# Call for Summer Research Intern Projects

The Research Program brings on summer interns each year to work on specific research topics around the agency. The internship program allows DDOT to conduct research into topics of interest while also serving as a resource for students to acquire practical skills.

**We are now seeking projects for the summer 2022 research intern program.** If you have a research topic that would be appropriate for an intern to work on, we encourage you to submit your idea to the research program.

Interns this summer are expected to be in person, following their manager’s in-office schedule.

**Submissions for intern project ideas are due Friday, January 14th.** Ten research projects will be selected. Intern recruitment will begin in January, and candidates will be selected in March/April. The program runs from early June through August.

## Program Overview

Summer interns are college and graduate students, drawn primarily from regional universities but also coming from further afield. This is a **paid internship**, with students expected to work 40 hours per week for at least 10 weeks during the summer. All interns work under the direction of a DDOT manager with program oversight from the Research Program. Students work on one to two defined projects during their time at DDOT.

The summer intern program is coordinated by Howard University, which handles the recruitment and selection of interns based on identified project needs.

## Intern Project Criteria

Expectations for intern projects:

* *Research-related*. All intern projects should be related to research. This can range from developing new ideas or tools for DDOT to investigating how to deploy new techniques at the agency. Examples of past projects:
	+ Documenting survival rates of plants in stormwater plantings
	+ Developing a proposal for a hardware-less parking payment program
	+ Investigating the linkage between residential density and bikeshare usage
* *Lead to a definable outcome.* All projects should have product produced at the end, which might be a new tool, a white paper, a program proposal, or another deliverable that is the culmination of the work done on the project.
* *Addresses a need at the agency.* The project should have value to the agency and its work.
* *Have a manager in DDOT who will oversee the work.* Interns are managed by the program that requests them, and managers should be willing to take the time to give appropriate structure and guidance to their intern, so that the internship produces its expected outcome and is a positive experience for the student. Mentorship as part of the internship is highly encouraged.

Intern projects will be selected based on how well they align with the expectations listed above. The following criteria will be considered:

* Is the need for the project well-articulated?
* Will the project produce an outcome of value to the agency?
* Is the project clearly defined?
* Is there an implementable result expected from the research?
* Distribution of interns agency-wide and by skill set, to provide value to all administrations (based on need) and to provide opportunities for different types of interns.
* Will there be sufficient oversight for the intern from the requesting program area?

Project ideas should be submitted to ddot.research@dc.gov by January 14th—if you have an idea and need an extension, or have any questions, contact Katie Crabb (kathleen.crabb@dc.gov) or Stephanie Dock (stephanie.dock@dc.gov). Contacting through Teams is also an option!

## Intern Project Description

To propose a project, please provide a description of the project and the skill sets required of the intern:

**Project Description** *Start with a succinct description of what your division/group is responsible for within DDOT, given an introduction to the project and why the project is being undertaken, and then describe the tasks and activities, divisions the intern will work with, project outcome, and expected results.*

Click or tap here to enter text.

**Intern Skills** *Describe what skills and criteria should be used to select an intern for the project – general areas of study students should be in (e.g. engineering, planning, biology), specific computer programs they should know (e.g. GIS or CAD) and whether those are required or desired, and any specific areas of knowledge or interest that would be helpful.*

* Click or tap here to enter text.

**Intern Level** *Identify if your project is more appropriate for a graduate or undergraduate student.*

[ ]  Undergraduate [ ]  Graduate [ ]  Either

**Intern Manager** *Who will do day-to-day management of the intern?*

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

**Project Contact** *Who should the Research Program contact with questions about the project idea?*

[ ] Check if same as intern manager (and do not enter information below)

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone number: Click or tap here to enter text.