State of North Carolina Internship Program

Creating Opportunities for Students

Established 1969

State of North Carolina Internship Program 2016

Application Deadline Friday, January 15th (Post marked)

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
Pat McCrory, Governor

North Carolina Department of Administration
Bill Daughtridge, Jr., Secretary
Bill Bryan, Deputy Secretary

Youth Advocacy and Involvement Office
Candace Dudley, Internship Coordinator

www.ncyaio.com

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North Carolina Internship Program

Introduction

Created in 1969, the North Carolina 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 70 internship positions available during the summer at various state agencies located throughout North Carolina. 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) 807-4407.

An application form can be downloaded from: www.ncyaio.com. Applications must be completed and postmarked by Friday, January 15, 2016. **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 or to Candace Dudley, Internship Coordinator. 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 three pages. Include a copy for each law project to which you apply. Writing samples exceeding three pages will not be accepted.
- **Mailed paper application materials are required**. E-mailed or faxed applications will not be accepted. All applications must be postmarked by Friday, January 15, 2016. 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 at YAIO; 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. Cover letters may be addressed to the North Carolina Internship Council or to Candace Dudley, Internship Coordinator, Youth Advocacy and Involvement Office.

Submit all application materials by mail (in **one** envelope) to:
North Carolina 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 North Carolina 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 be begin on Wednesday, February 17, 2016, and conclude on Tuesday, March 1, 2016. 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 letters should be persuasive documents 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, January 15, 2016 (postmarked)	Application Deadline
Friday, February 5, 2016	Internship Council Screens Applications
Wednesday, February 17 – Tuesday, March 1, 2016	Interviews with Project Supervisors
Friday, March 9, 2016	Intern and Supervisor Preference Forms Due
Monday, March 21, 2016	E-mail Notification of Internship Placement
Tuesday, May 24, 2016	Orientation and First Day of Work
May 24 – July 29, 2016	Internship Program
July 2016	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:

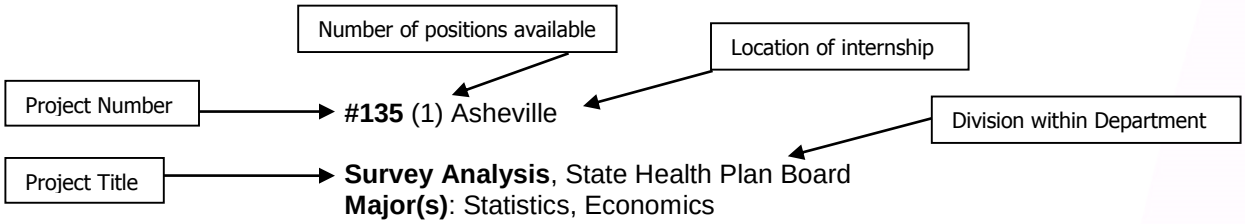
- As temporary employees, interns are not paid for time taken off. Interns cannot earn sick leave or vacation leave and are not paid for state holidays.
- Interns are paid $8.25 per hour and work 40 hours per week for a 10-week period. Interns should be prepared to work full-time from May 24 through July 29, 2016. Monday, July 4, 2016 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:



#135 (1) Asheville

Survey Analysis, State Health Plan Board
Major(s): Statistics, Economics
Project Objective: The objective of the project is to research information related to the successful development, administration, and analysis of a Consumer Satisfaction Survey for employers and employees in the small business community as it relates to health care (insurance products).
Major Tasks: The major tasks to be performed include, but are not limited to, conducting telephone and personal inquiries of corporate benefit managers, analyzing various research methodologies, gathering empirical data, and analyzing requests for qualification statements that other states may have performed.
Final Product or Outcome: The final product should be a well-documented written report that will allow this agency to begin assessing the need for additional personnel or the contracting out of the Consumer Satisfaction Survey function which is a statutory requirement of this agency.

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	28. 36, 88, 91
Adult Education	73
Advertising	2, 92
African/African-American Studies	45
Agricultural Sciences	15, 16, 17, 20
Air Quality	18
American History	43, 49
American Studies	45, 46, 59
Animal Science	75
Anthropology	58, 59, 63, 79
Archaeology	45, 46, 59, 63, 66, 67
Archival Studies	49
Archives	48
Architecture	88
Art	3, 44, 46
Astronomy	80
Biochemistry	77
Bio-Engineering	77
Bio-Manufacturing	77
Biological Sciences	15, 16, 17, 51, 75
Biology	8, 9, 10, 11, 16, 20, 21, 22, 23, 51, 52, 53, 54, 55, 56, 68, 69, 71, 72, 73, 75, 76, 77, 78, 79, 81, 82
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Business	32, 35, 61, 91, 92
Business Administration	27, 28, 36, 87, 91
Business Management	28, 90, 93
Chemistry	6, 16, 19, 52, 76, 77, 80
Cinematography	84
City and Regional Planning	1, 15, 16, 17
Civil Engineering	88
Clinical Psychology	30
Communications	2, 7, 15, 24, 25, 26, 32, 41, 58, 83, 84, 92, 98
Computer Drafting	88
Computer Engineering	89, 94, 95
Computer Networking and Security	89
Computer Programming	6
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Design	3, 35, 75
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Earth Science	1, 15, 16, 17, 18, 69, 75
Ecology	9, 15, 16, 17, 21, 53, 56, 68, 69, 72, 75, 76, 78, 79, 81
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Elementary Education	23, 45, 51, 59, 64, 77, 81
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Engineering Management	90
English	5, 25, 26, 41, 58, 79, 92, 98
Entomology	15, 16, 17, 53, 73, 75, 76
Environmental Education	7, 22, 23, 45, 51, 54, 69, 70, 71, 73, 82
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Environmental Technology	7, 19
Epidemiology	31
Exhibit Design	50, 57
Finance	36, 91
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Fisheries Science	11, 15, 16, 17, 21, 22, 23, 75
Folk Culture Studies	45
Forensics	75
Forestry	1, 15, 16, 17, 68, 69

Genetics	77
Geographic Information Systems	1, 14, 16, 17, 31, 69
Geography	1, 19, 31
Geology	14, 16, 17, 19, 69, 75, 80
Geomatics	84
Geospatial Analytics	72, 78
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Government	39, 91, 96
Graphic Design	3, 44, 50, 57
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Plant Science	53
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Visual Communication	50, 57
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Internship Projects by Department

ADMINISTRATION

#1 (1) Raleigh
Utilizing 3D GIS Model to Increase Office Space Utilization, State Property Office, Facilities Information Section
Major(s): Geographic Information Systems, Geography, Forestry, Earth Science, Environmental Engineering, City/Regional Planning, Meteorology
Project Objective: Build a GIS building data layer for the State Government Center to help the State Government optimize the utilization of its office space
Major Tasks: Collect, convert, assemble, and publish 3D GIS data.
Final Product or Outcome: A 3D model of the State Government Center.

AGRICULTURE AND CONSUMER SERVICES

#2 (1) Raleigh
N.C. State Fair Public Relations Intern – Social Networking and Grassroots Marketing
Major(s): Communication Studies, Communications, Public Relations, Journalism and Advertising/Marketing
Project Objective: Intern will help promote the N.C. State Fair through a number of media, including social networking sites Facebook, Twitter; high school publications and North Carolina media outlets. The intern will produce news releases, speaking points and other promotional materials, and will coordinate the purchase of advertising in high school newspapers, sports programs and other school-related outlets. In addition, the intern will work to grow and populate the Fair's existing social networking sites through blog posts, online research and outreach. The intern will be part of a public relations team responsible for promoting on the largest events in the state that draws nearly 800,000 annually.
Major Tasks: Intern will research ways to expand and improve social networking efforts for the State Fair. Intern will oversee the production of the Newspapers in Education State Fair supplement. This included producing copy for the publication, coordinating the design concept with a production team and being a liaison between the State Fair and the News & Observer. Intern will also work with a budget to come up with a grassroots advertising campaign focused on high school students. Other duties include writing press releases and speeches, organizing events and assisting with other day-to-day activities associated with State Fair preparations and promotions.
Final Product or Outcome: From a student's perspective: We view this internship as an excellent opportunity for a student to create real-world portfolio pieces and gain hands-on experience as part of a public relations team. The student would be involved in all aspects of promoting a large-scale event and would participate in planning meetings with fair management, an advertising agency and public affairs office.

COMMERCE

#3 (1) Raleigh
Graphic Design Intern; Tourism, Marketing and Global Branding, Tourism, Marketing and Global Branding
Major(s): Graphic Design, Art, Design; combination of Journalism and Design
Project Objective: To design and produce dynamic, professional marketing materials to promote tourism, film, sports, economic development, community 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 NC 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 such as the Governor's office.

#4 (1) Raleigh
Electric Utility Data System and Analysis Intern, Public Staff
Major(s): Engineering, Mathematics, Statistics, Computer Science, Information Systems, Energy
Project Objective: The intern will work with the Division Director and other Division engineers to refine and enhance a comprehensive data base of electric utility data and statistics that is utilized by the Public Staff in its work, including responding to inquiries by the General Assembly, other State agencies, the media, and the general public. The current database was developed using Microsoft Access
Major Tasks: The intern will conduct data acquisition and analysis from various sources, including Federal Energy Regulatory Commission documents, Energy Information Administration reports, and North Carolina Utilities Commission documents and reports. The intern will refine and enhance an Access database to accept, store, and manipulate the relevant data and statistics, and develop trend reports.

Final Product or Outcome: Enhancement of a database that tracks vital electric utility statistics, including changes in rates, which maintains historical data and trends, as well as facilitate future updates.

COMMUNITY COLLEGES

#5 (1) Raleigh
Public Affairs Intern, President's Office/Executive Division
Major(s): We are open to any and all academic majors. However, Public Relations and Marketing, Journalism, English, Political Science, Web and/or Graphic Design, 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 agency publications and the agency website. Provide assistance in research related to speaking engagements and media interviews. Assist in facilitating media requests. Assist in some graphics design needs and updates to web content. Assistance with event planning as necessary.
Final Product or Outcome: Several completed writing samples such as articles or news releases, graphic design or marketing pieces and hands on experience in a fast-paced setting dealing with the general public, media and internal and external stakeholders.

ENVIRONMENTAL QUALITY

#6 (1) Raleigh
Laboratory Data System and Analysis Intern, Air Quality
Major(s): Computer Science, Information Systems, Chemistry, Environmental Science, Environmental Engineering, Environmental Studies, Engineering, Mathematics, Statistics
Project Objective: The Laboratory Analysis Branch operates an urban air toxics monitoring network across North Carolina and conducts special studies. Samples are routinely collected at 7 sites in NC 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 continue creating a data base system for the Laboratory Analysis Branch. Several modules have been created previous summers by interns. Several more modules are needed for the system to be fully functioning.
Major Tasks: Study laboratory operations, create data tables, data transfer procedures and software, create standard queries and reports using JAVA, Visual Basic for Applications in MS Access, MS Excel etc., or other legally obtained software (true freeware) on a network drive. Write instructions and procedures. Ruggedness test software and procedures. Train staff on the use of the software. Make oral, PowerPoint presentations on progress and completed system segments.
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.

#7 (1) Raleigh
NC Air Awareness Communication & Education Intern, Air Quality
Major(s): Education (K-8 focus), Environmental Technology and Management, Environmental Education, Communications, Natural Resource Management, Environmental Sciences. (Students with videography or video creation experience preferred)
Project Objective: The primary objective for the intern will be to complete up to three K-8 air quality activities currently under development, deliver lessons and activities to summer camp and classroom students, and create a video to communicate NC Air Awareness message to the general public. Additional communications, education, or marketing work may be assigned to support the NC Air Awareness program's goals. NC Air Awareness is a public outreach and education program of the North Carolina Division of Air Quality. The goal of the program is to reduce air pollution through voluntary actions by individuals and organizations. The program seeks to educate individuals about the sources of air pollution and explain how the health effects of air pollution can be minimized by modification of outdoor activities on ozone action days. In addition, the program aims to inform the public of ways to minimize production of air pollutants to improve air quality over time. www.ncair.org/airaware
Major Tasks: The intern's primary tasks will revolve around working on and enhancing air quality educational activities. Projects are designed to both inform and encourage voluntary action on air quality and air pollution related topics. The intern will work within the NC Air Awareness education and outreach team to help coordinate, develop and deliver educational activities and information to students in North Carolina.
The intern will work on various projects related to air quality education and outreach. Examples of takes may include developing up to three lesson plans for students, delivering up to eight educational activities to K-8 students, posting to social media, preparing mailings of materials, and presenting at community fairs and festivals. Educational materials created may also be optimized for S.T.E.M. classrooms and tailored to reach underserved populations. Responsibilities may also include preparing updates to the NC Air Awareness website and optimizing website pages for K-8 teachers and students. Candidates with experiences in creating short (30 second), educational videos is preferred. If time allows, short educational videos may be produced to further enhance NC Air Awareness's online messaging abilities.

