finally, he or she will utilize their interests, skills, and knowledge to

create an original program, offer it to a public audience, and evaluate its effectiveness.

**Major Tasks:** The intern will assist staff educators by conducting/assisting existing programs both in the museum and the field. Examples of programs include artifact-based presentations, estuary trail hikes, and guided museum tours. He or she would also research and create an original education program, and offer it to a public audience. The intern would also be in charge of documenting and evaluating existing education programs.

**Final Product or Outcome:** The intern will gain valuable experience in educational program design, presentation and evaluation. The museum will be able to increase the scope and depth of its educational services. The visiting public is provided with more learning opportunities during their museum visit due to the assistance of the additional staff during the museum's busiest months.

### #36 (1) Elizabeth City

**Exhibits and Graphics Design,** History museums

**Major(s):** Graphic Design, Computer Design, Art, Museum Studies, Interior Design

**Project Objective:** The project will encompass promotion of exhibits and programs via designing of brochures, rack cards, computer-driven CDs and DVDs to be played on monitors.

**Major Tasks:** The intern will be charged with assisting in designing of exhibit graphics for the museum, along with designing promotional materials for Museum outreach.

**Final Product or Outcome:** Graphics to promote the museums exhibits and programs. The final products is the production of CD/DVD to be used as a promotional piece in the Museum's lobby and also to be sent to interested parties to inform them of the Museum's mission and services.

### #37 (1) Elizabeth City

**Museum Collections Assistant,** History Museums

**Major(s):** History, Museum Studies, Anthropology, Public History, Humanities, American History

**Project Objective:** The intern will assist the members of the collections staff in all phases of research, care, handling, and storage of artifacts that interpret the general history of 13 northeastern North Carolina counties. The intern will also assist in maintaining necessary legal and paper documents and help in basic cleaning and conservation of a variety of artifacts such as historic fabrics, furniture, farm and industrial items, household furnishings, toys, and paper ephemera. This will afford excellent insight and training for museum work.

**Major Tasks:** Assist in research, movement, handling, and storage of the museum's general history artifacts. Provide help in cleaning, conservation, photographing, and measuring of artifacts. Research provenience, history, and legal status of artifacts within collections. Take part in weekly meetings of the entire museum staff and in periodic meetings and discussions with the exhibit

development team, of which Curator and Collections Specialist are members.

**Final Product or Outcome:** Artifacts will be properly assessed, cleaned, photographed, and packed with appropriate paperwork completed. Necessary measurements will have been taken for entry into state collections computer system. Collections will be in better storage and more accessible for use in exhibits for many years in the future.

## ENVIRONMENT AND NATURAL RESOURCES

### #38 (1) Raleigh

**Laboratory Data System,** Air Quality

**Major(s):** Computer Science, Statistics, Chemistry, Engineering, Environmental Science

**Project Objective:** Toxics Protection Branch Laboratory operates an urban air toxics monitoring network across North Carolina, conducts special studies and responds to emergencies involving toxic releases. Samples are routinely collected at six sites and sent to the lab for analysis. At present there is no comprehensive system to track the entire process and manage data. The objective is to create a data base system for the Toxics Protection Branch Laboratory.

**Major Tasks:** Study laboratory operations, create data tables, data transfer procedures and software, create standard queries and reports using Visual Basic for Applications in MS Access, MS Excel, etc. on a network drive. Write instructions and procedures. Ruggedness test software and procedures. Train staff on the use of the software.

**Final Product or Outcome:** A data system to track samples and analyses, to analyze results into meaningful presentation quality tables and graphs, and to track status. Commented source code should be transferred to laboratory staff. For the intern, experience creating a real world system and working with users (customers) to deliver a product.

### #39 (1) Pine Knoll Shores

**Husbandry Intern,** Aquariums

**Major(s):** Biology, Marine Biology, Marine Science, Ecology, Natural Science

**Project Objective:** Interns will be immersed in all aspects of aquatic animal husbandry. During the summer program, interns will discover the inner workings of a large public aquarium. After a short training period, they will become involved in the daily workings of our facility. They interns will learn the importance of animal nutrition, food preparation, exhibit maintenance and disease prevention and treatment. The intern will be able to use this working knowledge of public aquariums in their search for permanent employment at an aquarium or related facility. People looking at new hires are always impressed by candidates that have applied the knowledge learned in the classroom to applicable skills in the field.

**Major Tasks:** Summer interns will be involved in nearly every task performed by our full time husbandry staff. This will include: animal acquisition, transport, quarantine protocols, disease identification, disease control, diet preparation, feeding, and exhibit maintenance.

**Final Project or Outcome:** At the end of the program the interns will be familiar with most aspects of aquarium operation. The intern will be able to make the decision if working at a public aquarium is the path they want to take with their career and they will be able to use this working knowledge as an advantage over students that have not applied their "book knowledge" to the working world. Each intern will also be required to present the findings from a project they worked on over the summer.

#### #40 (1) Kure Beach

##### **Conservation Education, Aquariums**

**Major(s):** Any of the Natural Sciences, Marine Biology, Biology, Zoology, etc., Education, Environmental Education, Parks and Recreation

**Project Objective:** This position provides an opportunity to inspire an appreciation for, and conservation of, North Carolina's aquatic environments through interactive public programs. The intern creates and implements informal education programs, providing accurate and current information, and completes a project to contribute to the aquarium's educational mission. The aquarium offers a fun and exciting work environment. The successful intern will be energetic, enthusiastic, and passionate about the stewardship of North Carolina's natural resources. Environmental education in an aquarium setting can be an exciting career option for science and/or education majors.

**Major Tasks:** Contribute to educational programs, including free and fee-based programs on- and off-site. Handle live animals such as marine invertebrates, reptiles and amphibians. Supervise and assist aquarium education volunteers. Present educational programs, including interactive games, videos, question-answer sessions, and direct visitor interaction. Provide educational on-the-floor expertise while interacting with aquarium visitors. Gain knowledge of and experience in all aspects of aquarium operations.

**Final Product or Outcome:** Aquarium visitors who are well informed about North Carolina's natural resources and satisfied with their visit. One or more of the following: Content and activity to use in conjunction with "biofact" carts; informational piece for public consumption; and/or activity to enhance existing programs.

#### #41 (1) Manteo

##### **Education Intern, Aquariums**

**Major(s):** Biology, Environmental Science, Oceanography, Parks and Recreation, Marine Biology, Education

**Project Objective:** To inspire an appreciation for, and conservation of, North Carolina's aquatic environments. The education intern will gain teaching and public

speaking experience in a fun and exciting non-formal environment.

**Major Tasks:** The education intern will present live animal programs, dive shows, interpretive talks at touch tanks and feeding programs, and interact with large numbers of visitors to the aquarium. Intern must be able to handle live animals such as invertebrates, reptiles, amphibians, and small mammals. Will work with other education staff and volunteers to engage all ages.

**Final Product or Outcome:** Intern will gain confidence, experience, and knowledge and have a great summer living and working at the beach. A final project will be required at the end of the internship - may develop an educational program, teaching aids or props to enhance the education department's offerings to the public.

#### #42 (1) Manteo

##### **Propagating and Maintaining North Carolina Native Plants for Educational Display, Aquariums**

**Major(s):** Horticulture, Botany, Biology, Ecology, Environmental Science, Landscape Design

**Project Objective:** Coastal native plants of North Carolina are selected, propagated and grown for use in the Aquarium's conservatory and other exhibits, for demonstration landscaping, and for the annual native plant sale.

**Major Tasks:** Plant propagation by various methods (e.g., seeding, stem cuttings, layering and division). Maintenance of container nursery, including watering, pruning, and pest management. Transplanting and re-potting of nursery stock. Assistance with installation of plants in aquarium exhibits and landscaping.

**Final Product or Outcome:** The Aquarium's horticulture program will be better able to meet goals and objectives, including increased diversity of the native plant collection, with the assistance provided by a seasonal intern.

#### #43 (1) Manteo

##### **Husbandry Intern, Aquariums**

**Major(s):** Biology, Marine Biology/Science, Ecology, Natural Science, Environmental Science

**Project Objective:** Intern will be immersed in all aspects of aquatic animal husbandry. During the summer program interns will discover the inner workings of a large public aquarium. After a short training period, they will become involved in the daily workings of the Aquarium facility.

**Major Tasks:** Summer interns will be involved in most of the tasks performed by our husbandry staff. This will include: animal acquisition, transport, quarantine protocols, disease identification, disease control, diet preparation, feeding, exhibit maintenance, and aquarium maintenance.

**Final Product or Outcome:** At the end of the program the interns will be familiar with most aspects of aquarium operation.

**#44 (1) Pine Knoll Shores**

**Education Intern, Aquariums**

**Major(s):** Natural Sciences, Education, Outdoor Education/Recreation

**Project Objective:** Through engaging and informative public programs, education interns will inspire visitors to learn more about, and act to conserve, North Carolina's aquatic animals and habitats.

**Major Tasks:** Deliver daily education programs within the Aquarium utilizing live animals, props and biofacts, through engaging and interactive programs and special events.

**Final Product or Outcome:** Intern will learn how to incorporate live animals into informal education programs, perfect public speaking and performance, and gain valuable experience and knowledge about working in an Aquarium setting.

**#45 (1) Manteo**

**Special Activities Education Instructor, Aquariums**

**Major(s):** Biology, Marine Science/Biology, Environmental Education, Natural Resources, Zoology, Education, Parks & Recreation

**Project Objective:** The Roanoke Island Special Activities Intern will have the opportunity to help educate the public through an array of fun programs and activities in an effort to "inspire appreciation and conservation of North Carolina's aquatic environments." This project will immerse an intern in education experiences both on site and in the field with groups of all ages.

**Major Tasks:** The Special Activities Intern at the North Carolina Aquarium on Roanoke Island would be heavily involved in preparations and instruction of hands-on programs. Such programs include but are not limited to: children's summer camps, fishing programs, kayak eco-tours, behind the scenes tours, marine animal and feeding programs, craft classes, birthday parties, overnight programs, and field trips to the beach and estuary. Daily requirements of the intern may include conducting programs, handling live animals, assembling education materials, and driving a fifteen-passenger van for field trips. The intern may also assist with other daily program responsibilities inside the main public areas of the Aquarium, such as live animal programs, interactive dive programs, games, and craft tables. Programs run heavily during the week, some evenings, and occasionally on weekends.

