



# Minnesota Technical Assistance Program

## UNIVERSITY OF MINNESOTA

### 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:

Monday, January 31st, 2022

#### Evaluation Criteria:

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

#### Intern Program Contact:

**Matt Domski**  
Intern Program Manager  
612-624-5119  
mdomski@umn.edu

# 1. Facility Information

## Company Name \*

## Company Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

## Contact Person \*

First Name

Last Name

## Contact Email \*

example@example.com

## Phone Number \*

Area Code

Phone Number

## SIC or NAICS codes (if known)

## What are this facility's products or services? \*

## Number of Employees

## How did you hear about the MnTAP intern program?

Website

Newsletter

Utility or government agency

MnTAP staff

Other - please list below

## Type a question

## Gas Utility Company & Account Representative (if known)

## Electric Utility Company & 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 describe the types of waste/emissions/energy generated or used at your facility. List the specific waste and energy types, estimated annual quantity generated or used, and the management or disposal method. Focus on those that may be relevant to the intern project.**

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

1

2

3

4

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

## **2. Project Information**

Please fill out each question to the best of your ability. If you are unsure of how to best answer a question or are missing information at this time, please indicate so in the question response and MnTAP staff will follow up with you to assist.

**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 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.

[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 (an example may be drug testing).** Please let us know in the space below if your company requires any additional testing prior to the start of the intern project.

**Type a question**

## 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 \$15.00/hour during the 500 hours of summer employment for a total salary of up to \$8,500 which includes a \$1,000 stipend that is awarded upon successful completion of the project deliverables. MnTAP does not pay intern housing costs for the summer.

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 a \$3,000 cost-share will be sent a reminder notice after the internship has started. By providing the financial support and an on-site supervisor, each company shows commitment to ensuring the success of the project.

If you have questions Matt Domski at 612-624-5119 or [mdomski@umn.edu](mailto:mdomski@umn.edu).

**Is your company able to financially support the MnTAP intern program? \***

Yes

No

Need more information

**Is your company willing/able to provide student housing for positions outside of the twin cities metro area? \***

Yes

No



## 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](#) booklets.

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

Yes

No

## 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 & MnTAP newsletter article (required)

Facility tours for related businesses

Articles in association newsletters

Presentations at association meetings and/or workshops

## 9. Submit Your Proposal

Thank you for filling out this project proposal. Prior to submitting, you may wish to print your form for your records. You will receive a confirmation email that your proposal has been received and a link to your application should you want to edit it later. Applications will be reviewed upon receipt and companies will be contacted by MnTAP technical staff within two weeks for additional project development and scoping.

We anticipate supporting up to 15 projects in 2022, with at least five projects focusing on water conservation and other projects focused on waste reduction, lean manufacturing, energy efficiency, and pollution prevention.

If you have questions regarding your project or this form, please contact Matt Domski, MnTAP Intern Program Manager at 612-624-5119 or [mdomski@umn.edu](mailto:mdomski@umn.edu).