Final Product or Outcome: The intern's overall goal is to support the successful communication of air, quality topics to K-8 students and the general public to better their understanding of air quality, how it effects health, and how it impacts the natural environment. Specially, the intern will complete 1) Up to three K-8 classroom activities focusing on air quality and air pollution 2) delivering up to eight educational activities to K-8 students, 3) one short, education video to help communicate NC Air Awareness messages, and 4) a summary document that measures intern's impact and be used to continue similar efforts in the future.

#8 (1) Beaufort
Coastal Reserve Education Intern, Coastal Management
Major(s): Education, Biology, Environmental Science
Project Objective: The Coastal Reserve Education Intern will learn about estuarine ecology and coastal processes. They will learn how to translate science information into age-appropriate learning materials and activities. The intern will learn different teaching techniques to use in a classroom and informal 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 Coordinator with summer 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 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 summer camp development including program scheduling, student registration, curriculum development and teaching. The intern is expected to develop a hands-on activity that will be used during the summer programs and posted on our website for teacher use.

#9 (1) Beaufort
Coastal Nature Reserve Stewardship and Research Intern, Coastal Management
Major(s): Environmental Science, Biology, Natural Resources, Marine Biology, Ecology, and other related environmental majors
Project Objective: Assist North Carolina Coastal Reserve research and stewardship staff with natural resources management, monitoring, and protection.
Major Tasks: Assist with: marsh vegetation sampling; wild horse and protected species monitoring; general nature reserve monitoring and maintenance; marine debris documentation and removal; nature trail maintenance; water quality equipment maintenance and deployment; boat operations.
Final Product or Outcome: The Rachel Carson Reserve will be protected through monitoring, maintenance, and management. Research on marsh vegetation will contribute to long-term marsh ecology studies. The intern will likely be able to identify and focus their academic and professional goals based on exposure to a diverse array of hands-on experiences. The intern may generate a project (e.g., report or presentation) based on a particular area of study they choose to pursue.

#10 (1) Wilmington
Biological Monitoring and Outreach Assistant, Coastal Management
Major(s): Biology, Marine Biology, Environmental Studies, Environmental Education, Conservation Biology, Natural Resources Management, and Recreation Management
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, surveying of invasive species populations, and vegetation cataloguing activities. To support education and outreach activities for visitors regarding stewardship of coastal resources, protection of species of concern and monitoring programs at this site. The intern will learn to record and maintain GIS records related to field activities.
Major Tasks: Conducting regular patrols of portions of the Masonboro Island Reserve to identify and protect sea turtle nests; assisting with protection of shorebird nesting areas using protective structures and signage; submitting data to appropriate local and state databases; assisting with delivery of educational programming to visitors regarding natural history of species of concern and monitoring programs at the North Carolina National Estuarine Research Reserve.
Final Product or Outcome: Reproductive success data submitted to appropriate agencies. Outreach program materials and display maps created. Development of knowledge and skills related to biological monitoring activities.

#11 (1) Kitty Hawk
Natural Resource Management Assistant, Coastal Management
Major(s): Natural Resources, Biology, Zoology, Fisheries and Wildlife, Park and Recreation, Other Life Sciences Majors
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, Kitty Hawk Woods, and Currituck Banks 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, GIS work, 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.

#12 (1) Raleigh
NC WaterWeb Intern, Water Resources
Major(s): Computer Science, Environmental Science, Data Science, Statistics, Web Design
Project Objective: Update the Ambient Water Quality Monitoring System's (AMS) webpage to allow for interactive access to monitoring data.
Major Task: Intern will collaborate with AMS and Division IT staff to finalize website redesign. Working within Departmental framework (Drupal), craft a web-presence that integrates Division GIS layers and in-house monitoring data in one central page with links to other environmental data sources (e.g. NC CRONOS, USGS).
Final Project or Outcome: The intern will be instrumental in creating improved, visually appealing, and interactive webpage that will allow for fast and easy access to DWR water quality monitoring data. The intern will receive valuable experience and can create or expand his/her source code and/or design portfolio.

#13 (1) Raleigh
Water Quality Database Modernization and Optimization, Water Resources
Major(s): Computer Science, Environmental Science, Data Science, Statistics, Any of the core sciences
Major Tasks: Intern will assist Staff with database redesign and implementation. Once the new database is designed and functional, intern will assist in migrating existing data. Opportunities exist to create software tools for data-flow, web queries, and statistical analysis.
Final Product or Outcome: Internship offers an opportunity for a student to become familiar with the State's expansive water quality dataset and create an improved, unified database that will allow the Division to better serve the needs of its customers. This project will allow interns to create or expand code portfolio.

#14 (1) Raleigh
DataFLOW Intern, Water Resource
Major(s): Computer Science; Environmental Science; Environmental Engineering; Geographic Information Systems, Geology, Natural Resources, Natural Resource Management, Research & Quantitative Analysis, Science Communication, Data Science; Statistics; Web design.
Project Objective: Design and create a mobile application that allows for data entry of water quality parameters while in the field. The app will need to interact with the Division's water quality databases and basic GPS/GIS.
Major Tasks: Intern will work closely with AMS and Division IT staff to finalize app design and functions. The intern will take the design and create and deploy a mobile platform app that integrates with Division databases and allows field staff to log samples remotely in the field. Field testing and troubleshooting will be required, and the intern will maintain clear documentation of source code.
Final Product or Outcome: The intern will create a useable mobile application for field data entry that will streamline Division field staff's workflow considerably. This will allow for much faster monitoring data availability to users of DWR monitoring data, thereby saving resources, eliminating paperwork, and providing a better customer experience. The intern will receive valuable experience creating a custom mobile app, work with a vibrant and motivated field crew, and can create or expand his/her source code portfolio.

#15 (1) Raleigh
Scientific Communications and Messaging Intern, Water Resources
Major(s): Agricultural Sciences, Biological Sciences, City & Regional Planning, Conservation Biology, Earth Science, Ecology, Entomology, Environmental Engineering, Environmental Science, Environmental Studies, Fisheries Science, Forestry, Communications, Public Information, Statistics, Natural Resources, Natural Resource Management.
Project Objective: Create and design the template for water quality report cards state-wide that will synthesize existing data from the Division and its partners into a concise, visually appealing, easy to understand format that is accessible and useful to diverse audiences. Report cards will be used by the Division to communicate scientific data to technical and non-technical audiences so that they understand the water quality in their neighborhoods and use that information to protect, restore and research water quality where needed.
Major Tasks: Intern will be involved in all levels of project design and creation, including design meetings, layout selection, product design and final production. Intern will be responsible for synthesizing data for the pilot report card and utilizing the template that they created to generate the first water quality report card for NC.

Final Product or Outcome: Opportunity to become familiar with the State's expansive water quality dataset and utilize those data to create a message. Final products will be one completed report card and a template for the Division to use in creating report cards for each river basin. Intern will gain hands-on experience in effectively communicating written technical information to diverse audiences and will have a product to use as a portfolio piece.

#16 (1) Raleigh
Water Quality Technical Writer, Water Resources
Major(s): Agricultural Sciences, Biological Sciences, Biology, Chemistry, City & Regional Planning, Conservation Biology, Earth Science, Ecology, Entomology, Environmental Engineering, Environmental Science, Environmental Studies, Fisheries Science, Forestry, Geographic Information Systems, Geology, Natural Resources, Natural Resource Management, Policy Studies, Public Policy, Research & Quantitative Analysis, Science Communication, Statistics, Technical Writing
Project Objective: The Water Sciences Section has convened a Scientific Advisory Council (SAC) to provide advice on development of nutrient-related water quality criteria for rivers, lakes and estuaries in NC. The intern will interact closely with experts in the fields of aquatic ecology, phycology, environmental engineering, statistics and soil science to experience and document the scientific considerations, discussion and debate that inform water quality policy. The primary project focus will be High Rock Lake (HRL), a reservoir in the Piedmont region of central NC.
Major Tasks: Communicate with SAC members and Division during meetings and via email and phone; Use meeting notes, literature review and in-person discussions to synthesize proposed nutrient criteria for HRL into a technical report to be used in rulemaking.
Final Product or Outcome: A technical support document summarizing the science behind the proposed nutrient criteria for HRL. This document will organize and consolidate the proposed criteria and relevant scientific background information, and will showcase the intern's technical writing skills. It will accompany the proposed criteria when they are submitted to the NCDENR Water Quality Committee and Environmental Management Commission, Office of State Budget Management and EPA for final approval. The intern will gain experience in the intersection of water quality science and policy development.

#17 (1) Raleigh
ArcGIS Online Content Developer, Water Resources
Major(s): Agricultural Sciences, Biological Sciences, City & Regional Planning, Conservation Biology, Earth Science, Ecology, Entomology, Environmental Engineering, Environmental Science, Environmental Studies, Fisheries Science, Forestry, Geographic Information Systems, Geology, Natural Resources, Natural Resource Management, Research & Quantitative Analysis, Science Communication, Statistics
Project Objective: As part of a larger Departmental effort, the Division of Water Resources is working toward online interactive accessibility of water quality monitoring and assessment data. The intern will work with the Water Sciences and Planning Sections to develop ArcGIS Online map resources for the Division and the public.
Major Tasks: Meet with the Department's ArcGIS Online Team to learn how this tool is being applied to natural resource management in NC. Meet with staff from the Water Sciences Section to learn about NC water quality monitoring, including physical/chemical sampling of surface waters, fish and benthic macroinvertebrate community evaluation, and algae monitoring and identification. Meet with the Planning Section to discuss the status, plans and needs of the web-based data interface. Develop several ArcGIS Online map layers to document the results of chemical, physical and biological sampling of NC's lakes, rivers and estuaries.
Final Product or Outcome: The intern will become familiar with the State's expansive water quality dataset, gain experience in the use of ArcGIS Online, and develop several map layers related to water resources in NC.

#18 (1) Raleigh
Forecasting Meteorologist Intern, Air Quality
Major(s): Meteorology, Earth Science, Environmental Science w/Air Quality Concentration
Project Objective: Forecast air quality daily for multiple regions across North Carolina.
Major Tasks: Review meteorology and air quality forecast model guidance to prepare and disseminate daily air quality forecasts using the Air Quality Index (AQI) system. Report the forecast to the public via the NCDAQ website, social media, and through NCDAQ's telephone system.
Final Product or Outcome: Air Quality Forecast for eight forecast regions within North Carolina, Air Quality Forecast Discussion, Telephonic Forecast.

#19 (1) Mooresville
Brownfields Redevelopment Catalogue and GIS Inventory, Waste Management
Major(s): Environmental Technology, Geology, Engineering, Soil Science, Chemistry, Geography, Urban Planning, Political Science, or related field.
Project Objective: Production of a GIS database and descriptive catalogue of candidate redevelopment properties from the State's inventory of contaminated properties in a given pilot area.
Major Tasks: Archival review and compilation of information about the contaminated sites, site visits to document current conditions and photograph the sites, design of a geodatabase and map in collaboration with staff.

Final Product or Outcome: Online publication of the catalogue and map for use by prospective developers and by local and state government agencies.