**Final Product or Outcome:** The intern will gain teaching experience and exposure to associated skill sets in a non-traditional marine science setting with both summer camp children and families. Visitors to the North Carolina Aquarium on Roanoke Island who participate in Special Activity programs will benefit from additional staff who can provide a more personal and safer program experiences.

**#46 (1) Beaufort**

**Marine Science Education Intern, Coastal Management**

**Major(s):** Life Science, Education

**Project Objective:** The intern will learn about estuarine ecology, oceanography, marine biology and coastal processes. They will also learn how to translate science information into age-appropriate learning materials and activities. The intern will learn difference pedagogical techniques for use in the classroom and in informal teaching settings. They will also gain valuable hands-on science teaching experience, public speaking skills, leadership skills and organizational skills necessary to be a successful educator.

**Major Tasks:** The intern will assist the Reserve Education staff with summer marine science camps, field trips and classroom activities. The intern will be involved in developing and presenting curriculum-based programs to a variety of age groups (pre-school through high school). The intern will be responsible for teaching portions of each program and will be encouraged to develop innovative exercises and activities to include in the summer camps and programs. A significant portion of the intern's time will be spent in the preparation of activities and the rest of the time will be spent teaching students or leading field trips.

**Final Product or Outcome:** The intern will be involved in all aspects of the marine science summer camp development including program scheduling, student registration, curriculum development and teaching. The intern is expected to develop several hands-on science activities that will be used during the summer programs and posted on our website for teacher use.

**#47 (1) Beaufort**

**Stewardship and Research Intern, Coastal Management**

**Major(s):** Environmental Science, Biology, Natural Resources, Marine Biology, Ecology, and other related environmental majors

**Project Objective:** Assist the Reserve Research Coordinator and Rachel Carson Reserve Site Manager in research, natural resource monitoring, and stewardship activities.

**Major Tasks:** Tasks will include, but may not be limited to: mapping the invasive French tamarisk tree using GPS and GIS; assisting with federal horse monitoring, site patrols, marine debris monitoring and removal, trail maintenance, water quality equipment maintenance and deployment, and monitoring of protected species.

**Final Product or Outcome:** Intern will produce GIS maps of the invasive French tamarisk tree and give a presentation about their intern experience and any special projects to the Coastal Reserve staff. The intern will likely be able to identify and/or focus their academic and/or professional goals based on exposure to a diverse array of hands-on experiences.

**#48 (1) Kitty Hawk**

**Natural Resources Management Assistant, Coastal Management**

**Major(s):** Natural Resources Management, Biology, Environmental Studies/Science, Marine Biology, Parks and Recreation

**Project Objective:** To provide experience in coastal resource management. The intern will assist site manager with inventory/monitoring, stewardship, and research activities at the Buxton Woods and Kitty Hawk Woods components of the NC Coastal Reserve. The intern will be involved in day to day activities that will allow him/her to develop an understanding of the complex and challenging field of resource management.

**Major Tasks:** Inventory and monitoring duties will involve conducting surveys for various taxa including herpetofauna, fish, birds, insects and plants. Stewardship activities will include invasive species documentation and removal, debris removal, water quality monitoring, trail maintenance, and managing visitor use of protected lands.

**Final Product or Outcome:** Intern will be responsible for completing a final report summarizing the management activities conducted. This will include analysis of inventory and monitoring data and management recommendations related to issues experienced while conducting stewardship activities.

**#49 (1) Wilmington**

**Natural Resources Management and Outreach Assistant, Coastal Management**

**Major(s):** Marine Biology, Environmental Studies/Science, Environmental Education, Natural Resources, Natural Sciences, Parks and Recreation

**Project Objective:** Provide the intern with experience in natural resource management and environmental education. By supporting stewardship activities at the southern sites of the North Carolina Coastal Reserve, the intern will develop a thorough understanding of the complex and challenging field of natural resource management. Intern will conduct outreach activities at selected sites to communicate stewardship concepts to a wide audience.

**Major Tasks:** The intern will conduct regular patrols of specific lengths of the island to identify sea turtle and shorebird nesting activity; protection of nests and nesting areas will be accomplished using protective structures, signage, and posting of closure areas. The intern will also record shorebird nesting success data and turtle nest hatch data for submission to North Carolina Wildlife Resources Commission databases. The intern will contribute to ongoing species occurrence documentation by identifying and collecting images of specimens of various flora and fauna

**Final Product or Outcome:** Final report summarizing management activities conducted; evaluation of and recommendations for management related to a specific concern or challenge; content of or materials associated with public education programs presented.

**#50 (1) Wilmington**

**Species of Concern Monitoring Assistant, Coastal Management**

**Major(s):** Marine Biology, Environmental Studies/Science, Environmental Education, Natural Resources, Natural Sciences, Parks and Recreation

**Project Objective:** To provide the intern with field experience, particularly related to management of species of concern on protected publicly owned lands. To locate, record, protect and monitor sea turtle nests and ground nesting shorebird nests, as well as document success of reproduction and impacts of predators on select portions of the Masonboro Island National Estuarine Research Reserve. To assist in other biological monitoring activities such as diamondback terrapin population surveys, vegetation cataloguing activities, and species occurrence list updating.

**Major Tasks:** The intern will conduct regular patrols of specific lengths of the island to identify sea turtle and shorebird nesting activity; protection of nests and nesting areas will be accomplished using protective structures, signage, and posting of closure areas. The intern will also record shorebird nesting success data and turtle nest hatch data for submission to North Carolina Wildlife Resources Commission databases. The intern will contribute to ongoing species occurrence documentation by identifying and collecting images or specimens of various flora and fauna.

**Final Product or Outcome:** Reproductive success data submitted to appropriate agencies. Images, specimens and species occurrence data added to the current NCNERR or Natural Heritage Program databases. Development of knowledge and skills related to biological monitoring field activities.

**#51 (1) Raleigh**

**Environmental Assistance Center Marketing Campaign, Environmental Assistance and Outreach (DEAO)**

**Major(s):** Graphic Design, Media Arts, Digital Media, Arts Education, Public Relations, Marketing, Social Marketing, or similar. Will also accept Environmental Education or related field if the intern has experience or instruction in design and in using Adobe Illustrator to create documents.

**Project Objective:** NCDEAO helps DENR regulated entities find answers to their permitting and compliance questions and offers free and confidential environmental sustainability assistance for water and energy efficiency, recycling and composting, and pollution prevention. This project will be to create a marketing campaign for the new DENR Environmental Assistance Center (EAC), developing a brand or theme to tie together environmental tips and sustainable practices for small businesses, focusing on ways to meet the rules and save money by utilizing EAC services and resources. It will also include planning for implementing the marketing campaign, and possibly implementation and results analysis. The intern will work with the staff team lead on this effort and with teams as necessary.

**Major Tasks:** Creation and implementation planning of a marketing campaign for the DENR EAC, including a brand or theme, brochures, webpages, social marketing and media pieces, educational pieces, and more.

**Final Product or Outcome:** A marketing campaign, educational pieces, web pages, social marketing and media pieces, marketing campaign planning and analysis.

#### #52 (1) Raleigh

##### **GPS Spatial Analysis Project**, Land Resources

**Major(s):** Geographic Information System (GIS), Geomatics, Land Information System (LIS), Land Surveying, Mapping and Photogrammetry

**Project Objective:** Intern will work with the Chief of the North Carolina Geodetic Survey and the National Geodetic Survey North Carolina Advisor to collect and evaluate positional information (latitude, longitude, and elevation) collected on existing geodetic monuments utilizing Global Navigation Satellite System (GNSS) equipment and the North Carolina Real Time Network (NCRTN). The project objective is to test the precision and accuracy of the NCRTN when data is collected in different environmental and satellite geometry conditions. The results of this project will be used to develop a best practice manual for users of the NCRTN.

**Major Tasks:** Collect positional information (latitude, longitude, and elevation) on existing geodetic monuments utilizing Global Navigation Satellite System (GNSS) equipment and the North Carolina Real Time Network (NCRTN). A spreadsheet will be developed comparing the published positional information with the project collected data. Metadata for each observation will be collected and documented with the positional information.

**Final Product or Outcome:** A final report that includes a description of the field data collection process, comparison of the published and project collected positional information, evaluation of the data, and a summary of the project. The report will be posted on the North Carolina Geodetic Survey website.

#### #53 (1) Morehead City

##### **Artificial Reef Research Internship**, Marine Fisheries

**Major(s):** Biology, Marine Biology, Marine Ecology, Ecology, Marine Science

**Project Objective:** To assess and develop North Carolina's estuarine reef and oyster sanctuary systems as essential fish habitat.

**Major Tasks:** Projects include development of a gag grouper juvenile abundance index, essential fish habitat assessment and monitoring and development of the estuarine reef system. The intern will assist Artificial Reef personnel through field sampling, maintenance of sampling vessels, vehicles and sampling gears including: trawls, gill nets and traps. Assistance may be need on coordination projects such as artificial reef construction and side scan sonar work. There is potential to conduct SCUBA diving operations if intern has valid certification (certification will not be offered and

is preferred, but not mandatory). Office work includes: maintaining biological data and assisting with day to day clerical operations. The intern may be required to operate vehicles and must be willing to work long hours conducting biological sampling onboard various sized vessels on inshore and near shore waters. Some out-of-town and overnight travel required.

**Final Product or Outcome:** Increase the intern's field and overall real world experience through typical day to day operations within the Division of Marine Fisheries.

