

Intern Project Proposal

Use this form to outline your proposed MnTAP intern project. MnTAP staff can work with you to help develop a pollution prevention project for your facility that fits within our program's requirements. A facility walk-through is required to evaluate projects for acceptance. **Please complete as much of the application as you can and indicate if you would like MnTAP assistance answering any questions**

Priority Application Deadline:

January 31, 2019

Evaluation Criteria:

- waste/energy reduction potential
- company interest
- application to other businesses
- work site quality

Intern Program Contact:

Nathan Landwehr
Intern Program Administrator
612-624-4697
landwehr@umn.edu

1. Facility Information

Company Name _____

Company Address _____

Company Address Line 2 _____

City / State / Zip _____

Contact Person _____

Contact Email _____

Phone Number _____

What are this facility's products or services? _____

SIC or NAICS codes, if known) _____

Number of employees _____

How did you hear about the MnTAP intern program?

Website Newsletter Utility or government agency MnTAP staff Other – please list _____

Gas utility company and account representative (if known) _____

Electric utility company and account representative (if known) _____

Utility representatives can be effective partners in some intern projects. MnTAP will contact your utility to discuss energy aspects of the proposal when appropriate, unless you indicate otherwise.

Please do not contact my utility at this time

Please provide a description of the types of waste/emissions/energy generated or used at your facility. Focus on those that may be relevant to the intern project.

Waste/emission/energy type	Quantity (estimated annual)	Management/disposal method

Briefly describe the process(es) that create the waste(s) or use the energy listed above. _____

2. Proposed Project Information

Describe the proposed project. Include what processes the student will need to investigate. _____

List the specific goals of the project. What improvements would you like to see in your facility? _____

Why is this project important to your facility? _____

Please describe your ideas for the intern's role and responsibilities. Include tasks and activities you expect the intern to perform in order to meet the project's goals. _____

3. Intern Supervisor Information

Who would supervise the intern? Please provide his/her name, title, and email. _____

Please describe the level of technical support your facility will provide an intern. Include the supervisor's technical abilities, time availability, and any subcontractors that may play a role in the project. _____

Whose approval would be needed to implement intern suggestions? (Name, title and email) _____

Please describe the safety training you will provide the intern at the start of his/her internship. Please include information about the safety topics that will be addressed and how the intern's understanding will be assessed. Also, please indicate any personal protective equipment (PPE) that is required, for example, does the intern need to wear steel-toe safety shoes on-site? Would the company be willing to reimburse the intern for required PPE purchases? _____

4. Intern Qualifications

Please indicate a preferred major for your intern (check all that apply)

Engineering Environmental Science Physical Science Economics/Business

Are there any specific skills and abilities you believe the intern should possess to make this project a success? _____

5. Roles and Responsibilities

MnTAP responsibilities: MnTAP will advertise, recruit, interview, conduct a background check, and hire a qualified junior or senior undergraduate college student to work at your facility. The intern selected is a University of Minnesota employee, not an employee of the company.

Do you approve of MnTAP using your company name in student advertising/recruiting to fill the internship?

Yes No

Company responsibilities: The company is responsible for conducting a confirming interview of the intern candidate selected by MnTAP. **The company is also responsible for conducting any additional tests required for the intern to work on-site (i.e. drug testing or a background check).** Please let us know in the space below if your company requires any additional testing prior to the start of the intern project. _____

6. Company Contribution (cost sharing)

Engineering studies, like those led by the MnTAP intern, can be costly for companies, but the benefits can far outweigh the cost of the project. Given the benefits of a MnTAP intern project for both the company and the student, MnTAP minimizes any potential financial barriers for participating companies by partnering with organizations that will also benefit from the project. These organizations may include utility companies and granting agencies; funding from the partners is used to subsidize the total cost of the intern project at each facility. As the partner organizations are also interested in the potential benefits of the proposed project, those benefits should be clearly defined in project applications to provide the greatest leverage in identifying and securing funding support.

The full cost of a MnTAP intern project includes costs for the student compensation, a MnTAP advisor, and MnTAP intern program administration. Students are paid \$14.00/hour during the 500 hours of summer employment for a total salary of up to \$8,500. This includes a \$1,000 stipend that is awarded upon successful completion of project deliverables. MnTAP does not pay intern housing costs for the summer. If your company is willing/able to provide student housing for positions outside of the twin cities metro area, please indicate that here:

Yes, we are able to provide student housing No, we are not able to provide student housing

Companies interested in participating in the intern program are asked to provide an on-site supervisor as an in-kind contribution and contribute \$3,000 to help support the intern program. These funds are used to offset project costs such as intern training and student compensation. Participating companies that are willing to contribute \$3,000 will be sent a reminder notice after the internship has started. By providing financial support to the intern program and an on-site supervisor, each company shows commitment to ensuring the success of the project.

If you have questions about the cost-share and its requirements, please contact MnTAP's Intern Program Coordinator, Paul Pagel at 612-624-4638 or ppagel@umn.edu.

Is your company able to financially support the MnTAP intern program? Yes No Need more information

7. Confidentiality

MnTAP fully respects a company's need to protect its sensitive, proprietary, or confidential information. Student interns must adhere to MnTAP's [confidentiality statement](#).

Successful past projects are summarized and promoted as examples of what Minnesota companies can do to reduce waste. **As a participating company, you will have the opportunity to review and comment on information prior to publication to ensure that sensitive, proprietary, or confidential information is not shared.** Examples of past project summaries are available on the [intern program website](#) and in the [MnTAP Solutions webpage](#).

8. Information Resources

Upon successful completion of the project would your company be willing to share project outcomes with other Minnesota businesses? (Check all boxes that apply; the first two are required. Companies review and comment on the content of these publications. Confidential information is not disclosed.)

- Formal public presentation by intern and presentation posted on MnTAP website (required)
- Project summary (required)
- Facility tours for related businesses
- Articles in association newsletters
- Presentations at association meetings and/or workshops

9. Submit Your Proposal Now!

Thank you for filling out this project proposal. You will receive a confirmation email that your proposal has been received. We anticipate supporting up to 15 projects this summer, with at least five projects focusing on water conservation and others focusing on lean manufacturing, energy efficiency, waste reduction, and pollution prevention. Applications will be reviewed upon receipt and companies will be contacted by MnTAP technical staff within two weeks for additional project development and scoping.

If you have any questions regarding your project or this form, please contact Nathan Landwehr at 612-624-4697.

Mail your application to:
MnTAP Intern Program
Attn.: Nathan Landwehr
200 Oak Street SE, Suite 350-1
Minneapolis, MN 55455-2008

Email your application to:
Nathan Landwehr
MnTAP Intern Program Administrator
612-624-4697
landwehr@umn.edu