#20 (1) Raleigh
Solid Waste Compost and Land App Data Intern, Waste Management
Major(s): Agriculture based, Biology, and or Soil Sciences
Project Objective: Work with the Composting and Land Application Branch to develop guidance and outreach training for small type 1 composting operations and the land application of dry solid waste material land applied for a nutrient benefit to the soil.
Major Tasks: Organize data management, design training guidance for small type 1 composting operations and assist with outreach training. Also assist in developing process flow for applying for a land application approval along with data organizing/management of land application approvals. Also, assist with different types of Solid Waste Compost and Solid Waste Land Application Data.
Final Product or Outcome: A training document for both small type 1 compost operations and an improved guidance document addressing the application of dry solid waste materials.

#21 (1) Manteo
Assessment and Management of Coastal Fisheries Resources on the Outer Banks Intern, Marine Fisheries
Major(s): Marine Biology, Fisheries Science, Biology, Zoology, Ecology, Environmental Science, Wildlife Management, or any related fields.
Project Objective: Assist in various NCDMF independent and dependent sampling programs, collecting data essential to assessing finfish stocks and in the development of NC fishery management plans.
Major Tasks: Fishery independent experience includes trawling for juvenile finfish, fishing gill nets for adult fish or fishing long line gear for adult red drum from various locations along the Outer Banks including Pamlico Sound, Roanoke Sound and Croatan Sound. Along with collecting biological and environmental information from fishery dependent projects, interns will also assist in the tag and release of captured red drum. Fishery dependent sampling experience includes dock side sampling of commercially harvested finfish and crabs from a variety of fishing gear (pound nets, gill nets, long hauls) utilized along NC's outer banks during the summer season.
Final Product or Outcome: Experience a wide variety of fishing gear techniques typically used in the collection of fisheries information for the management of fisheries resources. Skills learned are invaluable introductory experiences for those individuals interested in a career in fisheries sciences.

#22 (1) Corolla
Wildlife Educator – Outer Banks Center for Wildlife Education, Wildlife Education
Major(s): Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Zoology, Natural Science, Natural Resource Mgt, Parks and Recreation, Conservation Biology, Environmental Education, Environmental Science, Marine Biology
Program Objective: This position will work closely with OBCWE and Network for Endangered Sea Turtles volunteers to assist in the implementation of educational programs based at the Center and on the beach. Programs are designed to facilitate the conservation of the state's wildlife and interrelated natural resources and the environment humans share with them. Programs focus on hunting and fishing heritage, wildlife diversity, and citizen science initiatives.
Major Tasks: Education Tasks: creating education materials; delivering public programs about Fishing, Kayaking, Archery, etc.; educating the public on the beach during field work; maintaining updates to the Sea Turtle exhibit and blog
Field Tasks: responding to sea turtle nests; responding to stranding's; assisting in necropsy education programs of stranded turtles
Administrative Tasks: recording stranding and nesting data; recording and reporting volunteer hours; communicating with volunteer networks and regional partners; organizing photos and samples from stranding events
Final Product or Outcome: Increase number of education and conservation experiences that can be offered free to the public. Intern will gain experience in a non-formal setting teaching children and adults hands-on programs, gain knowledge and experience in wildlife education and conservation, and gain experience in public speaking.

#23 (1) Pisgah Forest
Wildlife Educator- Pisgah Center for Wildlife Education, Wildlife Commission, Pisgah Center for Wildlife Education
Major(s): Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Early Childhood, Education, Zoology, Natural Science, Natural Resource Mgt., Parks and Recreation, Conservation Biology, Environmental Education, Secondary Education, Elementary Education, Environmental Sciences, Wildlife Resources, Wildlife Science and Natural Science.
Project Objective: The primary purpose of Wildlife Education is to administer and coordinate educational programs designed to facilitate the conservation of the state's wildlife and other interrelated natural resources and the environment humans share with these resources. The intern will teach existing programs to the Pisgah Center for Wildlife Education's program participants and interpret the exhibits to the center visitors.

Major Tasks: Teaching wildlife education programs to children (PreK-High School) including fishing programs and visitor enhancements thru exhibit interpretation.
Final Product or Outcome: Increase number of education programs that can be offered free to the public. Intern will gain real world experience in a non-formal setting teaching children and adults hands-on programs, intern will gain knowledge in wildlife education, intern will gain experience in public speaking, intern will become valued member of PCWE team. Intern will understand the importance of the North Carolina Wildlife Resources Commission's mission which is "to conserve North Carolina's wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters, and other outdoor enthusiasts to enjoy wildlife-associated recreation."

GENERAL ASSEMBLY

#24 (1) Raleigh
Legislative Internship with the North Carolina House of Representatives, House of Representatives
Major(s): Political Science, Communications, Public Relations, Public Policy, History, International Policy, International Studies, Global Studies.
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, interacts 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 a first-hand and interactive experience gained throughout the duration of the internship. They will acquire a working knowledge of state government, the legislative process and constituent relations.

#25 (1) Raleigh
Legislative Research Assistant, North Carolina Senate
Major(s): Law, Public Administration; Political Science; Public Policy; English; Communications
Project Objective: The main objective of the internship assignment will include researching proposed or pending public policy issues, assisting with constituent Services, attending Senate member's committee meetings Tuesdays through Thursday as well as daily Senate session, Additionally, the intern will assist staff in representing the Senate office to the public. Other duties will be required as requested by assigned Senator and his/her staff.
Major Tasks: Overall tasks will focus on data/information research and compilation of legislative issues, resolving constituent concerns, liaison and public communications, and a compilation of writings for Senate office.
Final Product or Outcome: Enhanced information learned about Legislative, State government and the committee processes, extensive training in communication skills through collaboration with state officials on constituent matters and gains the ability to interpret rules pertaining to Senate Legislative session. Additionally, writing skills are improved.

GOVERNOR, OFFICE OF

#26 (2) Raleigh
Community and Constituent Services Intern, Office of Constituent Services
Major(s): English, Communications, Public Policy, Liberal Arts
Project Objective: Intern will spend summer learning how the Office of the Governor manages constituent concerns on a daily basis and experience how we reach out to communities across the state.
Major Tasks: Interns will become an integral part of the department, participating in all activities including special projects, community outreach, and daily activities that help manage our office. Interns will also have an opportunity to learn about and research legislation, interact with legislators and attend community events with staff.
Final Product or Outcome: A wider understanding of how the Office of the Governor reaches out to constituents, other agencies and elected officials.

#27 (1) Raleigh
Intern to the Chief-of-Staff, Office of the Chief-of-Staff
Major(s): Business Administration, Business, Pre-Law, Public Policy, advanced degree preferred
Project Objective: Gain knowledge and insight of the day to day workings in the office of the Governor's Chief-of-Staff
Major Tasks: Assignments approved by Chief-of-Staff
Final Product or Outcome: Completion and Report of project or tasks preformed

HEALTH AND HUMAN SERVICES

#28 (1) Raleigh
2016 EAGLE (Enhancing Accountability in Government through Leadership and Education) Program Intern, Office of the Internal Auditor, EAGLE Compliance Team
Major(s): Accounting, Business Administration / Management
Project Objective: The Enhancing Accountability in Government through Leadership and Education (EAGLE) Project is the internal controls program of the Office of the State Controller per House Bill 1551 (2007). The EAGLE Project is required to report on standards, policies and procedures implemented within NC State operations by documenting, testing and evaluating internal controls within each state agency to ensure standards are being met; policies are being followed and

procedures are being carried out per management and governmental regulation's intentions.
Major Tasks: As part of the EAGLE Project team, the intern will review internal control documentation, gain an understanding of and document control processes, prepare work papers, perform control tests, evaluate the results of those tests, and assist in communicating the results to management.
Final Product or Outcome: The EAGLE Project will conclude with an overall assessment of the controls identified and tested with a letter to DHHS Internal Control Officer regarding the effectiveness of the controls that have been evaluated. Deficiencies or recommendations regarding the internal control processes reviewed will be sent via conferences and audit report(s) to the Internal Control Officer. The intern will be accountable for presenting their test results and findings to Office of Internal Audit's management team.

#29 (1) Kinston
Improving Treatment Outcomes of Diabetic Patients through Education and Pharmacy Interventions, Division of State Operated Healthcare Facilities, Caswell Developmental 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. 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.

#30 (1) Morganton
Broughton Hospital Junior Mentor Program Intern, Division of State Operated Healthcare Facilities, Broughton Hospital
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, develop career interest in psychiatric healthcare, and provide a service-learning opportunity through volunteerism.
Major Tasks: Responsible for 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 NC'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 operational duties that include reviewing and updating handbooks, program policies, surveys, assessments, and other program materials.
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**.**

#31 (1) Raleigh
Geo-enabling Health Data Intern, Public Health, State Center for Health Statistics/Health & Spatial Analysis Branch
Major(s): Geographic Information Systems (GIS), Geography, Epidemiology, Public Health or any related field of study
Project Objective: To geo-enable health data collected by the North Carolina State Center for Health Statistics which is used for program evaluation and to create policies that help protect the public health of North Carolinians.
Major Tasks: Geocoding, geodatabase management and quality control, creating maps, performing spatial analysis
Final Product or Outcome: Completed geodatabase for 2015

#32 (1) Morganton
Volunteen Program, Division of State Operated Healthcare Facilities, J. Iverson Riddle Developmental Center
Major(s): Communication, Sociology or other Human Service fields – Social Work, Psychology, Education or Special Education, Recreation, Non-Profit Management, Business
Project Objective: The Volunteen program matches youth-aged volunteers with staff and/or residents at J. Iverson Riddle Developmental Center - a residential facility for people with intellectual 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

directly managing the program with the Volunteer Coordinator responsible for the Volunteen 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 Volunteens' 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 Volunteens and supervisors; evaluation of the program; managing the program's budget; and record-keeping (documenting volunteer hours, etc.). Another pertinent task is to document the program through video and/or photographs. The intern will be expected to create a scrapbook and video presentation that will be used for reflection and an educational tool, and previewed at an end-of-summer recognition.
Final Product or Outcome: The outcome of the "Volunteen" program is to provide career exploration, positive job skill development, awareness of developmental 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.

#33 (1) Butner
Volunteen Program Coordinator, Division of State Operated Healthcare Facilities, Central Regional Hospital
Major(s): Education, Human Services, Journalism, Psychology, Public Relations, Recreation, Social Work, Sociology, Special Education
Project Objective: To engage volunteer youth (ages 14-17) with an interactive mental health educational mini-camp experience at Central Regional Hospital – an acute psychiatric facility serving children, adolescents and adults. Specific objectives include: educate the youth about mental illness, match youth with therapeutic groups/activities within the hospital, develop career interest in psychiatric healthcare and provide a service-learning opportunity through volunteerism.
Major Tasks: Intern is responsible for general management of a diverse group of youth, which includes planning and coordination of the program. Specific tasks include: preparing engaging educational activities to teach volunteers about mental illness; coordinating field trips, lectures, special events; and matching youth to volunteer opportunities within the hospital. Operational duties include: Review and updating program policies, surveys, assessment, documentation and other program materials.
Final Product or Outcome: Volunteens and intern will have a better understanding of mental illness and mental healthcare. The teens and intern will develop job skills and produce a media project reflective of their experiences. Intern will gain leadership and youth program coordination skills. The intern will produce a notebook, which will be used as a training tool/guide for future interns.

#34 (1) Raleigh
WOW (World of Work) Youth Employment Intern, Division of Services for the Blind, NC Rehabilitation Center for the Blind
Major(s): Graduate Student with major in Counseling, Rehabilitation Counseling, Guidance and Counseling, Special Education, Psychology.
Project Objective: Intern should be a graduate student enrolled in a major, such as Counseling, Rehab. Counseling, Psychology or Special Education. Interns participate in the development and implementation of the summer work experience program (WOW) for students, who are blind and visually impaired. WOW students are ages 16-19, reside on the Governor Morehead School campus and work in various jobs located in Raleigh. This work experience is often their first job, so they learn the soft skills needed to become a good employee. The program begins with three days of orientation that includes interviewing skills, appropriate behaviors on the job, strategies on how to resolve social and job related conflicts, and safe travel to the job site.
Major Tasks: The intern will work with the WOW team in reviewing student applications to become aware of student skill sets, participate in job site development, assist the students in learning their job duties, monitor student process on the jobsite and develop a power point presentation of students and their work sites.
Final Product or Outcome: A successful and meaningful work experience for the intern and 10 youth, and the development of a power point presentation of their experiences presented on the final day of the program.