#### #54 (1) Elizabeth City

##### **Fisheries and Habitat Assessment Surveys of Albemarle Sound**, Marine Fisheries

**Major(s):** Marine Biology, Fisheries Science, Biology, Zoology, Ecology, Environmental Science, Wildlife Management, or any related fields

**Project Objective:** The intern will assist fisheries technicians and fishery biologists in a wide range of on-going research and monitoring of anadromous and non-anadromous stocks in Albemarle Sound North Carolina. The field office conducts fishery dependent and independent surveys which employ an array of gear and techniques in order to research, monitor, and assess finfish species important to the state, as well as many east coast fisheries,

**Major Tasks:** Actively participate in a variety of field and laboratory work experiences in order to collect biological data from commercially and recreationally important fish species: Fishery dependent sampling of finfish landed by seasonally employed commercial gear (pound nets, fyke nets, gill nets, crab pots); Collect and prepare ageing structures (scales, otoliths, and spines) from finfish; Juvenile surveys using trawls and seines to sample various juvenile finfish species as part of a long term data base of juvenile abundance; Habitat characterization of the inshore waters of North Carolina's Albemarle Sound including Submerged Aquatic Vegetation density, and identification.

**Final Product or Outcome:** The intern will experience a variety of field and laboratory techniques that are basic to fishery science data collection and essential input for stock assessments.

#### #55 (1) Kure Beach

##### **Environmental Educator/Assistant Park Ranger**, Parks and Recreation

**Major(s):** Parks and Recreation Management, Environmental Education, Environmental Science/Studies, Natural Resource/Coastal Management, Biology, Marine Biology and other related sciences

**Project Objective:** To enhance the visitor's overall experience through educational programs focused on the park's unique species of flora and fauna. To monitor, protect and promote the successful nesting of sea turtles along the park's five miles of undeveloped beach.

**Major Tasks:** To enhance the visitor's overall experience through development and presentation of educational programs focused on the park's unique

species of flora and fauna. To monitor, protect and promote the successful nesting of sea turtles along the park's five miles of undeveloped beach. To assist permanent staff in the day to day operations of a state park.

**Final Product or Outcome:** Park visitors will have a better understanding of nature and efforts to protect and preserve natural resources. Park staff will have additional programming to continue educating the public long after the internship is completed. The intern will gain a working knowledge of natural resource management through participating in the protection of the endangered Loggerhead sea turtle.

#### #56 (1) Chimney Rock

**Historical Archives Manager/Curator,** Parks and Recreation

**Major(s):** History, Library Science, Museum Science, Archaeology

**Project Objective:** Preserve 100-year written history of internationally known state park.

**Major Tasks:** Catalog, organize, digitize and preserve 100-year history of state park's documents, photos, brochures, etc.

**Final Product or Outcome:** An anthology of the history of Chimney Rock at Chimney Rock State Park that showcases a chronology of pictures, significant documents, maps, brochures, press releases, articles and other items that represent the 100-year history of this iconic tourist destination. Oral presentation of information to general public.

#### #57 (1) Connelly Springs

**Natural Resources Inventory and Monitoring Intern,** Parks and Recreation

**Major(s):** Biology, Natural Resources Management, Environmental Science, Wildlife Biology, or other Natural Science related major

**Project Objective:** Identify and inventory flora and fauna found within South Mountains State Park and where each species is located. Also, monitor known populations of various species such as small whorled pogonia, bats, black bears, migratory songbirds and fish species.

**Major Tasks:** Investigate current databases and research papers to identify floral and faunal elements occurring in South Mountains State Park. Identify, inventory and record flora and fauna through field notes including GPS locations and digital photography. Assist with ongoing monitoring of certain species found within the park.

**Final Product or Outcome:** Expand the park's list of known flora and fauna on the Division of Parks and Recreation's Natural Resource Inventory Database (NRID). Increase the knowledge of the park's flora and fauna to allow park managers to make the best possible management decisions to protect native resources.

#### #58 (1) Jefferson

**Environmental Education, Natural Resources Research,** Parks and Recreation

**Major(s):** Education, Environmental Education, Environmental Studies, Natural Sciences, Parks and Recreation, Recreation Management

**Project Objective:** Actively participate in the development and presentation of basic park interpretive programs. Continue monitoring of lichens by taking photos and measurements of 80-90 lichens. Update and envelope the Mt. Jefferson State Natural Area Junior Ranger programs. Assist with visitor services at visitor Center. Develop interpretive and historical site bulletins or audio CDs. Research may include some oral history interviews. Hiking and canoeing will be a part of the internship experience.

**Major Tasks:** Present interpretive programs, conduct monitoring of lichens, research, improve visitor center services. roving/hiking, working with the public and children. Public programs, hikes, park orientation, and book development including oral history interviews. Some photography.

**Final Product or Outcome:** Continued lichen monitoring, new park education programs, satisfied and enlightened park visitors, new junior ranger programs, oral history recording on CD.

#### #59 (1) Raleigh

**Optimal Laboratory Culture and Dilution Water for Whole Effluent Toxicity Testing,** Water Quality

**Major(s):** Biology, Chemistry, Environmental Science, Environmental Technology, Toxicology, and related science majors

**Project Objective:** To research the optimal laboratory water for culturing biological organisms and conducting aquatic toxicity tests. This culture/dilution water is a critical component of toxicity testing as it is used for growing biological organisms, establishing healthy test controls, and the dilution of toxicants. Before any water type can be used for standardized testing, at least five seven-day reference tests must be conducted to determine if results are consistent and reliable. The process of identifying the optimal water source from among the many water sources the Aquatic Toxicology Unit has used will take approximately 10 weeks of work.

**Major Tasks:** Preparing laboratory water which involves adjusting and analyzing various water chemistry characteristics; culturing healthy organisms in the various waters; conducting seven-day chronic toxicity tests in the various waters.

**Final Product or Outcome:** To reduce the number of laboratory waters that ATU lab currently prepares from four waters to one or two waters. Also, to identify the factors which have limited the use of synthetic waters as the main water source.

**#60 (1) Winston-Salem**

**Groundwater and Surface Water Interaction: Monitoring and Assessment, Marine Fisheries**

**Major(s):** Geology, Hydrogeology, Chemistry, Environmental Engineer, or Environmental Science

**Project Objective:** The Division of Water Quality (DWQ), Aquifer Protection Section Winston-Salem Regional Office is investigating the impacts of long term wastewater residuals land application on water quality at a permitted site within our region. The objectives are to determine whether current monitoring and control strategies at permitted residuals application sites are adequately protective of groundwater and surface water quality and to explore the significance of groundwater discharge as a potential pathway for nutrients from residuals land application sites to surface waters. The intern will assist DWQ staff members in measuring water level and temperatures, collecting water quality samples, and studying hyporheic exchange for the ongoing investigation.

**Major Tasks:** The intern will be actively participating in a variety of field activities, but primarily tasks will include water level measurement, water quality sampling, data extraction from field deployed data loggers, routine calibration and maintenance of instruments and seepage rate measurement. Additional office work to analyze the data and create a database is also anticipated.

**Final Product or Outcome:** The intern will gain experience in a variety of field techniques that are essential to investigate water resources. The intern is expected to complete a report that documents field activities, describes methods used in the field, compiles the data to be collected, and summarizes findings, which will be incorporated into the final project report.

**#61 (1) Raleigh**

**Curator Assistant (Arthropod Zoo Intern), Museum of Natural Science**

**Major(s):** Background in the Natural Sciences is preferred (Major/Minor include: Wildlife Biology, General Biology, Zoology, Entomology, Ecology, and/or Chemistry)

**Project Objective:** Introduce and familiarize interested persons to the diversity of form and function of this planet's most diverse group of animals, the arthropods (including Insects, Arachnids, Crustaceans, etc.). Interns will learn about arthropod care in captivity, their importance in the environment and many more aspects of how museums and zoos function behind the scenes.

**Major Tasks:** Daily maintenance of the "Living Arthropod Collection" and gallery fieldwork program development. The intern will play a role in preparations of our annual "Bugfest" event.

**Final Product or Outcome:** Unlike other facets within this institution, The Arthropod Zoo requires constant upkeep. Since the emphasis of this gallery is LIVE exhibits and LIVE backup animals for educational programs, there is a "never ending" component with the need for renewal and maintenance. The intern will become an integral part of the gallery's upkeep and an

important member of the staff, especially as pertains to the dissemination of arthropod related information to the general public and staff. Interns will design and contribute to educational programs (i.e., "cart programs" and interact with the public testing the information and delivery of the programs designed).

**#62 (1) Raleigh**

**Discovery Room Intern, Museum of Natural Science**

**Major(s):** Biology, Early Childhood Education, Education, Natural Sciences

**Project Objective:** To familiarize an intern with the Museum as an institution, a research facility and an educational resource through the Discovery Room; an intergenerational, interactive exhibit area where Museum visitors can learn from direct contact with specimens, objects, and Museum staff. The intern will assist visitors of all ages and backgrounds in having a valuable, hands-on learning experience by using real objects and specimens from nature as well as costumes, puzzles and puppets. Opportunities will be available to develop and test new Discovery Room exhibit items, maintain existing room items, and handle and care for native plants and animals.

**Major Tasks:** Keep the Discovery Room open during operating hours; interact with Museum staff, curators, researchers, docents, and visitors in a professional manner; maintain, develop, field test, and evaluate Discovery Room boxes, drawers, text, and specimens; assist with maintenance and care of native plants and animals.

**Final Product or Outcome:** Produce a Discovery Room activity connecting the Museum with the Nature Research Center; a portfolio of written and photographic materials of experiences at the Museum, a positive experience for all visitors as they learn by hands-on observation of real objects and specimens.

**#63 (1) Raleigh**

**Outreach Internship- Focusing on Girls in Science and Boys in Science Programs, Museum of Natural Sciences**

**Major(s):** Biology, Education, Science Education, Environmental Science, Zoology, Wildlife Sciences, Psychology or related fields

**Project Objective:** The Outreach Internship is one that is a combination of experiences and opportunities based in the Museum's Education Section; however the major focus will be working on the Girls in Science and Boys in Science summer programs. These summer programs are funded by Time Warner Cable's Connect a Million Minds. They are residential, weeklong outdoor programs that help keep middle school students interested and involved in science.

The Girls in Science program has been in place since 1992. The Boys in Science program is a new addition to the Museum's summer camp offerings this year and will be modeled on the Girls in Science program.

**Major Tasks:** The intern will help organize, prepare and run all the camps, taking an active role on the leadership

team of each camp. In addition, the intern will have the opportunity for observation and involvement in other areas of the Museum's outreach programs. The intern will become trained in handling live animals, work alongside Museum scientists and educators, learn natural science information related to North Carolina and gain valuable experience running and managing a group residential education experience for middle school youth.

