

The People Involved

The Interns

The interns are the center of the project. You, as interns, will act as the project leaders, and will determine whether the project succeeds or fails. You will need to apply knowledge learned in the classroom and apply it to real life situations, but only in ways that do not interfere with the current operations at the sponsoring organization. Your responsibilities as interns include the following:

- Determine work schedules and establish a list of specific goals for the internship with your supervisor. These should be given to your EMBI advisor.
- Work in responsible and appropriate manors. You will need to learn about the sponsoring organization's procedures and regulations, safety & health concerns, as well as determine what information is confidential. See the EMBI guide on **Ethics & Confidentiality**. You should seek this information within the first few days of work, and afterwards act accordingly. Working within these boundaries is imperative, and failing to do so may result in termination of the internship. Do not make assumptions regarding procedures, regulations, health & safety concerns, or confidentiality; ask questions if you have any.
- Regularly inform your supervisor and EMBI advisor of updates on your project. Keep a daily log of your work, and include it in a bi-weekly report for your supervisor and EMBI advisor. Also keep track of your hours, and forward your timesheets to sponsoring organization or EMBI in a timely manner.
- Prepare a final report of an overview of your internships, and present the final report to EMBI and the sponsoring organization.

Intern Supervisor

The intern supervisor is an employee of the sponsoring organization who is knowledgeable about the organization's processes and procedures.

EMBI Advisor

The EMBI advisor is a UWGB faculty or staff member that acts as a liaison between the intern and EMBI.

Final Presentation

Sponsoring organization Presentation

The purpose of the sponsoring organization presentation is to assure the employees of the sponsoring organization that your ideas are viable options for the sponsoring organization to pursue. Invite the supervisor at the sponsoring organization, any employees who will be directly involved with any changes, and any upper management who will directly affect any decision to make changes. Be flexible and accommodating with your sponsoring organization as to length of presentation, as well as place and time of the presentation. Include the purpose of your project, what processes you looked at changing, your recommendations, and a defense of your recommendations. Also include a summary of the personal benefits you attained from the EMBI Internship Program. Allow enough time for questions.

EMBI Presentation

Your EMBI presentation will be attended by your EMBI advisor, other EMBI personnel, and possibly by other members from campus and the community. Invite your sponsoring organization supervisor and anyone else who helped with your project. You will have twenty minutes to present, and five minutes to answer questions. Be sure to include all-important information from your report, without revealing any proprietary information. You will be provided with a PowerPoint template and will present along with the other EMBI interns. You may include photographs, but be sure that your sponsoring organization approves of any photographs used in your presentation. Also, be aware that you may be photographed, video recorded, and/or audio recorded during your presentation.

920-465-2955

www.uwgb.edu/embi



Starting the Internship

EMBI Interns

Introduction to Our EMBI Interns

Welcome to the Environmental Management and Business Institute (EMBI) internship program! This internship program will be challenging, unique, and ultimately rewarding to you and your future career. At your partner organization, you will be evaluating environmental issues, identifying possible solutions, assessing their feasibility & financial benefits, and ultimately implementing the best solutions.



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Intern Communication

Proper communication between the interns, EMBI, and the sponsoring organization are crucial for the project to be successful. By following the following procedures, an intern will make their project run more smoothly.

Daily Work Log

You should keep a daily log in either a notebook, or a word file of what you have been working on each day. Some examples of what could be recorded include what you have been working on for the day, technical questions that arise, any observations, data, or assumptions, as well as any meetings you attended during the day. Also, you should keep a separate page or document as a list of resource people, their contact information, as well as their areas of expertise.

Bi-Weekly Progress Reports

You should send bi-weekly progress reports to the EMBI Advisor and provide the supervisor at your sponsoring organization the opportunity to receive these reports as well. These reports should include a short explanation of what you have been doing, as well as any conclusions or results that have been obtained. Send these reports every other Friday afternoon, unless you agree upon a different reporting schedule with your EMBI advisor.

Meetings

You should meet with your supervisor at the sponsoring organization on a frequent basis and you should have regular, bi-weekly meetings with your EMBI advisor. The meetings may take place at UWGB, the interns' sponsoring organization, or over the phone.

Internship Projects

Goals

Due to the wide variety of sponsoring organizations an intern might work at for EMBI, each intern should establish specific goals to complete his or her project. These goals should be reasonable and attainable, and most likely unique, compared to other interns at other sponsoring organizations. At the end of the project, look over these goals, and determine if they were too vague, too specific, not realistic, etc., or if they were manageable goals.

Objectives

Due to the uniqueness of each project, the objectives will be accomplished in different ways and to different extents. However, the broad objectives of each project should be as follows:

- Identify projects and opportunities that are important to the sponsoring organization.
- Research the feasibility of all possible solutions by talking to employees, distributors, management, and anyone else who may be able to help. Keep in mind that the employees are much more familiar with the manufacturing processes, so respect their opinion.
- Analyze opportunities from a technical and economic perspective to determine the feasibility of implementation.
- Implement any technically feasible, cost effective solutions if time allows.

In the timeline developed with your supervisor at the beginning of your project, be sure to address these objectives, and your specific goals. Also be sure to address all of the other responsibilities of the intern from "The People Involved" section.

The Final Report

A final report is something that you should be working on throughout the internship whenever you have spare time. The final report should be completed by the time your internships end. You will also present your project, once for the sponsoring organization, and once for the EMBI. The final report and presentation should be comprehensive and thoroughly explain the problem(s), the steps taken to find a solution, the solutions found, the feasibility of the solutions, and to what level the solutions have or will be implemented.

Please review the document entitled: **EMBI Intern Final Report Design** for layout guidelines.

Remember to make the final report as comprehensive as possible. Make sure to thoroughly explain your reasoning for each step that you complete. Your report should provide enough information so that EMBI can implement the changes you made in similar situations that may occur with future internships. Also, complete as many sections as possible before the final weeks of your internships; you should write up sections as soon as possible after completing the work. Also make sure to let your EMBI advisors and your supervisors review your draft report to ensure you are writing it correctly and following the appropriate format.

You will submit one copy to the sponsoring organization with as much specific information as possible. Another copy of your report will be submitted to the EMBI, but make sure your supervisor at the sponsoring organization reviews the document so that it does not include any proprietary information. These reports must be submitted before the end of your internship.