INFORMATION AND TECHNOLOGY SERVICES

#35 (2) Raleigh
Digital Services Intern, Digital Services
Major(s): Integrated Communications, Journalism, Media & Video Production, Design, Business with IT emphasis, Computer Science
Project Objective: Transform state government website so that they're more user-friendly, feature-rice, mobile-optimized, and meet the business needs of their agency owners.
Major Tasks: Migrate and configure content in the Drupal system, Configure Drupal administrative console for specific websites, Create web prototypes in tools such as Photoshop, Train OITS and agency colleagues, Brainstorm ideas for prototyping, testing, and exploring digital solutions, Add functionality and features to websites (i.e. web forms). May or may not require programming, Research other state solutions for Open Gov sites, business portals, and related websites and apps., Run analytics reports and communicate to stakeholders, and respond to customer support needs using appropriate tools
Final Product or Outcome: Improved delivery of web services to key state agencies and customers.

INSURANCE

#36 (1) Raleigh
Planning, Policy, and Process Improvement Initiative, Controller's Office, Budget and Planning
Major(s): Business Administration (Accounting, Finance), Public Administration, Information Technology
Project Objective: The intern will assist the Director and other staff in the facilitation and development of agency long range planning efforts. The intern will utilize strategic planning methodology to document agency mission, vision, goals and values as defined by the Senior Leadership Team.
Major Tasks: Documentation of planning documents using word processing and related software. Intern will also be involved in meeting facilitation (and may have an opportunity to lead breakout sessions when appropriate).
Final Product or Outcome: Compilation of long range planning documents (specific projects or outcomes will be dependent on the timing of the internship.)

JUDICIAL

#37 (3) Raleigh
Summer Intern for Court of Appeals, Appellate
Major(s): Law
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 comprehend petitions, appellate briefs, and records on appeal filed with the Supreme Court. Research appropriate legal arguments and issues for pending cases. Prepare bench briefs for cases scheduled for argument. Discuss cases with the Justice and law clerks. Compete special projects as requested by the Justice or law clerks. Write memos on legal issues as specified by the Justice or law clerks.
Final Product or Outcome: Draft opinions, bench briefs, and other legal memoranda.

#38 (3) Raleigh
Judicial Summer Intern, Supreme Court
Major(s): Law
Project Objective: Assist in research and writing of memoranda for judges of the NC Court of Appeals for use in resolving and deciding cases.
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: Bench briefs and completed memoranda.

LABOR

#39 (1) Raleigh
Government Affairs Intern, Administration, Commissioner's Office
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.

#40(1) Raleigh
Agricultural Safety Trainer, Occupational Safety and Health, Agriculture Safety and Health
Major(s): Spanish, Public Health, Pre-med, Education.
Project Objective: To improve agricultural safety and health on NC farms through outreach and education.
Major Tasks: On farm safety training. Such training will assist both growers and farm workers in the recognition and prevention of safety hazards on the farm. Training will involve safety issues such as the recognition and prevention of heat stress/heat stroke; safe operation of farm equipment; pesticide knowledge; green tobacco sickness recognition and prevention.
Final Product or Outcome: The intern will assist on on-farm training, and will create and distribute a publication or product (news bulletin, photo book, poster, and video) of their design.

LIEUTENANT GOVERNOR, OFFICE OF

#41 (1) Raleigh
Internship – Office of the Lieutenant Governor, Lieutenant Governor's Office
Major(s): Communications, English, History, Political Science, Pre-Law, Public Policy
Project Objective: Interns will assist with a variety of tasks with in the Office of the Lieutenant Governor, including policy research, briefs, reports, constituent services, communications, administrative duties and event staffing. By participating in integral office duties, interns will gain a further understanding of state government and the responsibilities of the Lieutenant Governor.
Major Tasks: Daily tasks include compiling news briefs from the state's major news sources, updating county information prior to the Lieutenant Governor's trips to various communities, and engaging in various research-based tasks pertaining to current issues and events. Interns will also assist with constituent work in order to build relationships with other state agencies.
Final Product or Outcome: Interns will gain a first-hand perspective toward state government operations. They will witness how the Lieutenant Governor plays a role within the executive and legislative branches of government. Interns will have a greater understanding of statewide issues that affect North Carolina. Additionally, they will experience a genuine feeling of civic participation within state government.

MILITARY AND VETERANS AFFAIRS

#99 (1) Raleigh
Website Internship, Military Affairs
Major(s): Web/graphic design, fine arts, multimedia, publishing, computer science
Project Objective: In this role the intern will develop various print projects including, but not limited to the development and maintenance of the NC Department of Military and Veterans Affairs website and affiliated sites, creation of newsletters and other marketing and development materials. We'll need you to be creative, motivated, proficient in web design, and able to work in a fast-paced, distributed environment.
Web design work can include creating weekly e-blasts as well as assisting with updates on the DMVA website(s). This position also supports our staff with projects and at meetings and events. This position allows for the opportunity to build an excellent design portfolio while working in a government agency that interacts with legislative and executive branches of government.
Major Tasks: Design and Maintenance of the Organization's website; design and maintenance of the organization's newsletter publications; coordinate agency-wide communications internally and outside of the organization.
Final Product or Outcome: The intern will come away with hands-on experience in a professional setting in government utilizing their education and skills, resulting in portfolio-worthy projects.

NATURAL AND CULTURAL RESOURCES

#42 (1) Fayetteville
Collections and Education Intern, Museum of Cape Fear
Major(s): Public History, History, Museum Studies, Cultural Resources
Project Objective: Prepare artifacts in the Poe House Collection for accession by photographing, writing descriptions, doing research, writing condition reports, and completing forms for the NC Museum of History Accessions Committee. The 2014 YAIO Intern photographed and wrote descriptions for nearly 500 artifacts including china, glassware, decorative ceramics, and other late 19th early 20th century household items. There are many more pieces to be documented. Possibilities could include working with textiles, tools, fire arms, and /or archival material depending on the intern's interest and knowledge. In addition the intern will assist the education staff with our annual Summer History Camp for youth aged 9-12 years. This is a continuation of the project begun by our 2014 YAIO Intern.
Major Tasks: Artifact documentation through photographing, writing descriptions, researching, and writing condition reports for pieces primarily in the Poe House Collection. This includes performing necessary research to document provenance and historical value of the items. Serve as a group leader for the museum's 2016 Summer History Camp and assist education staff with preparing materials and activities for the week long camp. Additionally, the intern may be required to give guided tours of the 1897 Poe House and provide visitor services as needed.
Final Product or Outcome: The intern will provide a catalogued list and documentation as required for the artifacts and materials in the Museum of the Cape Fear's Poe House Collection assigned by the Collections Supervisor. The intern will assist with preparation and implementation of a successful 2016 Summer History Camp.

#43 (1) Elizabeth City
Collections Assistant Intern, History Museum, Museum of the Albemarle
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 the thirteen northeastern NC 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 researach, 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.
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.

#44 (1) Elizabeth City
Graphic and Exhibit Desgin Internship, History Museum, Museum of the Albemarle
Major(s): Graphic Design, Art, Museum Studies, Interior Design
Project Objectives: The intern will assist the members of the Exhibit/Design staff in exhibit development and implementation, creating promotional documents, drawings a planning document with exhibit schematics and interpreting and telling history three-dimensionally, using words, photographs, and artifacts. All exhibits and promotional pieces interpret the general hisory of the thireteen northeastern NC counties.
Major Tasks: The intern will be charged with assisting in designing of floor plans and exhibit graphics for the museum, along with selecting and specifying colors for the exhibit graphic elements, walls and floor covering as well as preparing promotional materials for the exhibit/design department, the edcuation department, and the Friends of the Museum of the Almemarle.
Final Product or Outcome: Exhibit development plans, sample boards to specify colors, floor treatments, design and produce graphic text panels for specified exhibits and museum projects as well as final promotional pieces for the exhibit/deign department, the education department, and the Friends of the Museum of the Albemarle.

#45 (1) Beaufort
Education Program Assistant, Maritime Museum in Beaufort
Major(s): History, U.S. History, Museum Studies, Public History, Education, Elementary Education, Environmental Education, American Studies, Recreation and Tourism, Folk Culture Studies, Archeology, African American Studies, Marine Sciences, Environmental Studies/Sciences, Natural Resources, Natural Sciences, Oceanography
Project Objective: The intern will receive an introduction to museum education programs; learn about facility operations, collections, artifacts, research and exhibit design. The intern will gain professional experience as a program assistant to staff educators involved in museum programs. For an independent project, the intern will utilize skills and knowledge acquired over the summer to create and present an original program related to maritime history.
Major Tasks: Assist staff educators with conducting educational programs, in the museum and in the field. Examples of programs include artifact/history-based lectures, field hikes and kayak trips that cover history of the area, special events and guided museum tours. The intern will instruct summer camp programs related to North Carolina's maritime history and environment for grades K-6. Operation of audio visual equipment, conduct research using library and internet resources and prepare materials for programs.
Final Product or Outcome: The intern will gain experience in educational program design, implementation and evaluation in a museum and field setting. With help from the intern the museum will increase the scope and depth of its educational services. The intern will obtain a complete understanding of North Carolina's maritime history, heritage and environment as well as aspects of the professional operation of a State History Museum.

#46 (1) Beaufort
Collections' Intern, Maritime Museums – Beaufort
Major(s): Museum Studies, Public History, History, Art, Archaeology, Art History, American Studies, Maritime Studies, or related fields
Project Objective: To gain experience with the scope of work done in the Collections department of a medium-sized history museum including: research, documentation, artifact handling, storage, and exhibit development. Internship gives the student the opportunity to explore a career in the museum field.
Major Tasks: Conduct curatorial and historical research of images & objects in collections; catalog information into Collections database; photograph, clean, label, and prepare items for storage or display; develop small exhibit for the Museum, working with exhibit staff and curators; and assist with day-to-day operations of Collections department during the busy summer season. Develop and present PowerPoint program to the public.
Final Product or Outcome: In addition to the log of all activities listed above, the student will enhance research skills and become familiar with operations of history museums, particularly the registration and collections care aspects. As mentioned, there is a 30-minute presentation to the public on either a related historical topic or some aspect of the work accomplished during the 10 weeks.

#47 (1) Raleigh
Public Programs Educator, State History Museums
Major(s): Education, Public History, Museum Studies, History
Project Objective: To expose an intern to the field of museum education and the development and presentation of themed, curriculum-based public

programs for elementary-aged children at the NC Museum of History. To continue offering a strong slate of summer programming for the museum public.
Major Tasks: The intern will assist with the implementation of Museum of History summer programs. Major duties: 1. Assist camp instructors by helping with at least 3 half-day weeklong summer camps. Museum camps cover various aspects of North Carolina history and culture (i.e. World War II, maritime history, transportation history, etc.). The intern will be involved in the preparation and setup of each camp and will be responsible for teaching portions of each camp. 2. Assist with development and implementation of at least 2 programs related to the outdoor exhibit History of the Harvest. Programs will target family audiences. 3. The intern will develop outline and implement at least one public program on the historical topic of their choosing under the supervision of staff.
Final Product or Outcome: The intern will gain valuable interactive, educational, and interpretive skills for teaching children through the implementation and development of public programs. The intern will gain a thorough knowledge of North Carolina history through the museum's exhibits and program curriculum, and will interpret this information to design teaching materials and lesson plans suitable for children of various age levels and learning styles. All program materials produced during the internship will be used in future museum classes and education initiatives.

#48 (1) Raleigh
Library Technician, State History Museums, NC Museum of History
Major(s): Library Science, Archives
Project Objectives: To assist the Museum of History's librarian in maintaining and organizing the museum's library. Also to expose an intern to the field of library management.
Major Tasks: The intern will oversee the daily operations of the museum's small library. This includes responding to patron requests, processing incoming and outgoing books and journals, and cataloging new acquisitions. The intern will also organize the museum's exhibit files.
Final Product or Outcome: The intern will understand the basic skills needed to run a successful library. The Museum of History's library will continue to be a first-class repository of historical resources.