**Final Product or Outcome:** The successful completion of three weeklong summer camps.

**#64 (1) Raleigh**

**Investigate Lab Assistant**, Museum of Natural Sciences

**Major(s):** Science majors – either in the natural sciences or physical sciences; computer skills are also important

**Project Objective:** Research, develop and present educational programs or exhibits designed for public hands-on science lab settings located within the Museum's Nature Research Center

(www.naturalsciences.org). The Investigate lab areas will be open seven days a week to hundreds of visitors. The programs or exhibits developed for these spaces will provide relevant and accessible activities designed to help museum visitors understand current science research. The topics covered are Microbiology, Biodiversity and Visualization of scientific data.

**Major Tasks:** Choose topics of interest; Research topics; Observe and model from existing programs or exhibits, staff presenters and volunteers; Design (and build if necessary with museum staff help) a program or exhibit for an Investigate Lab that can be tested and presented to visitors by the end of the internship.

**Final Product or Outcome:** A final program (class) or a final (or prototyped) exhibit appropriate for general museum visitors. The topic of this final product will be appropriate to one of the three Investigate labs.

**#65 (1) Raleigh**

**Living Conservatory Assistant Curator**, Museum of Natural Sciences

**Major(s):** Biology, Zoology, Horticulture, Botany, Education, Museum Studies, Environmental Education, Parks and Recreation, Science Education, Natural Resources, Natural Sciences, Conservation Biology, Adult Education, or related majors

**Project Objective:** The Living Conservatory, a recreation of a Central American dry tropical forest, is the Museum's premier immersion experience. The intern will assist in presenting the Living Conservatory to the visiting public and will help maintain the exhibit's collection of living plants and animals. In addition to daily exhibit duties, the intern will be responsible for a special project that enhances visitor experience to the Conservatory and for assisting with educational programs that focus on the tropics. The intern will also work closely with museum volunteers on a daily basis.

**Major Tasks:** The intern will help run the conservatory on a daily basis, presenting education and interpretation of the dry tropical forest. This person will assist with the

care and the plants and animals within the exhibit, work with volunteers and staff on other tasks as necessary and design/develop a special project. Potential projects include development of a cart program to enhance visitor learning an experience, studying the lifespan of different species of butterflies by tagging and tracking them over the course of the summer or developing a systematic method for assessing / evaluating visitor experience in the Conservatory.

**Final Product or Outcome:** The intern will gain knowledge and skills in working with the public in a unique immersion setting. This person will complete a final project to be included in their portfolio, documenting their Museum experience and develop additional educational materials for use by staff and volunteers. The intern will become an integral part of the conservatory staff especially pertaining to the communication of tropics related information to the general public.

**#66 (1) Raleigh**

**Mammal Research Assistant**, Museum of Natural Science

**Major(s):** Biology, Zoology, Forestry and Environmental Resources

**Project Objective:** Proper curatorial and collection management techniques are critical to the operation of the Mammal Research Collection. The student intern will learn these curatorial and collection management techniques and perform many duties associated with curation of a research collection. While assisting with field work the intern will help with small mammal and bat field surveys, learning survey techniques for target species of special concern.

**Major Tasks:** As time will be divided between the research collection and field work the tasks will vary accordingly. MUSEUM - Scientific specimen preparation, specimen cataloging and installing, geo-referencing and database entry of specimens. FIELD – Utilizing various trapping methods during small mammal surveys, and assist with mist netting for bats.

**Final Product or Outcome:** The intern will gain an appreciation for the significance and importance of museum collections and gain first hand experience of mammal survey field techniques. With such varied tasks associated with this internship a specific project can be tailored to meet the interns strengths and interests. By the end of the internship it is expected that significant progress will have been made in the ongoing curation of a growing research collection.

**#67 (1) Raleigh**

**Promotional and Exhibit Graphic Design**, Museum of Natural Science

**Major(s):** Graphic Design

**Project Objective:** The intern will work with Museum designers to create and update support graphics for the Museum's special events and exhibits.

**Major Tasks:** The intern's major responsibilities are producing promotional materials for the Museum's

special exhibits and events, while also working with Museum designers to update current exhibit panels and promotional signs.

**Final Product or Outcome:** The intern will gain knowledge in using their design skill set for the purpose of scientific education, communication, and promotion. He/she will design print promotional and exhibit support materials while learning how to balance basic design principles and budget limitations with the needs of a real client. Materials produced will greatly enhance the intern's professional portfolio.

#### #68 (1) Raleigh

**Naturalist Center Intern,** Museum of Natural Sciences

**Major(s):** Environmental Science/Studies, Geology, Biology, Zoology, Entomology, Botany, Earth Science, Communications, Marine Biology, Science Education

**Project Objective:** The intern will learn to run a public-access research collection, as well as learn the preparation, curation, and exhibition of research specimens, and develop a teaching resource based on some aspect of North Carolina Natural History. The Naturalist Center is the most interesting and interactive area of the museum. It is a gallery where the public is offered a hands-on experience with research specimens from across North Carolina.

**Major Tasks:** The intern will help run the Naturalist Center, introducing the public to the research collections housed in the gallery and interacting with visitors. The intern will develop expertise while working with the Naturalist Center's collection of North Carolina flora, fauna, and/or geology, and then develop a class, tabletop exhibit, or topic box to be used in the Naturalist Center or with a school.

**Final Product or Outcome:** The intern will gain knowledge and skills in working with the public in a unique science education setting. He/she will also learn museum specimen preparation, curation, and exhibition techniques, and have the opportunity to explore other areas of museum education. He/she will develop an educational exhibit, Interactive topic box, or class which will be included as part of their portfolio documenting their summer experience.

#### #69 (1) Raleigh

**Science Visualization,** Museum of Natural Sciences

**Major(s):** Graphic Design, Multimedia, Visual Communications, Digital Media, Instructional Design, Media Arts, Motion Graphics

**Project Objective:** Visualization is defined as a technique for creating images, animations or diagrams for use in communicating a message or representing data. The new Nature Research Center wing of the museum will feature a visualization activity lab, open to the public. The intern will work with the exhibits and educational staff to create activities and programs for this lab.

**Major Tasks:** Major responsibilities include creating educational programs and activities for use in the Visual World activity lab using print, animations, apps and

hands-on activities. The intern will work with the educational staff to determine their needs and goals for the lab and then design and create appropriate activities and programs.

**Final Product or Outcome:** The intern will gain knowledge in using their design skill set for the purpose of public education and communication. He/she will produce activities and programs using a variety of media types and will learn how to balance design with the needs of a real client. Materials produced will greatly enhance the intern's professional portfolio.

### GENERAL ASSEMBLY

#### #70 (1) Raleigh

**Legislative Research Assistant,** Senate

**Major(s):** Political Science, Public Policy, Law, English, Economics

**Project Objective:** Interns will be assigned to work directly with a member of the Senate to provide research assistance, conduct legislative and in-depth public policy research that will assist legislators in evaluating issues as well as proposed and pending legislation. Interns will also be asked to perform other tasks such as constituent communications and assist Senators in the performance of their duties. Interns will be expected to attend committee meetings and daily Senate Sessions.

**Major Tasks:** Research substantive legislative budgetary issues; collect and compile data and information regarding particular legislative issues; research individual concerns and issues raised by constituents and offer suggestions for courses of action or resolution of problems; communicate with members of the public and interest groups on behalf of the Senator to whom the intern is assigned and track specific legislation.

**Final Product or Outcome:** Completion of projects as assigned by Senators; enhance overall understanding of the legislative process through observation of and participation in the entire legislative process.

#### #71(1) Raleigh

**Legislative Internship with the North Carolina House of Representatives,** House of Representatives

**Major(s):** Political Science, Communications, Public Relations, History, International Policy, International Studies, Statistics

**Project Objective:** Assist in maintaining the assigned member's legislative office in a manner that provides guidance and resourceful information to constituents from within the member's respective district.

**Major Tasks:** Assist legislative staff, interact with constituents, track legislation for future outreach, assist with social media, provide administrative support, and serve as a liaison between the respective member and various offices.

**Final Product or Outcome:** The intern would leave with knowledge of how state government operates as a result

of first-hand interactive experience gained throughout the duration of the internship. (A working knowledge of state government, legislative process from beginning to end, constituent relations, etc.)

## OFFICE OF THE GOVERNOR

**#72** (1) Washington, D. C.

**Assistant, Intergovernmental Relations,**  
Governmental Affairs

**Major(s):** Most majors are OK; the range of state and federal activities is extremely broad. The position may be of most interest/benefit to persons interested in learning about public policy issues/activities at the state and federal level and how the two interact, including but not limited to history, political science, public relations, pre-law and international relations.

**Project Objective:** To assist the North Carolina Washington Office (NCWO) staff as primary liaisons between the Governor and her Policy Office staff in Raleigh, cabinet, and sub-cabinet policy makers and the state's senators, members of congress and their staffs; to learn the basic workings of congressional law-making; to learn about interstate cooperation through the National Governors Association (NGA) and other multi-state organizations. To provide the intern with opportunities to observe, participate in and learn about all these activities.

**Major Tasks:** To provide the intern with a high-quality experience learning the basics of state-federal relations, while helping the NCWO staff in the handling "live issues;" studying and developing legislative briefing papers for the NCWO and the Policy Office in Raleigh; attending and reporting on congressional hearings, mark-ups, briefings and debates; accompanying NCWO staff to policy discussions with members of congress and/or staff about issues as they arise; attend bi-weekly caucus strategy meetings, usually with house and senate leaderships staff and with White House staff; attend/report on activities of NGA committees, monthly criminal justice issue forums sponsored by the National Criminal Justice Association; homeland security and emergency management meetings; and learning the basic of the congressional appropriations process; connect with other state and Capitol Hill interns.

**Final Product or Outcome:** The internship is structured to provide the intern with opportunities to participate in substantive work relating (primarily) to Congressional activities affecting North Carolina by providing real-time assistance to the NCWO staff, while learning the basics of Congressional workings and witnessing history in the making.

