

# EXPERIENTIAL LEARNING!

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## *ECONOMIC DEVELOPMENT INTERNSHIPS | SUMMER SEMESTER 2018*

Economic development internships with the University of Tennessee Center for Industrial Services (UTCIS) helps you prepare for a career focused on strengthening communities and improving the lives of Tennesseans. As technology advances and global competition increases, Tennessee communities need informed and engaged leadership to attract and retain high quality jobs and needed investment. Interns will learn about possible economic development careers, meet professionals in the field, and gain relevant experience.

### ■ ABOUT CIS

UTCIS is an agency of the University of Tennessee Institute for Public Service. Our mission is to serve business and government to improve the lives of Tennesseans. Each year, UTCIS provides consulting assistance to 650 companies, trains over 5,000 participants, and facilitates over \$1 billion in business investment, cost reduction, new sales and other economic impacts. Our consulting and training services assist firms and communities throughout Tennessee in economic development, manufacturing excellence, health and safety, growth and innovation, energy and environmental management, and government procurement. To learn more about UTCIS, go to [www.cis.tennessee.edu](http://www.cis.tennessee.edu).

### ■ ABOUT THE INTERNSHIP

Interns must have a junior, senior or graduate student classification from a Tennessee college or university. UTCIS will use a competitive process to select one or more interns. Those selected will work with UTCIS to develop and complete a defined research project on an economic development topic. UTCIS will work with economic developers, faculty and selected interns to develop an 8-10 week workplan leading to the successful completion of the project.

### ■ HOW TO APPLY

Interested students must submit a resume, letter of interest and faculty letter of recommendation. Applicants must email application materials to Steve Thompson by February 28, 2018 ([steve.thompson@tennessee.edu](mailto:steve.thompson@tennessee.edu)). The resume should include academic degrees held, major field of study, grade point average, anticipated graduation schedule, and work experience. The letter of interest should describe professional interests, career goals, and why you are applying for an economic development internship. A UTCIS committee will review letters and resumes, identify applicants to interview, conduct interviews, and recommend internship placements. UTCIS will notify applicants of internship selections by March 31, 2018.



**Center for  
Industrial Services**  
INSTITUTE FOR  
PUBLIC SERVICE



For further information or to submit application materials, contact Steve Thompson by February 28, 2018 at [steve.thompson@tennessee.edu](mailto:steve.thompson@tennessee.edu)

***THE DEADLINE FOR APPLICATION IS FEBRUARY 28, 2018.***

#### ■ INTERNSHIP SPECIFICS

1. UTCIS will work with economic developers, faculty and selected interns to develop an 8-10 week workplan leading to the successful completion of a defined research project.
2. Interns may come from a variety of fields of interests and have a junior, senior or graduate student classification.
3. To compete for an internship, a student must submit a letter of interest, resume, and faculty letter of recommendation. A UTCIS committee will review student information and select a limited number of finalists to interview. UTCIS anticipates holding interviews in Nashville, Knoxville, Chattanooga and Martin, depending on the number and location of finalists from across the state.
4. Internships start and end with the academic semester and last about 8-10 weeks. Interns typically work about 20-40 hours per week, depending on UTCIS needs and student availability. Students in classes during the internship semester are limited to 20 hours per week. The intern's workplan will define work activities, hours and schedule.
5. Interns will attend an orientation before beginning the internship and complete a series of required learning objectives during the internship period.
6. UTCIS economic development professionals will serve as intern mentors and supervisors. They will provide technical advice and guidance, coordinate intern training opportunities, and approve compensation and reimbursements.
7. Compensation for students is \$12 per hour.
8. Students are limited to one Economic Development Internship with UTCIS.