#49 (1) Raleigh
WWII Military Collections Archives Internship, State Archives/Special Collections Unit
Major(s): Public History, Library Science, Digital Preservation, Archival Studies, American History, Military History
Project Objective: To physically reprocess; house, label and number all boxes and folders; verify and research materials' ownership history; and create finding aids for each individual collection of original WWII historic archival materials and military records in the Military Collection.
Major Tasks: Working with multiple preservation issues for multiple formats of original materials dating to World War II (1938-1946); choosing multiple archival enclosures and storage options; creation of metadata; writing historical biographies or military unit histories; and reformatting deteriorating materials. Work with the Military Collection Archivist on rights' issues with collections and archival materials. The project will work to select individual materials and collections for digitization. The project will also determine materials needing conservation work, and the intern will work with the Military Collection Archivist to determine preservation enclosures for the materials receiving conservation treatment. Intern(s) will gain experience describing archival materials using the professional archival standards Encoded Archival Description (EAD) and Describing Archives: A Content Standard (DACS).
Final Product or Outcome: To completely process at least eight, and at most fifteen, archival collections of WWII materials, all of various amounts of materials.

#50 (1) Manteo
Exhibits and Graphic Design Projects Intern, Aquariums, Roanoke Island
Major(s): Graphic Design, Exhibit Design, Multimedia Design, Visual Communications, UI and/or UX design, Cross-Media Design, Media in Technology
Project Objectives: To gain experience in the areas of exhibit design, graphic design and multimedia design for public components at the North Carolina Aquarium on Roanoke Island.
Major Tasks: Intern tasks include, but are not limited to, exhibit design (including team brainstorm and idea development, conceptual sketching, exhibit installation, fabrication, maintenance and repair), use of design software to develop educational signage, advertising materials and multimedia projects, and fabrication and production of exhibit components.
Final Product or Outcome: Interns should expect to leave internship with the knowledge of how exhibits impact public experience, knowledge and understanding of indigenous North Carolina marine and aquatic life, some hands and technical skill sets with display and design equipment, and the possibility of portfolio pieces

#51 (1) Kure Beach
Summer Program Educator, NC Aquarium at Fort Fisher/Education Department
Major(s): Natural Sciences, Biology, Biological Sciences, Zoology, Marine Biology, Environmental Science, Education, Environmental Education, Parks and Recreation, Conservation, Conservation Biology, Elementary Education, Environmental Studies, Life Science, Marine Sciences, Marine Ecology, Oceanography, Recreation, Recreation Management, Science Education, Secondary Education, Wildlife Biology, Wildlife Management, Wildlife Science, Wildlife

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 implements informal education programs, providing accurate and current information, and completes a project to contribute to the aquarium's education 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, Assist with and lead summer camp programs, behind the scenes tours, outdoor programming, and off-site outreach programming, Handle live animals such as marine invertebrates, reptiles and amphibians, Provide educational on-the-floor expertise while interacting with aquarium visitors, and Gain knowledge of and experience in all aspects of aquarium operations.
Final Product or Outcome: Aquarium visitors and off-site audiences who are well informed about North Carolina's natural resources and satisfied with their visit and/or program. One or more of the following: content and activity to be used in conjunction with an outreach or summer camp program, content and activity to be used in conjunction with an on-site program or interpretative cart; informational piece for public consumption, or other conservation education related projects.

#52 (1) Manteo
Jellyfish Intern, Aquariums, Roanoke Island
Major(s): Biology, Chemistry, Environmental Science, any natural science or conservation major
Project Objectives: Assist the NC Aquarium on Roanoke Island with propagation of jellyfish and live food for the new Delicate Drifters exhibit.
Major Tasks: Daily and weekly tasks associated with jellyfish husbandry: culture of live food for jellyfish, feeding jellies on exhibit and behind the scenes, assisting with propagation of jellyfish.
Final Product or Outcome: This new exhibit, Delicate Drifters, will open in May 2015. We anticipate that having an intern assisting with the care of this exhibit will allow for staff to successfully grown and maintain a brand new endeavor for NC Aquarium on Roanoke Island.

#53 (1) Manteo
Monitoring and Identifying Pollinators and Their Use of Native Plant Habitat, Aquariums, Roanoke Island
Major(s): Ecology, Environmental Science, Biology, Plant Sciences, Entomology, Landscape Design
Project Objectives: Pollinator populations will be observed and identified in the Aquarium's wildflower meadow and plant nursery. Data will be collected on pollinator numbers and species diversity, and on the relative value of various native plant species to the pollinators.
Major Tasks: Monitor activity of pollinators and other insects visiting native plants, and record observations. Identify insects from observations and photographs, using field guides, online resources, and consultation. Identify plants in study sites with assistance from project supervisor. Create a database using information collected during field work. Interact with Aquarium visitors at the wildflower meadow and encourage their participation in the Aquarium's citizen science initiative to promote pollinator awareness and conservation. Assist in maintenance of native plants in the study sites.
Final Product or Outcome: Native plants in the Aquarium's wildflower meadow attract and support many different native pollinators that are not often seen in more traditional landscaping. Data recorded during peak activity in summer may provide valuable information for researchers and help to advance critically-needed pollinator conservation.

#54 (1) Manteo
Special Activities Instructor Intern, NC Aquarium on Roanoke Island
Major(s): Biology, Marine Science, Marine Biology, Conservation Biology, Education, Environmental Science, Environmental Education, Environmental Studies, Natural Resources, Natural Science, Parks & Recreation, Wildlife, Zoology.
Project Objective: The Special Activities Intern will educate the public through an array of fun activities in an effort to "inspire appreciation and conservation of North Carolina's aquatic environments." This project will immerse an intern in environmental education experiences, both on site and in the field, with groups of all ages.
Major Tasks: The Special Activities Intern at the NC Aquarium on Roanoke Island will be involved in preparations and instruction of indoor and outdoor activities, such as: fishing programs, kayak eco-tours, behind-the-scenes tours, animal/feeding programs, overnights, beach ecology trips, and salt marsh excursions.This Intern will have a strong presence in Summer Day Camps, which incorporate many of the above listed activites.Daily tasks include assisting with camps, leading public programs, handling live animals, and assembling education materials.This intern should be flexible, be able to work outdoors for extended periods of time, and be able to adapt to a fast-paced schedule.
Final Product or Outcome: The intern will gain teaching experience, practical work experience, and exposure to associated skill sets in a non-traditional marine science setting with both families and summer campers. Visitors who participate in Special Activity programs will benefit from additional staff who can provide a more personal and safe program experience.

#55 (1) Manteo
Education Intern, Aquariums, Roanoke Island
Major(s): Biology, Environmental Science, Oceanography, Parks and Recreation, Marine Biology, Education
Project Objectives: 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 intereact 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: The education 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.

#56 (1) Pine Knoll Shores
Husbandry Intern, NC Aquarium at Pine Knoll Shores
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. The intern 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. Facilities looking at new hires are always impressed by candidates that have applied the knowledge learned in the class room 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 Product or Outcome: At the end of the program the intern 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.

#57 (1) Manteo
Exhibits Video/Media Projects Intern, Aquariums, Roanoke Island
Major(s): Video Production, Video Editing (Adobe Premiere, Adobe After Effects, Adobe Audition – Creative Cloud), Graphic Design, Exhibit Design, Multimedia Design, Visual Communications, UI and/or UX design, Cross-Media Design, Media in Technology
Project Objective: To gain experience in the areas of video and media design for exhibits and social media at the North Carolina Aquarium on Roanoke Island
Major Tasks: Intern tasks include, but are not limited to, videography, video editing, video narration, Intern should have cursory familiarity with video software in Adobe Creative Cloud, exhibit design (including team brainstorm and idea development, conceptual sketching), use of design software to develop advertising materials, social media components and multimedia projects. Familiarity with Cross-Media strategies a plus.
Final Product or Outcome: Interns should expect to leave internship with the knowledge of how exhibits and social media impact public experience, knowledge and understanding of indigenous North Carolina marine and aquatic life, some hands and technical skill sets with display and design equipment, and the possibility of portfolio pieces

#58 (1) Durham
Junior Interpreter Supervisor and Tour Guide, Historic Sites, Duke Homestead
Major(s): History, Anthropology, English, Communication
Project Objective: Develop workshops and supervise the Junior Interpreters.
Major Tasks: To plan the Junior Interpreters workshops and event activities, assist with developing a summer camp curriculum, and assist with visitors services by greeting the pubic and giving guided tours.
Final Product or Outcome: Organize at least 4 workshops for the junior interpreters, create a plan for summer camps.

#59 (1) Kinston
Educational Programming and Visitor Services Intern, Historic Sites, CSS Neuse Civil War Interpretive Center
Major(s): History, Public History, US History, American Studies, Museum Studies, Anthropology, Archaeology, Education, Elementary Education
Project Objectives: The CSS Neuse Civil War Interpretive Center has undergone extensive changes over the last several years. The intern will be asked to help develop comprehensive programs for school, camp, and public groups to complement changes to the facility and overall operations. They will also be expected to help with visitor services and learn the history of the CSS Neuse and the basics of the Civil War in Eastern North Carolina.
Major Task: The intern will be asked to research and develop one new or expand existing educational program to fit museum setting. Ideally this will utilize exhibit displays or text. They will be asked to assist site interpreters with visitor services and developing plan to encourage increased visitation to the CSS Neuse Civil War Interpretive Center.

Final Product or Outcome: The intern will gain practical experience in developing educational programming and expanding the reach of a museum beyond walk in visitation. They will also learn about effectively interacting with the public in a museum setting. The educational program developed by the intern is expected to be complete and ready to implement during the 2016-2017 school year.

#60 (1) Winnabow
Historic Interpreter/Educational Assistant, Brunswick Town/Fort Anderson State Historic Site
Major(s): History, Public History, Museum Studies, Education
Project Objective: The 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 living history interpretive programming; creating an interactive exhibit (known as a gallery cart) or crafting a new summer program series; participating in visitor services; and researching and writing articles for the site newsletter.
Final Product or Outcome: A finished interactive exhibit (gallery cart) or summer program; 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.

#61 (1) Durham
History Interpreter I, Historic Sites, Bennett Place
Major(s): History, Education, Business
Project Objective: Assist staff as a historic interpreter and with overall operations of a NC State Historic Site.
Major Tasks: Provide historical tours of the site of the largest surrender of the American Civil War. In addition, perform costumed interpretation, library research, visitor services, gardening, and general maintenance of a historic park.
Final Product or Outcome: A rewarding work experience for the college student and assistance in the completion of special event programs and research projects.

#62 (1) Four Oaks
Bentonville Battlefield School Group Programing Internship, Historic Sites, Bentonville Battlefield
Major(s): History, Public History, Social Studies Education, Museum Studies, Social Sciences Education
Project Objective: Develop a hands on learning activity for school group while being introduced to the field of historic site interpretation and visitor services.
Major Tasks: The intern will assist the Programs Coordinator in 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 gain valuable experience in historic site and museum education, historic interpretation, and historic site operations while working at the largest (acreage wise) of North Carolina's State Historic Sites.

#63 (1) Greenville
Digitizing X-ray Films of Artifacts from Queen Anne's Revenge, Queen Anne's Revenge Conservation Laboratory
Major(s): Anthropology, Archaeology, History, Library Science, Photography, Museum Studies, Public History
Project Objectives: To increase access to and usability of x-ray images of artifacts from Blackbeard's flagship Queen Anne's Revenge, archaeological site 31CR314, for public education/outreach, researchers, and staff.
Major Tasks: Working under the direction of QAR conservators and lab manager: 1) Produce digital records of x-ray films now in the QAR collection. 2) Organize and implement the digitization of an agreed upon subset of the overall collection. 3) Ensure proper organization of digital image collection. 4) Enter data into artifact database accordingly.
Final Product or Outcome: The resulting digital collection will help QAR Lab staff: to better manage existing data; to assist in preparing outreach information and educational presentations; to facilitate student, public, and professional research on the Queen Anne's Revenge shipwreck site; to ensure the longevity of x-ray films as a digital record of QAR artifacts.