**#73** (2) Raleigh

**Governmental Affairs Intern,** Governmental Affairs

**Major(s):** History, Law/Pre-Law, Political Science, Public Policy, Public Relations

**Project Objective:** To assist the governmental affairs team in the Office of the Governor during the short

session of the General Assembly. The governmental affairs office keeps the Governor informed of actions taken by the General Assembly and represents the Governor in matters under consideration in the General Assembly.

**Major Tasks:** Intern will monitor the status of legislative and budget matters by attending and summarizing committee meetings, press conferences, and sessions of the House and Senate. Research of various pieces of legislation and associated policy issues will also be a major component of intern duties. In addition, intern will participate in meetings with various internal and external stakeholders regarding legislative matters and will interact extensively with the Governor's legal, policy, and communication teams.

**Final Product or Outcome:** The intern will gain an understanding of the legislative process and the relationship between the executive and legislative branches of state government. In addition, the intern will become familiar with the basics of state budgeting and the internal structure of the Office of the Governor.

**#74** (1) New Bern

**Governor's Eastern Office,** Governor's Eastern Office

**Major(s):** Political Science/ Public Policy/ Public Administration /Pre-Law/Communications

**Project Objective:** To assist in the coordination, communication, and policy implementation efforts between the Governor's Office and representatives and officials of local, state, regional, and national government and agencies throughout Eastern North Carolina.

**Major Tasks:** The intern is responsible for communicating information between different levels and pieces of government, editing and writing briefs for the Governor and her staff on policies affecting Eastern North Carolina, understanding and informing others of Federal agency policies and decisions, analyzing trends in communication and policy efforts, and working with the legislature and key statewide officials to gain support for legislation vital to the success of our state.

**Final Product or Outcome:** The intern will gain a thorough knowledge of communication between different levels and departments of government, while providing valuable assistance to the Governor's Office staff. The intern will also have first-hand experience in understanding how Federal and State policies impact State and local governments. Additionally, the intern will gain insight into the vital efforts that occur between the governments of separate states to benefit the country on a broader level.

**#75** (1) Charlotte

**Piedmont Research Assistant,** Governor's Office

**Major(s):** Political Science, Business, Economics

**Project Objective:** Expand knowledge and capabilities of Governor and her Office with respect to community interaction, constituent support and policy advocacy

**Major Tasks:** Research opportunities for policy advocacy, respond to constituent inquiries and research responses to community site visits and interactions.

**Final Product or Outcome:** Research reports on specific policy topics, clarify or resolve constituent inquiries, provide community stakeholders and leaders with follow-up on specific inquiries.

**#76 (1) Asheville**

**Governor's Western Office,** Governor's Western Office

**Major(s):** Political Science/ Public Policy/ Public Administration /Pre-Law/Communications

**Project Objective:** To assist in the coordination, communication, and policy implementation efforts between the Governor's Office and representatives and officials of local, state, regional, and national government and agencies throughout Western North Carolina.

**Major Tasks:** The intern is responsible for communicating information between different levels and pieces of government, editing and writing briefs for the Governor and her staff on policies affecting Western North Carolina, understanding and informing others of Federal agency policies and decisions, analyzing trends in communication and policy efforts, and working with the legislature and key statewide officials to gain support for legislation vital to the success of our state.

**Final Product or Outcome:** The intern will gain a thorough knowledge of communication between different levels and departments of government, while providing valuable assistance to the Governor's Office staff. The intern will also have first-hand experience in understanding how Federal and State policies impact State and local governments. Additionally, the intern will gain insight into the vital efforts that occur between the governments of separate states to benefit the country on a broader level.

**#77 (1) Raleigh**

**Legal Intern,** Legal Counsel

**Major(s):** Law Students Only

**Project Objective:** The primary purpose of this project is to assist the Governor's Legal Counsel Office with research and writing for legal issues related to the Office of the Governor.

**Major Tasks:** Assist in research and writing on various legal issues affecting the Office of the Governor, including drafting legislation, executive orders, and legal memoranda, reviewing bills and case law; and attending meetings, hearings, and other relevant events.

**Final Product or Outcome:** Legal memoranda on various topics of law affecting the Office of the Governor, and other legal research and advice.

**#78 - OMITTED**

**#79 - OMITTED**

## HEALTH AND HUMAN RESOURCES

**#80 (1) Kinston**

**Improving Treatment Outcomes of Diabetic Patients Through Education and Pharmacist Interventions,** Caswell Development Center

**Major(s):** Pharmacy, Nursing, Medicine, Nutrition

**Project Objective:** To improve the outcomes of treatment for individuals with diabetes and to screen for those individuals who are at risk for developing diabetes.

**Major Tasks:** The intern will participate in the following: a) Diabetes screening clinics for employees; b) Educational programs and workshops concerning various topics on diabetes care; c) Pharmacist conducted patient interviews for employees and clients who have been diagnosed with diabetes or are at risk for developing diabetes; d) Review of patient charts with opportunities to make treatment recommendations to appropriate facility staff; and e) Learn the standards of care in diabetes and clinical practice recommendations according to the American Diabetes Association.

**Final Product or Outcome:** Confirm that through education and pharmacist interventions one can improve treatment outcomes for those individuals with diabetes and possibly delay/prevent the development of diabetes in those who are at risk for developing diabetes. Baseline and follow-up patient surveys will be evaluated along with patient's progress towards achieving the clinical goals set by the American Diabetes Association.

**#81 (1) Morganton**

**Behavior Analyst or Psychology Internship,** Developmental Disabilities

**Major(s):** Behavior Analysis or Psychology. Will accept other majors such as social work or counseling with a behavioral interest.

**Project Objective:** Participate in the daily activities of a behavioral psychology department at a state residential facility to problem solve issues of treatment and service delivery with the direct assistance of experienced psychology staff. Intern encouraged to select projects that provide service yet meet preferred experience of the intern. Also, intern will participate in departmental continuing education via reading groups and case review. Interns will be guided to solve problems utilizing experimental methodology. Help provided to present projects in a format conducive for use in poster or papers, presentations and/or publication. Use of a daily internship log is encouraged.

**Major Tasks:** Daily activities consist of one or more of these events completed under the continuous guidance of the supervisor including: observe and participate in residential routines; identify problems including relevant literature; formal observation including definition, interobserver agreement, and measurement; methodology including design; evaluation; write-up/edit.

**Final Product or Outcome:** The goal is to complete service projects. Hard copies of projects that are developed can be used as evidence of internship.

Invitations to present project information are often made. Records maintained by internship log.

**#82 (1) Butner**

**Volunteers, O'Berry Center**

**Major(s):** Education, Human Services, Journalism, Liberal Arts, Psychology, Public Relations, Recreation, Social Work, Sociology, Special Education

**Project Objective:** The major objective is to provide a positive fun and learning experience for Volunteers (ages 14-16) and the Intern while providing service to the mentally ill. Volunteers should gain job skills, insight to future careers and an appreciation for volunteerism and community service.

**Major Tasks:** Design, coordinate and manage Central Regional Hospital's Volunteer Program. Develop work placements. Develop, plan and conduct orientation for Volunteers, parents and work place supervisors. Place and supervise Volunteers. Plan, organize and implement learning activities such as field trips, recreation activities and special events including recognition ceremony at the completion of the program. Develop and/or update program handbook and other materials.

**Final Product or Outcome:** Volunteers and the Intern will have a positive experience and successfully complete the program by producing a media project reflective of their experiences. In addition, the intern will produce a notebook to be used as a training tool for future interns.

**#83 (1) Morganton**

**Volunteer Program, DMHDDSAS**

**Major(s):** Communication, Sociology or other Human Service fields – Social Work, Psychology, Education or Special Education, Recreation, Non-Profit Management

**Project Objective:** The Volunteer program matches youth volunteers with staff and/or residents at J. Iverson Riddle Developmental Center – a residential facility for people with mental retardation and other types of development disabilities. The objective of this summer volunteer project is to educate the youth about people with disabilities and to expose them to how the residents live their day-to-day lives. The program teaches the youth job skills, increases self confidence and promotes volunteerism within the community. The intern would assist in the program by working directly with the youth and helping the Volunteer Coordinator manage the Volunteer Program.

**Major Tasks:** The intern is responsible for the general management of a diverse group of 50-70 youth involved in the program. This involves monitoring the Volunteers' daily activities; being a mentor/role model for the youth; matching the youth to volunteer sites; coordinating weekly meetings, field trips, lectures and special events; developing bi-monthly newsletter for Volunteers and supervisors; evaluation of the program; managing the program's budget; and photograph. The intern will be expected to create a scrapbook and video presentation that will be used for reflection and an educational tool

and to be viewed at an end-of-summer recognition event.

**Final Product or Outcome:** The outcome of the "Volunteer" program is to provide career exploration, positive job skill development, awareness of development disabilities and to provide a safe and educational environment for the youth. The final product created by the intern will be a scrapbook and video reflecting different job sites and the experiences of the youth volunteers.

**#84 (1) Morganton**

**Enhancing Spiritual Growth for People with Developmental Disabilities, DHHDDSAS**

**Major(s):** Psychology, Human Services, Religion, Sociology, Recreation, Special Education, Philosophy  
**Project Objective:** The Covenant Chapel is the spiritual arm of the J. Iverson Riddle Developmental Center. Its purpose is to support and advance the spirituality of people who have developmental disabilities. The internship's purpose is to administer the summer spiritual education program for the entire residential population who choose to participate (potentially 320-plus). This will include recruitment and training of volunteers, coordination with the JIRDC Recreation Therapy Department staff and assisting with program implementation while developing a creative means of measuring the residents' achievements in religious education.

**Major Tasks:** The major task will be to coordinate and implement a summer spiritual education program for the people with developmental disabilities. To accomplish this, the intern will work closely with the Covenant Center staff, coordinate the program with 15 interdisciplinary teams, recruit and train volunteers. The intern will also create a measuring tool to be used to document the residents, responses to the program.

**Final Product or Outcome:** The implementation of the program, a formal written documentation of the measurements and a DVD presentation of the program to interested parties.

**#85 (1) Morganton**

**Broughton Hospital Junior Mentor Program, State Operated Healthcare Facilities**

**Major(s):** Clinical Psychology, Psychology, Human Services, Social Services, Social Work, Sociology, Special Education

**Project Objective:** The Broughton Hospital Junior Mentor Program is specifically designed to meet four core objectives; to educate youth about mental illness, foster mental health advocacy and leadership, develop career interest in psychiatric healthcare, and provide a service-learning opportunity through volunteerism.