#64 (1) Kure Beach
Interpreter I, Fort Fisher State Historic Site
Major(s): History, Public History, Elementary Education, Middle School Education
Project Objectives: The purpose of this project is to provide a better orientation and historical interpretation for school groups and our younger visitors to Fort Fisher State Historic Site. The internship will focus on the development and implantation of summer kid's activities. Every summer, Fort Fisher conducts kid specific interpretive programs aimed at bringing the history of the site to our younger visitors. In addition to the summer programs, inters will help with lesson plans and development of resources for school groups. Finally, the intern will be given the opportunity to conduct tours of the historic site in costume.
Major Tasks: 50% of the time will be devoted to planning and implementation of kid's activities, 35% will be devoted to lesson plans/ School groups, 15% will be devoted to visitor services.
Final Product or Outcome: The final project will be the creation of new programming for summer activities and assisting the redesigning of the school resource "teacher" packets. The intern will also gain invaluable experience working on a broad range of tasks in a museum/historic site setting.

#65 (1) Sanford
Digitization and Cataloging of House in the Horseshoe Archival Materials, House in the Horseshoe
Major(s): Library Science and Museum Studies
Product Objectives: The intern will provide the House in the Horseshoe a valuable service in protecting our archival and research materials through digitization. The project will consist of interns photographing and cataloging each archival item, and organize a research library.
Major Tasks: The House in the Horseshoe has boxes of photographs, historical research materials, and newspaper articles that need to be digitized and organized. These records begin in the early 1950s and continue to present day. All materials will be digitally photographed or scanned. Each item will be described in the database and titled for quick research aid. This project also includes all historical research materials. The items are old photographs of the house, battle reenactments, newspaper articles on the house and special events, and other items pertinent to the site and valuable for historical research. The project also includes the organization and filing of these materials for in-house use.
Final Product or Outcome: The intern will receive valuable knowledge of archival and collections cataloging and create and maintain a database for archival materials. This project also allows the intern to use organizational and time management skills in completing a large project. The intern will also learn how to create a useful and planned research library.

#66 (1) Sanford
Museum Education Project for House in the Horseshoe, House in the Horseshoe
Major(s): Archaeology Student
Project Objectives: The intern is to create educational programs for the site. These educational programs are essential for the visitor experience and provide a unique and fun environment for learning Early American history.
Major Tasks: The House in the Horseshoe has several museum education projects. The first project is a hands-on area in our small museum. The intern will implement the project as a collection of hands-on projects dealing with Early American life. The second project is an extensive 4th grade history program for House in the Horseshoe. This project will utilize current 4th grade standards. Using these guidelines, the intern will create a unique and fun program for 4th graders studying North Carolina history. This project will also include providing educational programs for 1st, 2nd, 3rd, and 5th grade as well, though not to the extent of 4th grade. This program will include a Teacher's guide/packet for each grade, as well as a student activity booklet for each grade.
Final Product or Outcome: The House in the Horseshoe will be able to engage better with our audiences.

#67 (1) Chimney Rock
Historical Archives, Chimney Rock State Park
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, film, brochures and etc.
Final Product or Outcome: An anthology of the history of Chimney Rock at Chimney Rock State Park that showcases a chronology of pictures, film, 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.

#68 (1) Pinnacle
Natural Resource Management Intern, North District/Pilot Mountain State Park
Major(s): Biology, Forestry, Parks and Recreation Management, Ecology, Natural Resource Management/Conservation, any Natural Science based major would be suitable
Project Objectives: To locate, map and treat invasive plant species at Pilot Mountain State Park. The intern in this position will use GPS and GIS to mark and map the locations of invasive plants in Pilot Mountain State Park. Using this information the intern will be expected to effectively reduce the presence of invasive plant species as much as possible. The intern will be provided with the needed supplies to complete these tasks. Park staff will provide the intern with training on how to safely mix and handle herbicides. The person in this position will be relied upon to work independently most of the time.
Major Tasks: Identify, locate and map invasive plant species within Pilot Mountain State Park. Treat and reduce the prevalence of those invasive species.
Final Product or Outcome: The intern will create a map indicating the locations of various species of invasive plants and reduce in the overall number of invasive plants within the park. This will allow for the native plants found throughout the park to experience less competition for resources and space. Also a reduction in the amount of invasive species will hopefully slow or halt their spread into areas that are habitat for rare plant species.

#69 (1) Connelly Springs
Assistant Park Ranger, South Mountains State Park
Major(s): Biology, Botany, Conservation/Biology, Earth Science, Ecology, Education, Environmental Education, Environmental Science, Forestry, GIS, Geology, History, Natural Resources, Parks and Recreation, Plant Ecology, Recreation, Science Education, Wildlife Education or any other related major
Project Objectives: Actively assist park rangers with environmental education and a variety of natural resource management related projects. Provide the general public and organized groups with environmental

education programs. Educate park visitors and make them more aware of ongoing natural resource management practices in the park. Intern will be assigned a special natural resource project related to their field of interest that will be of benefit to the park
Major Tasks: Present environmental education programs, monitor known species, identify and inventory flora and fauna found within North Carolina's largest state park, assist with trail construction and maintenance and invasive species control/removal, hike trails and explore backcountry areas, and assist staff with day to day operations of a state park with 40+ miles of trails, over 19,000 acres of land and designated outstanding resource waters. Assist with NC State Parks Centennial programs and events.
Final Product or Outcome: Increase offerings of Jr. Ranger programs and outreach. Expand the park's list of known flora and fauna on the Division of Parks & Rec. Natural Resource Inventory Database (NRID) and Image Database (ID), potentially adding new species records for the park. Park visitors will have a better understanding and appreciation of natural resources and have a better experience.

#70 (1) West Jefferson
Environmental Education, Field Research, Public Programs and Natural Resource Projects Intern, Mt. Jefferson State Natural Area
Major(s): Science Education, Environmental Education, Environmental Studies, Natural Sciences, Parks and Recreation, Outdoor Education
Project Objective: Actively participate in the development and presentation of park education programs for adults and children. Continue monitoring lichen and Aspen study by taking samples, photos, and simple measurements in the field. Update, create, and develop new public programs and displays. Assist with visitor services at visitor center. Develop interpretive and historical site bulletins and developed junior ranger week activities. This may include conducting oral history interviews. Participate in Aquatic Hellbender Salamander Surveys. Finally, you will have fun hiking, canoeing and exploring the parks while you make new friends at New River and Mt. Jefferson State Parks.
Major Tasks: Present interpretive programs, conduct monitoring of Aspen trees, lichens, research, and Hellbender Survey. Improve all visitor services. Roving/hiking, wokring with the public and children. Public programs, hikes, park orientation, and Junior ranger book development. May include oral hisotry interviews, some photography. Assist with additional university research projects as needed. May include Archaeology, Botany, and Geology.
Final Product or Outcome: Data from Aspen Tree and lichen monitoring, new park education programs, satisfied and enlightened park a revised junior ranger program Appalachian oral history recordings on CD. A great internship experience at two wonderful North Carolina State Parks.

#71 (1) Carolina Beach
Assistant Park Ranger, Carolina Beach State Park
Major(s): Parks and Recreation, Environmental Science, Environmental Education, Marine Science, Biology, or elementary or secondary education with a concentration in environmental education.
Project Objective: The primary objective of this project is to develop, present, manage and document ten weeks of environmental educational programs focused on the natural resources of Carolina Beach State Park. The secondary objective is to develop a trailside environmental education display.
Major Tasks: Intern(s) will present at least three environmental education programs a week. Intern(s) will develop two new EE programs, which will include an outline, bibliography and a list of materials needed to present each program. One trailside display will be constructed. Programs will adhere to the ADA Guidelines. Intern(s) will keep a daily journal of activities and time spent with each responsibility.
Final Project or Outcome: The anticipated outcome of this internship will be new experiences and skills obtained along with a greater understanding of the operational procedures of a NC State Park. During the summer the intern will work on a "Final Project" which will encompass knowledge and skills learned throughout the summer internship. Projects could be interpretive display, brochure, program, etc. The project type and theme will be determined midway through the internship.

#72 (1) Raleigh
Curation and Geospatial Analytics of Freshwater Mussels, NC Museum of Natural Sciences – Research and Collections/Mollusk Unit
Major(s): Biology, Ecology, Geospatial Analytics, Marine Biology, Mathematics, Museum Studies, Zoology, Wildlife Biology
Project Objectives: The objective is to learn about freshwater mussels and how to properly curate invertebrate specimens. The intern with be provided a well-rounded experience in curation of natural resources of North Carolina, learn to key Molluscan genera of North Carolina, and will be able to taxonomically sort them out of other benthic material.
Major Tasks: Cataloguing invertebrate specimens (mussels and snails) beginning with the separation of specimens to family, placement of the specimens in the proper fluid, placing correct labels and locality information into each lot, computer cataloguing the specimens into an Access based database, geolocation localities using GIS computer mapping, and some field collecting of specimens.
Final Product or Outcome: The intern will gain experience in working in a unique research setting. He/She will learn museum specimen preparation and management techniques. He/She will taxonomically sort the North Carolina material and learn how to enter specimen and locality related data into a relational database. The will also have field work experience in eastern North Carolina.

#73 (1) Raleigh
Tropical Educator and Curator Assistant (Living Conservatory Intern), NC Museum of Natural Sciences
Major(s): Biology, Zoology, Horticulture, Botany, Education, Museum Studies, Environmental Education, Entomology, Parks and Recreation, Science Education, Natural Resources, Wildlife Resources, Natural Sciences, Conservation Biology, Adult Education, Conservation, Biological Sciences, Wildlife Biology, Environmental Science, Museum Science, Life Science, Invertebrate Biology, Ecology or related majors.
Project Objective: The intern will learn about tropical environments, public interaction and exhibit husbandry while gaining knowledge and experience with the NC Museum of Natural Sciences as an institution, educational resource and research facility. The Conservatory, a re-creation of a Central American dry tropical forest, is the Museum's premier immersion exhibit where Museum visitors experience a living tropical forest surrounded by butterflies and other live plants and animals. Staff interacts with visitors answering questions related to the tropics and their connections to NC as well as offering a multitude of additional programming.
Major Tasks: The intern will run the Conservatory daily, interfacing with the diverse visiting public and interpreting tropical topics. Additionally, the intern will present educational cart programs and be responsible for the husbandry of animals and plants within the exhibits. The intern will work on other tasks as necessary and develop a special project.
Final Product or Outcome: The intern will become an integral part of the Conservatory staff, especially pertaining to the communication of tropics related information to the general public. The intern will gain knowledge and skills working with the public in a unique immersion setting. The intern will complete a final project, documenting their Museum experience and developing additional educational materials.

#74 (1) Raleigh
Investigate Lab Assistant, NC Museum of Natural Sciences – School of Lifelong Education, Nature Research Center
Major(s): Science majors – Can be either in the natural sciences or physical sciences.
Project Objectives: Research, develop, and present educational programs, exhibits, or classes designed for a public hands-on science lab located within the Museum's Nature Research Center (www.naturalsciences.org). The Natural World Investigate lab is open seven days a week to hundreds of visitors per day. The programs, classes, or exhibits developed for this space will provide relevant and accessible activities designed to help museum visitors understand current science research and the natural world. The topics covered are Biology, Botany, Chemistry, Crime Scene Investigation, Environmental Science, Bioremediation, and Physical Science.
Major Tasks: Choose topics of interest for activity, exhibit or class and 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, exhibit or class for the Natural World Investigate Lab. Assist in managing the Lab during public hours
Final Product or Outcome: Program, exhibit or class that can be tested and presented to visitors by the end of the internship.