**Major Tasks:** An intern will be responsible for the general management of youth participants and coordination of program. Research and prepare lesson plans, activities and events to teach students about

mental illness, psychiatric care, advocacy organizations, and North Carolina's mental healthcare system. Assist hospital department directors and staff in developing "department specific" mentoring activities that enhance each student's learning experience. Explore partnerships with community agencies and advocacy organizations to schedule guest speakers and events. Perform various operational, marketing, and financial duties that include budget management, grant writing, promotion, press releases, updating handbooks, program policies, surveys, assessments, and evaluations.

**Final Product or Outcome:** Upon completion of this program, students and interns alike will have acquired a greater knowledge and understanding about mental healthcare to become strong advocate leaders for mental health within their schools, colleges, universities and community.

## JUDICIAL

**#86 (6) Raleigh**

**Summer Intern for Court of Appeals**, Appellate

**Major(s):** Law Students

**Project Objective:** Assist in research and writing of memoranda for judges of the North Carolina Court of Appeals for use in resolving and deciding cases before the Court.

**Major Tasks:** Read and digest record on appeal and appellate briefs. Research appropriate legal arguments and issues. Discuss cases with Judges and research assistants. Assist in preparation of draft opinions and bench briefs. Check legal citations in draft opinions.

**Final Product or Outcome:** Draft opinions, bench briefs, and other legal memoranda.

**#87 (3) Raleigh**

**Law Clerk for Supreme Court Justice**, Supreme Court

**Major(s):** Law Students

**Project Objective:** Assist in research and writing of memoranda for Justices of the Supreme Court for resolving and deciding cases pending before the Supreme Court

**Major Tasks:** Read and comprehend appellate briefs, petitions, and records on appeal. Research appropriate legal arguments and issues. Discuss cases with the Justice and research assistants. Assist in the preparation of opinions of cases already argued. Prepare bench briefs for cases scheduled for argument. Complete special projects as requested by the Justice. Write memos on legal issues as specified by the Justice or research assistants.

**Final Product or Outcome:** Drafts of opinions, preparation of bench briefs, and completed memos.

## LABOR

**#88 (1) Raleigh**

**Government Affairs Intern**, Administration

**Major(s):** Government, Political Science, Public Administration, Public Policy, Pre-Law

**Project Objective:** To provide a motivated student who is interested in state government and the legislative process the opportunity to gain hands-on experience working in the executive office of a Council of State agency. The intern will work directly with the Commissioner's Governmental Affairs team as well as other members of the Commissioner's staff and will be able to spend a significant portion of their internship monitoring legislative activity and tracking legislation of importance to the department.

**Major Tasks:** The intern will be responsible for maintaining a tracking system of all bills relevant to the department; reviewing daily House and Senate Calendars, attending and taking notes during legislative committee meetings and House and Senate sessions, and conducting research on legislative and policy issues. The intern will also assist with the production of briefing and logistical material for the Commissioner's statewide travel and research and respond to a variety of constituent inquiries. Some additional responsibilities will be tailored toward the specific interests of the student in order to maximize the internship experience.

**Final Product or Outcome:** The student will exit this internship with a significant awareness of state government, the legislative process and the day-to-day functions of a state agency at the highest level. The intern will have first-hand knowledge of the lawmaking and budgetary process and will also leave with a portfolio of research and writing samples.

## OFFICE OF THE LIEUTENANT GOVERNOR

**#89 (1) Raleigh**

**Policy Intern**, Lieutenant Governor

**Major(s):** Communications, English, History, Political Science, Pre-Law, Public Policy

**Project Objective:** The intern will assist with critical functions to the Office of the Lieutenant Governor, including policy research, briefs, reports and speeches; staffing events for the Lieutenant Governor; staffing General Assembly committee meetings; and providing constituent services. Interns will engage in hands-on work, including representing the Lieutenant Governor's Office to the public.

**Major Tasks:** Daily duties include compiling news briefs from the state's major news sources, updating county information prior to the Lieutenant Governor's trips to various communities, creating briefs to inform the Lieutenant Governor of issues pertinent to upcoming events and engaging in various research-based tasks to keep the Lieutenant Governor's staff up-to-date on current issues affecting the state. Other duties include

responding to constituent questions, establishing relationships with various state/private organizations and attending legislative session.

**Final Product or Outcome:** The intern will gain valuable, real-world knowledge of both the nature and the impact of state government, hone time-management and writing skills and experience a genuine feeling of civic participation within state government.

## PUBLIC SAFETY

### (Formerly the Department of Correction)

#### **#90 (1) Tabor City**

##### **Inmate Transition Services, Prisons**

**Major(s):** Criminal Justice, Social Work, Sociology

**Project Objective:** Intern should be able to demonstrate a basic knowledge of the purpose and functions of correctional case management.

**Major Tasks:** Learn basic correctional case management programs, master appropriate interaction skills with incarcerated offenders, monitor inmate programs.

**Final Product or Outcome:** Intern should be able to demonstrate the ability to deal effectively with incarcerated adult males. Intern should be able to manage an inmate caseload. Intern should have a basic knowledge of inmate transition services.

#### **#91 (1) Taylorsville**

##### **Correctional Case Manager, Prisons**

**Major(s):** Criminal Justice, Human Services, Political Science

**Project Objective:** To prepare the student intern who is majoring in Criminal Justice, Political Science or a Human Services field an opportunity for hands on training working with male incarcerated individuals as a Correctional Case Manager and to learn all aspects of the Program Section within a DOC facility setting.

**Major Tasks:** The student intern will assist with the following under the guidance of a DOC Supervisor: Case Management, Inmate Job/Program Placement, Inmate Classification/Housing, Co-Facilitate a Self-Help Program (Cognitive Behavior), the Management of a Major Dynamic Program such as Recreation, Incentive Wage, Academic or Community Volunteer and accompany Custody Staff on a daily round.

**Final Product or Outcome:** The intern will gain considerable knowledge of inmate custody and rehabilitation which will provide an insight into the work skills needed to succeed in the major course of study as they prepare for their career path.

#### **#92 (1) Windsor**

##### **Personnel Assistant, Prisons**

**Major(s):** Business Administration, Business, Public Relations, Communications

**Project Objective:** To develop a working knowledge of daily operations in the business

setting of a correctional facility. The required project will provide the intern with an understanding of the various components and stages of the hiring process within the agency. The intern will gain knowledge and obtain actual hands on experience in all aspects of the personnel field including personnel benefits and time sheets. The intern will also have an opportunity to become familiar with mailroom and personal property procedures pertaining to the inmate population.

**Major Tasks:** Reception of individuals entering the facility (applicants, visitors, etc.), contacting selected applicants for interviews, employment actions and assisting in the completion of payroll records. Conduct new hire orientation and assist employees with benefits information. Answer and dispatch telephone calls to appropriate staff. Make telephone calls for staff to outside agencies. Assist in the processing of inmate mail, monitor personal property and mail to be forwarded to other facilities for inmates that transfer.

**Final Product or Outcome:** The intern will be exposed to different areas of business and personnel which will assist in them becoming a well-rounded candidate in the Business field. The intern will acquire working experience in an actual business setting which will hopefully heighten interest in a possible career path and maybe even become a potential employee for the Department of Public Safety.

#### **#93 (1) Asheville**

##### **Correctional Case Manager Internship, Prisons**

**Major(s):** Criminal Justice or other related human services fields

**Project Objective:** To provide a general orientation of the intern and train them in Case Management and Correctional Counseling techniques in a prison setting.

**Major Tasks:** Conducting Case management meetings with incarcerated inmates. The intern will monitor the progress and goals of inmates during their incarceration through individual meetings and counseling sessions. The intern will also learn to conduct reclassification reviews of inmates to determine their current classification within the prison system. In addition, they will learn basic custodial and security procedures through observing certified correctional staff.

**Final Product or Outcome:** At the completion of the internship, the intern will have the basic skills to pursue a position as a Correctional Case Manager or Correctional Officer position upon completing their college degree.

#### **#94 (1) Lillington**

##### **Correctional Case Management Specialist, Prisons**

**Major(s):** Human Services, Corrections, Law Enforcement, Criminal Justice, Police Science, etc.

**Project Objective:** To prepare students who are majoring in the field of Human Services, Criminal Justice, or other Law Enforcement related majors the necessary practical experience to service as Correctional Case Managers, Counselors, and Treatment Program Managers in the field of corrections.

Interns will obtain actual hands-on experience in the areas of offenders with involvement in a variety of Life Enrichment Programs, i.e. AA, NA, Education, Vocation, Transition Services, etc.

**Major Tasks:** This intern will be responsible for assisting in the management of various dynamic programs at the institution. Examples of these are: Case Management, Educational/Vocational Programs, Inmate Classification Procedures, Job/Program assignments, and assisting with the screening of inmates targeted for other housing. Miscellaneous duties will include correspondence preparation, public relations, special projects/assignments, and inmate transitional planning.

**Final Product or Outcome:** The intern will have had an opportunity to gain valuable hands-on experience in the most demanding and challenging field of Correctional Case Management, Program Services Management, and inmates Classification Services. These experiences will provide an intern with functional and useful working skills that are directly related to their fields of study in the Human Services, Law Enforcement or Correctional Management fields.

#### (Formerly Crime Control and Public Safety)

**#95 (1) Raleigh**

**Judge Advocate General (JAG) Intern,** National Guard  
**Major(s):** Law and pre-law students are preferred, but all majors will be considered

**Project Objective:** To assist the Staff Judge Advocate in providing legal services to The Adjutant General of the North Carolina National Guard, Joint Force Headquarters Command Staff, as well as soldiers, airmen and their families.

**Major Tasks:** Intern will research issues including administrative law, contracts and fiscal law, criminal law, civilian personnel law, ethics, decedents' estates, wills, and general legal assistance matters. Will participate in staff and client meetings; assist attorneys with briefings and development of legal opinions and advice.

**Final Product or Outcome:** Legal services provided in an effective and efficient manner to the North Carolina National Guard.