#75 (1) Raleigh
Naturalist Center Intern, NC Museum of Natural Sciences – Community Engagement
Major(s): Animal Science, Biology, Biological Sciences, Botany, Conservation, Conservation Biology, Design, Education, Entomology, Earth Science, Environmental Science, Ecology, Fisheries & Wildlife Science, Forensics, Geology, Marine Biology, Marine Ecology, Natural Sciences, Plant Ecology, Science Communications, Science Education, Zoology
Project Objective: Internship will take place in the Naturalist Center, a hands-on gallery of 10,000 specimens primarily from North Carolina. The Naturalist Center welcomes approx. 70,000 people each year as part of their visit to the NC Museum of Natural Sciences. This internship opportunity will primarily teach the basic skills required to identify, prepare, repair, inventory and exhibit a wide range of natural history specimens.
Major Tasks: Intern will work with Curators or Collections Managers who maintain the museum's vast research collections (these collections are not accessible to the public thus giving intern the privilege of learning from experts) to help organize and integrate new donations into the Naturalist Center collection. Intern will also interact with visitors and do the following: give short orientations informing visitors how to properly handle specimens, answer questions related to natural history and assist with us of Center's equipment and resources.
Final Product or Outcome: Intern will gain experience managing educational and research specimen collections as well as performing public outreach in a unique science education setting.

#76 (1) Raleigh
Curatorial Assistant & Gallery Specialist Intern, NC Museum of Natural Sciences – Arthropod Zoo
Major(s): Background in the Natural Sciences is preferred (Major/Minor incl. Wildlife Biology, Gen. Biology, Zoology, Entomology, Ecology, and/or Chemistry)
Project Objective: It is the objective of this position to introduce and familiarize interested persons to the diversity of form and function of this planet's most diverse group of animals, the arthropods (incl. Insects, Arachnids, Crustaceans, and more!). 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; field work; program development. The intern will play a role in the preparations of Special Events (incl. 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).

#77 (1) Raleigh
Micro World Investigate Lab, NC Museum of Natural Sciences – School and Lifelong Education
Major(s): Biology, Biochemistry, Microbiology, Genetics, Molecular Biology, Bioengineering, Chemistry, Science Education, Museum Studies, Bioinformatics
Project Objective: Research, develop and present natural science activities or exhibits to visitors of the Micro World Investigate Lab, one of three hands-on teaching labs located in the Museum's Nature Research Center. The activities or exhibits developed for this lab will help museum visitors understand current scientific topics, methods and/or research. Topics for activities will depend on intern's interest and expertise. Additional project objectives include gaining experience in running a teaching lab, improving public speaking skills through interactions with museum visitors of all ages and abilities, and becoming familiar with the mission, organization and day-to-day operation of a natural science museum.
Major Tasks: Choose topic of interest, conduct appropriate research, and design an activity or exhibit for the Micro World Investigate Lab. Test and present activity/exhibit to visitors by the end of the internship. Assist with the daily operation and maintenance of the teaching lab.
Final Product or Outcome: A hands-on activity or interactive exhibit that teaches visitors about a particular natural science concept or research project.

#78 (1) Raleigh
Ichthyology Intern for Geospatial Analytics, NC Museum of Natural Sciences, Research and Collections/Ichthyology Unit/Research Lab
Major(s): Biology, Ecology, Geospatial Analytics, Marine Biology, Mathematics, Museum Studies, Zoology
Project Objective: Use spatial data from freshwater and marine fishes to quantify accuracy and precision of different georeferencing methods and to subsequently use this data to assess how varying degrees of precision influence quantification of an organism's niche.
Major Tasks: Georeference localities for a specific subset of freshwater and marine fish species using various mapping software and a relational database; plot historic and newly updated georeferenced localities and calculate spatial coverage; work with international scientists to compare spatial coverage of localities to niche models; assist with fieldwork; and assist in the preparation of a manuscript for publication
Final Product or Outcome: A manuscript for peer-reviewed publication assessing newly implemented georeferencing methods and their impact on environmental niche models for refinement of spatial data that is used extensively by researchers, resource managers, and the general public.

#79 (1) Raleigh
Visitor Evaluation at NC Museum of Natural Sciences, NC Museum of Natural Sciences – Exhibit and Digital Media
Major(s): Museum Studies, Marketing, Public Relations, Statistics, Design (Graphics, Architecture, etc.), Natural Sciences (Biology, Paleontology, Ecology, etc.), Education, Psychology, Sociology, Archeology, History, Political Science, Anthropology, Public History, Mathematics, English
Project Objective: The objective of this project is to evaluate Museum visitors' demographics, usage of the Museum facilities and programs, and stated preferences for upcoming or ongoing Museum exhibits, programs, events, or other offerings. This data will help the Museum to provide the best possible educational opportunities to our visitors.
Major Tasks: The intern would observe and record observations of visitors within the Museum. Intern would interview visitors to determine demographics and user preferences (interests, wants and needs) for exhibits and programs. Intern would analyze and report findings to the Evaluation Committee, Management Team and other staff of the Museum, recommending changes to Museum permanent and special exhibits, programs, signage, customer service, or other policies and procedures involving visitors.
Final Product or Outcome: By the end of the internship, Intern will produce either a comprehensive evaluation report or a series of short reports that summarize the current visitors' demographics and preferences and include recommendations for better accommodating visitor preferences. The intern will gain a better understanding of the day-to-day workings of a museum and the various roles and careers within a museum. Materials produced will greatly enhance the intern's professional portfolio.

#80 (1) Raleigh
Internship in 3D Visualizations and Modeling of Museum Meteorites, NC Museum of Natural Sciences, Research and Collections/Astronomy & Astrophysics
Major(s): Astronomy, Physics, Geology, Chemistry, or related fields.

Project Objectives: This interdisciplinary project will utilize the NCMNS meteorite collection to explore new potentials in 3D modeling from 2D imagery. The intern will apply these techniques to help improve documentation and scientific use of our meteorites, many from North Carolina.
Major Tasks: Under the guidance of Smith (Head, Astrophysics and Curator, Meteorites) and Knisley (Science Visualization Analyst), the intern will (1) use our new digital camera to take a series of images for each specimen chosen, ultimately creating a complete "map" of the selected objects using best-practices in imaging and 3D rendering techniques; (2) learn and use our 3D visualization software to "stitch" images into 3D animations and/or rendered models; (3) use 2D images to create engaging visual presentations suitable for visitors, for use in the Astronomy & Astrophysics Research Lab and public programs; (4) learn about meteorites in the context of solar system evolution and curating a museum collection.
Final Product or Outcome: Sets of quality images suitable for animations/models, for several key meteorites; knowledge of how images are rendered into 3D models; rendered models (exact number will depend on the pace of the intern); new public-friendly visualizations on meteorites and the solar system, for use in the Astronomy Lab, and in a Daily Planet presentation.

#81 (1) Raleigh
Discovery Room & Outdoor Learning Environment Intern, NC Museum of Natural Sciences, School and Life Long Education/Early Childhood/Elementary Programs
Major(s): Biology, Parks & Recreation, Wildlife Ecology, Zoology, Elementary Education, and Early Childhood Education.
Project Objective: Enhance the knowledge base of the intern through experiences with the NC Museum of Natural Sciences as it is an institution, a research facility and an educational resource. The focused experience is with the Discovery Room and Prairie Ridge Ecostation's Nature PlaySpace; intergenerational, interactive exhibit areas where Museum visitors can learn about and experience the natural world through direct contact with specimens and objects. Interns will assist visitors of all ages in having a valuable, hands – on, positive, nature science learning experience by using real Museum specimens, objects, live animals, and props.
Major Tasks: Engage with visitors in the Discovery Room and at the Prairie Ridge Ecostation's Nature PlaySpace. Interact with Museum staff, docents and visitors in a professional manner to maintain, develop, field test and evaluate current and new exhibits inside in the Discovery Room and outside at the Nature PlaySpace.
Final Product or Outcome: Produce a Discovery Room or Nature PlaySpace activity highlighting a North Carolina plant, animal, or habitat that connects the Museum and the interest of the intern. Create a portfolio of written and photographic materials of experiences at the Museum. Provide a positive experience for Museum visitors as they learn by hands – on observation of real objects and specimens.

#82 (1) Raleigh
Summer Camp Intern, NC Museum of Natural Sciences – Education
Major(s): Education, Biology, Zoology, Botany, Natural Sciences, Environmental Education
Project Objective: To enhance the knowledge and experience of an intern with the NC Museum of Natural Sciences as an institution, research facility, and educational resource through summer programs. The Museum's Summer Camp offers a fun, informal opportunity to learn through hands-on activities, fieldtrips, games, and crafts. The intern will assist kindergarten through eighth-grade students as they learn about a wide variety of topics (citizen science, aquatic environments, dinosaurs, etc.) while using live animals, natural history objects, and props in an indoor and outdoor setting. Interns will also interact with parents and staff to ensure clear communication of daily activities and learning objectives while assisting in "behind the scenes" aspects of camp administration. One fourth of the intern's time is devoted to understanding museums including time spent with exhibits, research, outreach and other education areas.
Major Tasks: Ensure smooth transitions during drop-off/pick-up for summer programs; interact and communicate with children, parents, Museum staff, and researchers in a professional manner; assist in leading and developing select summer camp topics/programs, create required documents for camps (such as rosters, medical forms, using a registration system, and emails to parents), design, develop, and implement fun learning activities, fieldtrips, and games for a variety of programs themes in a camp setting.
Final Product or Outcome: Final Project has two parts: 1) Experience managing/leading groups of children from diverse backgrounds while teaching about numerous natural science topics. Create, develop, and execution of a natural science curriculum for camp programs. Create a positive experience for all campers as they learn experientially with real animals, activities, games, and Museum specimens. 2) Assist Camp Coordinator and assistant with administration aspect of running a camp. Duties will include working with a registration system, running reports, using excel, sending out emails, and helping to meet deadlines.

PUBLIC INSTRUCTION

#83 (1) Raleigh
NCDPI Communications Specialist Intern, Communications
Major(s): Journalism, Communications, Public Relations
Project Objective: Provide students an opportunity to gain knowledge and skills in public relations, media strategy, and state education policy and programs.

Major Tasks: Writing, editing and distributing press releases, letters, feature stories, blog entries, and other documents; assisting with communications planning, press conferences and other special events; conducting research, updating databases and compiling and distributing electronic news clips.
Final Product or Outcome: The intern will help the NCDPI Communications Division to share and promote the positive stories from North Carolina's public schools while strengthening his or her own writing skills and developing a deeper understanding of public education in this state.

PUBLIC SAFETY

#84 (1) Raleigh
Geomatics videographer: Instructional and Historical Video Producer (Part 2), Emergency Management, NC Geodetic Survey
Major(s): Cinematography, Communications, Geomatics, Multimedia Design
Project Objective: To develop professional quality educational and instructional videos similar to the videos produced by the National Geodetic Survey (NGS) (http://www.ngs.noaa.gov/web/news/NGS_Videos_on_Geodetic_Datums.shtml) and by private surveying firms such as the Image Mapping Corporation (http://www.igage.com/v/index.htm). These films will be on the following topics: How to use the North Carolina Real Time Network; How to use the Virtual Reference System (VRS) post-processing application; How to use an electronic distance meter baseline and the techniques of determining the elevation of Mt. Mitchell.
Major Tasks: The intern would work with the Chief of the NC Geodetic Survey (NCGS) and other staff members to learn and present: principles of geomatics, land surveying techniques, how to use the geodetic applications, how to use the NC Real Time Network, and how to use an electronic distance meter baseline. For each video, the agency would consult with the intern on the goals of that video and how those goals could be achieved. The agency would provide the intern with a computer, screen capture software, video editing software, a digital camcorder, a microphone, and staff members to aid with technical information about the topic being documented.
Final Product or Outcome: Professional quality videos posted on the agency's website with credit given to the videographer intern.

#85 (1) Raleigh
Judge Advocate General [JAG] Intern, Public Safety
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 and his Joint Force Command Staff as well as to Soldiers, Airmen, and their families.
Major Tasks: Intern will research issues such as administrative law, contracts and fiscal law, criminal law, civilian personnel law, ethics, decedents' estates, wills, and general legal assistance matters. In addition, intern will also participate in Staff and client meetings as well as provide assistance to Judge Advocates with briefings and development of legal opinions and advice. Assist with preparation of briefings for State partner Countries Botswana and Moldova.
Final Product or Outcome: Effective and efficient legal services to all facets of the North Carolina National Guard.

#86 (1) Raleigh
Implementation of Net Zero, Public Safety
Major(s): Environmental, Sustainability, Energy, Conservation
Project Objective: Develop and document a plan to implement the Net Zero Policy for the NC Army National Guard. The Army's vision is to appropriately manage natural resources with a goal of Net Zero in energy, water and solid waste in compliance with Army Directive 2014-02 dated 28 Jan 2014. Intern will report directly to the Director of Environmental Management and coordinate with the Energy Manager and other environmental staff.
Major Tasks: Build on existing Sustainability efforts to integrate environment, energy and green procurement programs. Develop training materials to meet energy, water and solid waste goals. Recommend best management practices for tracking progress in energy, water and solid waste initiatives. Present recommendations to the Command Staff at the Environmental Quality Control Committee (EQCC).
Final Product or Outcome: Power Point, document plan or electronic media package to be used for instructing Facility Environmental Coordinators in Sustainability and Net Zero implementation.

#87 (3) Raleigh
Policy and Strategic Planning Assistant, Office of COO, Policy and Strategic Planning
Major(s): Industrial Engineering, Computer Science, Business Administration, Public Administration, Criminal Justice
Project Objective: To assist the policy and strategic planning section of the department with on-going special projects within the various divisions (Law Enforcement, Adult Corrections, Juvenile Justice, and Administration). Interns will obtain a clear understanding of the policy and planning aspect of state government. Allow students to be placed in real-world projects to enhance their planning and policy development capabilities. Clearly understand how each agency within the department operates and serves the public. All projects work to improve the efficiency of the department.
Major Tasks: Intern(s) will assist with the process definitions, evaluations, and documentation of policies. Interns will have an opportunity to develop facilitation and project management skills.

Final Product or Outcome: Intern will gain insight into various administrative and management functions within the department. Interns will gain hands-on experience in the development of various administrative policy and planning deliverables.

#88 (3) Raleigh
Energy Engineering Interns, Adult Correction & Juvenile Justice, Central Engineering
Major(s): Mechanical Engineering, Electrical Engineering, Energy Engineering, Industrial Engineering, Civil Engineering, Architecture, Computer Drafting, Physics, Mathematics, Accounting
Project Objective: Interns will work with Central Engineering's Energy manager to complete the documentation of utilities at DPS facility locations throughout the State of North Carolina, including key agency properties, as directed. Interns will also assist in utilizing utility billing database to increase data accuracy, and identify potential energy and cost savings at facilities. One (1) Field Energy Intern, one (1) CAD Energy Intern position, and one (1) Data Energy Intern position will be required to accomplish this objective.
Major Tasks: Field Energy Intern will be conducting site visits throughout the State of North Carolina documenting the location of utilities and utility meters and communicating the information in written format to Central Engineering CAD Department of inclusion into record documents for each unit. CAD Energy Intern will be working with the CAD Dept. in preparing site information and finalizing CAD drawings from the information obtained through the field investigations. Data Energy Intern will work with the utility billing database to update facility utility account information, to identify trends in utility usage, and ascertain energy & cost saving projects.
Final Product or Outcome: The interns will play a vital role in the development tof site drawings documenting the utility locations at each DPS unit for future use by Central Engineering, Maintenance, Accounting and Management. They will also prepare reports documenting utility usage at each facility to identify where energy savings projects should be concentrated, and verifying the accuracy of facility utility information.

#89 (1) Raleigh
Web-site Support Specialist, Adult Correction & Juvenile Justice, Correction Enterprises
Major(s): Digital Media & Web Technology: Computer Science; Computer Networks & Security; Information Systems management; Software Engineering; Computer Engineering
Project Objective: To assist the Correction Enterprise Webmaster on enhancing and updating NCCE's current website.
Major Tasks: Enhance and develop NCCE website in order to promote products lines, customer support, and NCCE visibility.
Final Product or Outcome: NCCE web site will be visually appealing, and user friendly. Increasing business exposure, advertising and increased sales.

#90 (1) Raleigh
Lean Manufacturing Support Specialist, Adult Correction & Juvenile Justice, Correction Enterprises
Major(s): Industrial Engineering; Business Management; Material Engineering; Engineering Management
Project Objective: Create a comprehensive way to reduce waste of all types; time as well as material.
Major Tasks: Work as a member of the NCCE Lean Manufacturing Team. Create training material/job aids to implement new procedures.
Final Product or Outcome: NCCE factories will increase productivity, inventory reduction, and lead time reduction. Improve customer service.

REVENUE

#91 (1) Raleigh
Bond Averaging Study/Tax Delinquency Project, Excise Tax Division
Major(s): Accounting, Business, Business Administration, Economics, Finance, Government, Political Science, Public Administration, Research and Quantitative Analysis, Statistics.
Project Objective: The intern will assist the Excise Tax Division in conducting a bond averaging study and identifying potential tax delinquencies. Many excise taxpayers are statutorily required to post bonds to protect the State from tax delinquencies. Evaluation of bond amounts is required to ensure the sufficiency of the bond to protect the State. Recent statute amendments have changed minimum and maximum bond amounts. A bond averaging study is needed to ensure taxpayers are in compliance with statutory requirements as well as detect any past due tax liabilities.
Major Tasks: Tasks include understanding bond statute requirements; assessing monthly tax liabilities for alcohol and tobacco excise taxes; researching licensees; reviewing posted bonds; and providing an analysis to determine if bond amounts meet statutory requirements. The intern will assist in notifying taxpayers if bond amount adjustments are required based on study results and request bond riders as needed. The intern will also identify accounts with outstanding tax debts, as well as other duties as requested by Division Management.
Final Product or Outcome: The intern will leave with knowledge of the State excise tax requirements. They will complete a bond averaging study and report on project actions and notifications. They will identify outstanding tax liabilities and assist in initiating collection thereon.

#92 (1) Raleigh
Marketing and Communications Intern: Business Income Tax eFile Imitative
Major(s): Advertising, Communications, English, Marketing, Sales, Technical Writing, Business, Public Information, and Public Relations.

Project Objective: Named by Secretary of Revenue Lyons Gray as a top Department initiative, the Modernized eFile program (MeF) is being enhanced to expand electronic filing for business income taxpayers. This major initiative, launched in 2015, will in 2016 focus on increasing adoption rates and boosting customer service for over 250,000 corporate income and franchise taxpayers**,** 104,000 partnership income taxpayers, and 56,000 estate and trust income taxpayers in North Carolina.

The successful marketing and communication intern will work with a variety of experienced Revenue employees to play a role in developing and executing a successful marketing and communication campaign to support this significant eFile expansion. The intern will benefit in a number of ways: by strengthening his / her planning, marketing, communication, data analysis, and software skills, by working with a variety of business professionals, and by supporting a major eServices initiative for the State of North Carolina. **Adding Corporate Electronic Filing** DOR and the Internal Revenue Service planned to launch electronic corporate tax filing. … Once the system launches, corporate taxpayers will be able to file returns electronically.' Excerpted from NC Gear final report to the Joint Legislative Commission on Government Operations, March 2015. **Major Tasks:** Assist in analyzing marketing-related data including target audiences and focus groups, internal / external stakeholders, marketing best practices. Assist in creating deliverables including signage, website and social media content, emails, flyers, presentations, meeting agendas and minutes, press releases. Assist in distributing and delivering marketing and communication materials. Assist in customer education at seminars and conferences Assist in developing and maintaining tracking reports of public relations activity
Final Product or Outcome: The adoption of eFile by a majority of North Carolina business taxpayers.

#93 (1) Raleigh
Segmented Customer Service Delivery Intern, Taxpayer Assistance, Customer Education
Major(s): Marketing, Business Management
Project Objective: Determine service delivery models that support the three primary generations supporting the State's tax base – Baby boomer, Generation X, and Millennial generations.
Major Tasks: Research customer expectations from each generation and assist in developing a model for providing and marketing services to each group.
Final Product or Outcome: Defined customer expectations, service models, and marketing plans by generation.

#94 (1) Raleigh
IT Security Plans, IT Security Plans
Major(s): Computer Science, Management Information Systems, Computer Engineering
Project Objective: Certification and Accreditation Program for North Carolina Department of Revenue.
Major Tasks: Assist with creating and reviewing Resource Security Plans. The purpose of the Resource Security Plan (RSP) is to provide an overview of North Carolina Department of Revenue (Agency) security requirements and describe the controls in place or planned to meet those requirements. The RSP also delineates responsibilities and expected behavior of all individuals who access the Agency and should be viewed as documentation of the structured process for planning adequate, cost-effective security protection for the Agency. It should reflect input from various managers with responsibilities concerning the Resource, including Data owner(s), Resource owner(s), Resource operator(s), the Chief Information Security Officer (CISO), and the Chief Technology Officer (CTO). Additional information may be included in the basic plan, and the structure and format organized according to requirements.
Final Product or Outcome: Certified and Accredited Resource Security Plans (RSPs). Knowledge gained in the area of IT Security. Knowledge of IT controls and security frameworks.

#95 (1) Raleigh
IT Security Plans, IT Security Plans
Major(s): Computer Science, Management Information Systems, Computer Engineering
Project Objective: Certification and Accreditation Program for North Carolina Department of Revenue.
Major Tasks: Assist with creating and reviewing Resource Security Plans. The purpose of the Resource Security Plan (RSP) is to provide an overview of North Carolina Department of Revenue (Agency) security requirements and describe the controls in place or planned to meet those requirements. The RSP also delineates responsibilities and expected behavior of all individuals who access the Agency and should be viewed as documentation of the structured process for planning adequate, cost-effective security protection for the Agency. It should reflect input from various managers with responsibilities concerning the Resource, including Data owner(s), Resource owner(s), Resource operator(s), the Chief Information Security Officer (CISO), and the Chief Technology Officer (CTO). Additional information may be included in the basic plan, and the structure and format organized according to requirements.

Final Product or Outcome: Certified and Accredited Resource Security Plans (RSPs). Knowledge gained in the area of IT Security. Knowledge of IT controls and security frameworks.

STATE ETHICS COMMISSION

#96 (1) Raleigh
Legal and Policy Affairs Intern, Ethics Commission
Major(s): Law, Government, Political Science, Public Administration
Project Objective: To contribute to the Ethics Commission's overall mission of protecting the public interest and maintaining the public trust by assisting with discrete research projects designed to enhance the public and regulated community's understanding of the requirements of the Ethics Act and Lobbying Law and the Commission's enforcement of those laws. Intern will learn about State government, including the operations of the NC General Assembly and numerous State agencies and boards; ethical principles applicable to public officials, including conflicts of interest and gifts restrictions and financial disclosure requirements; and legal restrictions pertaining to lobbyists and the businesses they represent.
Major Tasks: Intern will conduct research concerning conflicts of interest, the gift ban, and the lobbying reporting provisions. Intern will assist with the Commission's financial disclosure evaluation process. Intern will conduct research regarding confidentiality protections and due process requirements applicable to complaint investigations, the functions of various State boards subject to the Ethics Act, and the manner in which ethics education and advice is provided in other states. Intern will also assist with complaint investigations as necessary.
Final Product or Outcome: Intern will draft research memoranda, summarize how ethics education and advice is provided by other states, finalize financial disclosure evaluations, and prepare summaries of complaint interviews.

STATE HUMAN RESOURCES, OFFICE OF

#97 (1) Raleigh
Legal Intern for General Council, Director's Office
Major(s): Law
Project Objective: To provide legal research, writing, and analytical training to a law student in the State government milieu, especially in the context of public employment law.
Major Tasks: Analysis of legal issues facing government lawyers, especially in the area of public employment, including legal research and drafting of legal memoranda.
Final Product or Outcome: Preparation of multiple memoranda which can be used as writing samples for future employers.

TRANSPORTATION

#98 (1) Raleigh
NCDOT Public Relations Intern, Communications Office
Major(s): Journalism, Communications, Public Relations/Media Relations, Marketing, Political Science, English
Project Objective: This project will give the intern a better understanding of how the N.C. 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, video scripts 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 is helping him prepare for a future career.

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@, genius2014@, 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 gmail or yahoo) 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://jobsearch.about.com/od/resumetips/tp/resumetips.htm
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!