**#96 (1) Raleigh**

**Research and Policy Analysis on Salient Criminal Justice Issues,** Governor's Crime Commission

**Major(s):** Criminal Justice, Law, Public Policy or Administration, Political Science

**Project Objective:** The intern will participate in the full spectrum of activities associated with studying and evaluating public policy and criminal justice initiatives.

**Major Tasks:** The intern will conduct research, program evaluation and policy analysis on a current or emerging criminal or juvenile justice issue as determined by the Governor's Crime Commission and its standing committees. This will include visiting relevant program sites and documenting program progress, developing

pertinent survey and data collection instruments, analyzing data and compiling study findings into a final written report that will be published by the Commission. It is anticipated that the work will also be submitted to an academic journal or related professional periodical.

**Final Product or Outcome:** At the completion of the internship period the student will have produced a written document outlining study findings and suggested policy recommendations.

**#97 (2) Raleigh**

**GIS and Master Planning Support to the North Carolina National Guard,** National Guard

**Major(s):** Graphic Information Systems (GIS) studies, Computer Science, City and Regional Planning, Landscape Architecture, Architecture

**Project Objective:** Assist with creating custom applications using specialized software (FLASH); and participate in GIS system mapping, planning and programming activities within the division.

**Major Tasks:** Programming/development of custom applications and GIS data input; help create new mapping and database products to analyze future National Guard interests.

**Final Product or Outcome:** We are seeking a knowledgeable intern that can help us develop/program custom map applications, build custom models, and produce GIS mapping products as needed.

#### (Formerly Juvenile Justice and Delinquency Prevention)

**#98 (1) Raleigh**

**Human Resources/Benefits Intern,** Human Resources  
**Major(s):** Human Resources, Business Administration, Public Administration or related discipline

**Project Objective:** To work with Benefits Specialists and Staff Development and Training in designing and implementing a benefits webinar that will be used to orient all newly hired employees. Also to review forms, spreadsheets and reports that are currently being used to enroll, monitor and reconcile benefits. Intern will assist with orientations.

**Major Tasks:** The intern will work closely with a Benefits Specialist and Management to design and develop the Department's benefits webinar. Review and update benefit forms to ensure adherence to policy. Generate reports and spreadsheets for efficiency and effectiveness. Intern will work closely with staff.

**Final Product or Outcome:** By completion of the internship, intern will have a better understanding of the complexity of implementing and monitoring a benefits program. Intern will be exposed to all areas of benefits, from the origination of forms to presenting a benefits orientation/webinar.

**#99 (1) Concord**

**Undergraduate Psychology Internship, Stonewall Jackson Youth Development Center,** Treatment and Education Services

**Major(s):** Psychology, Social Work, Criminal Justice, Behavioral Science, Sociology, Human Services or any Human Service related major

**Project Objective:** Stonewall Jackson Youth Development Center is one of the state's newest facilities for confined juvenile offenders. The facility operates under a therapeutic model of care that was piloted for three years in the Jackson Project with the assistance of two prior summer interns. Under this model, staff teach youth pro-social skills throughout the day using structured role plays, while also addressing other psychosocial factors (e.g., educational and vocational deficits, family problems, poor problem solving skills, criminal values and beliefs) known to increase the risk for continued involvement in criminal activity. The aim is to broaden each youth's repertoire of pro-social skills so that by the time of release, he has an enhanced likelihood of success. Two new programs will be in operation designed to meet the clinical needs of male offenders in two specialized populations; youth who have been sexually abusive and youth who have not been successful in reintegrating into the community after completing a treatment program within our departments. Both programs aim to promote self-management and decreased rates of criminal reoffending in the context of a treatment programming approach specialized for the target population.

**Major Tasks:** The intern will work closely with a treatment provider (psychotherapist) in addressing the treatment, rehabilitative, and educational needs for the youth participating in the program. The intern will assist with planning service and aftercare planning, therapeutic services, case management, as well as weekly clinical staffing and monthly multidisciplinary service planning meetings, wherein youth's progress is monitored, and through which treatment goals and strategies are adjusted. The intern will also co-lead psychoeducational groups.

**Final Product or Outcome:** The intern will develop an understanding of the comprehensive strategy used by the Department in its efforts to reduce the risk of criminal activity among juvenile offenders, including which risk factors should be targeted, the evidence-based interventions found most effective with the population, and the ways in which these interventions are managed within juvenile correctional facilities. The intern will participate in cognitive-behavioral training in how to conduct structure role plays with at-risk youth, as well as treatment programs for youth with special needs.

**#100 (1) Rocky Mount**

**Youth Counselor Intern/Gang Intervention Program at Edgecombe Youth Development,** Treatment and Education Services

**Major(s):** Social Work, Psychology, Criminal Justice, Behavioral Science, Sociology and any other major falling within Human Services

**Project Objective:** Edgecombe Youth Development Center is one of the state's six Youth Development Centers (YDCs) for the confinement of adjudicated delinquents. The facility operates under a therapeutic model of care that was piloted for three years with the assistance of two prior summer interns. Under the model, staff teach youth pro-social skills throughout the day through structured role plays, while also addressing other factors known to increase risk for involvement in criminal activity. One such factor is gang involvement; there has been a steady increase in gang activity noted among youth committed to YDCs across the state, with 38 percent of our current population assessed as gang-involved. As a result, our Department is examining ways to supplement our rehabilitation efforts with a Gang Intervention Program that is being piloted at our facility and at one other. The project involves an intensive group curriculum targeting motivation to change and the psychosocial needs of gang-involved youth. Changes in receptivity and in attitudes toward gang involvement are being monitored systematically. We aim to increase confined juvenile offenders' motivation to change, decrease criminal thinking attitudes, values, and beliefs, and to decrease gang affiliation as a result of this effort.

**Major Tasks:** The intern will work closely with a licensed clinical social worker who works as a member of a multidisciplinary service planning team to coordinate the care and services addressing the treatment, rehabilitative, and educational needs of youth confined at the facility. Interns will assist with care management, including service and aftercare planning, and will also assist in co-leading multiple gang intervention groups weekly, and in tracking gang intervention data collection and entry. Interns will also attend monthly multidisciplinary service planning meetings and weekly clinical staffing wherein youth's progress is monitored, and through which treatment goals and strategies are adjusted.

**Final Product or Outcome:** By the completion of the 10-week internship, interns will have a better understanding of the psychosocial factors contributing to gang involvement, as well as the complexities of large-scale clinical research. They will have assisted in the coordination of data collection, in manualized psychoeducation group delivery, and in streamlining implementation procedures for the project.

**#101 (1) Siler City**

**Social Work Intern/Trauma-Informed Care Program at Chatham Youth Development Center, Treatment and Education Services**

**Major(s):** Social Work, Psychology, Criminal Justice, Behavioral Science, Sociology, and any other major falling within Human Services

**Project Objective:** Chatham Youth Development Center is the state's only Youth Development Center (YDC) that houses female juvenile offenders. The facility operates under a therapeutic model of care that was piloted for three years in The Jackson Project with the assistance of two prior summer interns. The majority of girls confined at the YDC have histories of exposure to a variety of traumatic childhood experiences, and many continue to experience problems in self-management, emotion regulation, distress tolerance, and relationships as a result. With assistance from the National Center for Trauma-Informed Care, management, staff and the girls (generally aged 14-18) who are confined at the facility have worked together to launch an initiative to change practices and operations so that they are more consistent with principles of trauma-informed care. Work is underway to revise behavior management practices, and to implement environmental changes as well.

**Major Tasks:** The intern will work closely with a treatment coordinator/social worker who coordinates the care and services addressing the treatment, rehabilitative, and educational needs for the girls confined at the facility. Interns will assist with case management, including service and aftercare planning and will also assist with leading monthly multidisciplinary service planning meetings and weekly clinical staffing wherein youth's progress is monitored, and through which treatment goals and strategies are adjusted. In addition, the intern will assist in research in the realm of emotional trauma, and will be invited to work closely with a program development team to develop innovative ways to introduce changes to the environment, staff training practices, and programming that are consistent with the principles of trauma-informed care.

**Final Product or Outcome:** By the completion of the 10-week internship, interns will have a better understanding of the complex psychosocial issues involved in the rehabilitation of female adjudicated delinquents with complex trauma histories (including both abuse and neglect), improved case management skills, and an improved understanding of program development, implementation, and organizational change.

**OFFICE OF STATE PERSONNEL**

**#102 (1) Raleigh**

**Employee Resource Groups: Facilitators of Organization Innovation, EEO, Diversity and Compliance**

**Major(s):** Public Administration, Statistics/Research and Planning, Human Resources Management or Marketing

**Project Objective:** Identify Employee Resource Groups (ERGs) that are used in the workplace to add value to the organization while at the same time tap into the talent of the Employee Resource Groups.

**Major Tasks:** Research the purpose and use of Employee Resource Groups in the workplace; Research the foundations and guidelines for establishing Employee Resource Groups; Survey or obtain survey reports on the use of Employee Resource Groups; Prepare a report on findings (pros and cons) and make recommendations for use of ERGs in state government.

**Final Product or Outcome:** A report of findings including pros and cons of using Employee Resource Groups; Presentation of the report to interested entities in using Employee Resource Groups.

**REVENUE**

**#103 (1) Raleigh**

**Tax Service Graduate Student Internship, Financial Services**

**Major(s):** Graduate Studies: Accounting, Finance, Economics, Mathematics/Statistics

**Project Objective:** The Graduate Level Student Intern will assist the Department of Revenue Tax Services group of the Financial Services Division in a number of areas while gaining valuable work experience with Revenue information systems; tax and revenue initiatives; analysis; reporting; and General Assembly activities and law changes.

**Major Tasks:** Review Revenue/Financial systems designs while making suggestions in processes; Documentation, compilation, computation, and preparation of written reports and recommendations; Review and track General Assembly activities and law changes.

**Final Product or Outcome:** Process recommendations; Financial and Statistical Reports; Analysis and Reviews.

**#104 (1) Charlotte**

**Unauthorized Substance Tax Enforcement Agent Internship, Tax Enforcement Division**

**Major(s):** Criminal Justice, Business Administration, Accounting

**Project Objective:** To provide the intern with growth opportunities in their field of study by providing job specific experience and to provide the Department of Revenue assistance in collecting unauthorized substance taxes owed to the State as well as introducing the agency and its daily operations to future qualified applicants.

**Major Tasks:** The intern will work in a support position with agents assigned to the Tax Enforcement Division. The intern would assist in locating assets through the use of computerized data systems, contact employers and prepare garnishments for seizure of funds.

Additionally, the intern will prepare correspondence and speak with taxpayers by phone. The intern will ride along on field operations assisting the agent with forced seizure procedures associated with the seizure of property from drug dealers in the State.

**Final Product or Outcome:** The state benefits by having additional quality help in a rapid-paced division and by using the intern program as a recruitment tool for future agents. The intern benefits by having specific work experience that is exciting and very detail oriented. The intern is a temporary member of a team that is the nation's best at collecting tax from individuals identified in the State of North Carolina as drug dealers.

## TRANSPORTATION

#105 (1) Raleigh

**NCDOT Media/Public Relations Intern,**  
Communications Office

**Major(s):** Journalism, Communications, Public Relations/Media Relations, Political Science, English

**Project Objective:** This project will give the intern a better understanding of how the North Carolina Department of Transportation, state government and the media operate, as well as the daily responsibilities of communications professionals in the public sector. The intern will assist Communications Office staff with internal and external communications efforts to keep the media, public and department employees informed about NCDOT's projects and initiatives.

**Major Tasks:** Draft news releases, speeches, feature articles, blog posts, scripts for the department's weekly video news update "NCDOT Now" and other written materials. Pitch story ideas to media outlets to attain coverage. Utilize social media tools such as Twitter, Facebook, YouTube and Flickr to inform the public. Help plan and attend events and meetings on behalf of the office as needed. Assist with research and compiling daily news clips.

**Final Product or Outcome:** The intern will have numerous writing samples to include in a portfolio, demonstrated experience meeting deadlines in a high-profile state government communications office, and a working knowledge of how to use video and social media to promote critical messages. Visit this link - <http://tiny.cc/mbufm> - to hear 2011 YAIO Intern John Daniels discuss how his experience will help him prepare for a future career.

#106 (1) Raleigh

**Energy Management Audit,** Ferry Division

**Major(s):** Electrical Engineering, Mechanical Engineering, Industrial Technology or similar

**Project Objective:** Intern will work with Facility Management to design and conduct an energy audit for the Manns Harbor State Shipyard. This audit will assign costs to energy usage and assist in development of cost saving energy conservation practices.

**Major Tasks:** Working with Facility Management mechanics, the intern will design and implement quantitative measurements for energy usage and costs at the Manns Harbor State Shipyard. This information will be used to develop an energy management plan using best management practices to conserve energy and costs. Intern will be supervised daily by Facility Management supervisor to coordinate work and safety practices.

**Final Product or Outcome:** An energy management plan identifying usage and costs for the Manns Harbor State Shipyard. Design and develop cost saving energy conservation practices and educate employees for best management practices for energy usage.

#107 (1) Raleigh

**Workforce Planning: Assessment and Analysis,**  
Governance Office

**Major(s):** Human Resources, Business Administration, Government, Communications, Marketing, Distance Education or related majors

**Project Objective:** The intern will assist in the delivery of services provided by the Talent Management function within the North Carolina Department of Transportation. The intern will assist with project management and implementation of tasks as it pertains to conducting workforce planning assessments and analysis.

**Major Tasks:** The position will assist with project planning to include research, interviewing, data synthesis and analysis; conducting assessments; development of recommendations to support findings; action planning; and development of change management/communication strategies. Activities may include interviewing stakeholders and drafting workforce recommendations for potential implementation.

**Final Product or Outcome:** The intern will develop professionally while assisting with the accomplishment of activities related to Talent Management projects.

#108 (1) Raleigh

**GIS Bridge Layer Review, IT**

**Major(s):** Any major with a Geographic Information Systems (GIS) concentration/focus. Some examples include: Geography, Planning, Forestry, Environmental Sciences, etc.

**Project Objective:** To find an individual that can utilize the GIS software ArcMap to scan through 21K bridge/sign points and identify bridges/signs that have potential location problems.

**Major Tasks:** Scan through each bridge/sign location and compare bridge/sign number and location to the bridge inspection report. Tag all bridge/sign points with potential problems for future review (by GIS personnel).

**Final Product or Outcome:** A list of bridge/sign locations that need further review to determine if the bridge number is incorrect and/or location is in error.

## Helpful Tips for Potential Interns

### *Before you apply ...*

- ◆ Be sure your outgoing voicemail message sounds professional. You should state your name or phone number and little else. Avoid songs, impersonations, political or religious messages or jokes.
- ◆ Your email addresses should be based on your name or initials, and little else. Clever or cute email addresses can convey a lack of professionalism. Addresses such as cutepuppies@, peacedolphins@, grrlpower@, genius2004@, or beautifulgoddess@ may impress your friends with your humor and wit, but do your application a significant disservice.
- ◆ Use an email account from your school or sign up for a free email service (such as yahoo or hotmail) that will accommodate a more professional address. You may wish to use a separate email account for your internship/job search to keep organized.
- ◆ Check your email regularly and make sure that the mailbox is not so full that it rejects new mail. Also check your "junk" or "spam" email folders periodically in case your email filters some important emails. Employers increasingly rely on email for communication.

### *Your cover letter...*

- ◆ A cover letter is a standard career development tool, and its importance cannot be overstated. You should include a cover letter every time you submit a résumé for a job application, even if you are sending it electronically. Visit a career counselor at your campus career center for advice and assistance.
- ◆ Your cover letter should be in business letter format; it should always include your return address, the date, recipient's information (if available), greeting, text body, closing and signature. Generally, it should be limited to one page. The body of the letter is generally comprised of three or four paragraphs:
  - The first paragraph states the position(s) for which you are applying and your general qualifications, and may also include personal contacts you have in the organization (as appropriate).
  - The second and possibly third paragraphs explain your qualifications and experience, as they relate to the position for which you are applying. Avoid simply recapping your résumé; tailor the information to the position.
  - The final paragraph requests an interview (if appropriate), tells the employer how to get in touch with you, states that you will be following up proactively, and thanks the employer for her or his time and attention.
- ◆ The tone should be cordial and professional. Avoid sounding informal or overly familiar. Use a standard font, such as Times New Roman or Arial, in 11 or 12 point.
- ◆ Always sign your letter by hand. Your signature belongs above your typed name at the end of the letter.
- ◆ When an employer requests an email submission of the cover letter and résumé, include your cover letter text in the body of the email AND as an attachment. Leave the signature space blank or include your personal signature as a scanned picture file.
- ◆ Check, recheck, and triple check your grammar, diction and spelling. Utilize your computer's spell check, but do not rely on it exclusively. Don't forget: The computer cannot point out if you mistake "there" or "their" for "they're."
- ◆ Ask a career services advisor or other trusted member of the career world to look over your cover letter. Your college or university should have these resources available to you.

Examples of cover letters and additional advice are available at the following sites\*:

<http://www.internweb.com/top7.asp>

<http://jobstar.org/tools/resume/clet-ex.php>

### *Your résumé...*

- ◆ Always clearly list your name and contact information in a large font, at the top of the résumé and on each subsequent page. This includes your name, address, phone number(s), and email address.
- ◆ Résumés for job seekers just out of college are generally one page long. You can exceed this limit as long as the information given is clear, concise and relevant.
- ◆ Titling your résumé "Résumé" is redundant and may appear unprofessional.
- ◆ Experts disagree about the importance of stating a career "Objective" on your resume.
  - Many employers assume that obtaining the applied-for job is your objective and would prefer you use the extra space for highlighting your skills and experience in those sections.

- Other experts assert that inclusion of an objective demonstrates goal-orientation and focus. If you do list an objective, make it clear, concise and relevant; use it to grab attention and create impact.
- An objective should convey mutual benefit to you and the employer, not just state that you are seeking a job. This approach gives you an opportunity to highlight your main skills or specialty of interest.
- ◆ Use creative or custom headers aside from the usual “Work Experience” to categorize your work, volunteer activities, campus activity and/or internship experiences. More specific headers grab your reader’s attention and can help you to stand out from the crowd.
- ◆ Your interests or hobbies are irrelevant; in most cases, they do not belong on your résumé.
- ◆ Do not include references or the line “References available upon request” on your résumé. There is no need to do so; employers assume you have them and will ask for them when it becomes relevant.
- ◆ Do not attach a photograph or include personal information such as marital status, date of birth, religious or political affiliations, etc. It is generally unlawful for employers to request such information and providing it may appear unprofessional.

Further resume advice and formatting ideas are available at the following sites\*:

<http://www.jobweb.com/Resume/help.aspx?id=274>

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/jobs.aspx>

\* Suggested web sites are not associated with the N.C. State Government Internship Program and their content does not necessarily reflect the opinions or attitudes of the program or its affiliates.

## **Keys to Success**

Employers in North Carolina government agencies assume that interns will meet certain expectations. These expectations may vary by agency, but the following are generally accepted as standard for the North Carolina State Government Internship Program.

### **GENERAL PROGRAM EXPECTATIONS**

- ◆ Attend the program orientation and enrichment activities.
- ◆ Complete the 10-week project.
- ◆ Complete and submit timesheets by indicated deadlines.
- ◆ If applicable, meet guidelines for academic credit at your home institution.

### **STARTING OUT AT THE AGENCY**

- ◆ Make a good first impression and dress appropriately for the job.
- ◆ Be prompt and assume responsibility for regular attendance.
- ◆ Research and respect agency policies.

### **DEVELOPING A PRODUCTIVE INTERNSHIP EXPERIENCE**

- ◆ Complete tasks in a reasonable amount of time.
- ◆ Be culturally competent; adjust to a variety of circumstances and people.
- ◆ Ask for guidance, share ideas and express concerns.
- ◆ Seek additional responsibilities and challenges.
- ◆ Reflect upon what you are learning and be open to evaluation.
- ◆ Complete internship program evaluation.

We at the Youth Advocacy and Involvement Office are available to you for information and support, from the application process through the internship and beyond. If you have questions, concerns or special situations, call us at (919) 807-4400.

**Best of luck in the selection process!**