

CONNECT



MMA ANNUAL CONFERENCE 2025



Sparking Success with Municipal Internships

Workshop Block 1
Friday, January 24, 2025
2:15 p.m. - 2:30 p.m.





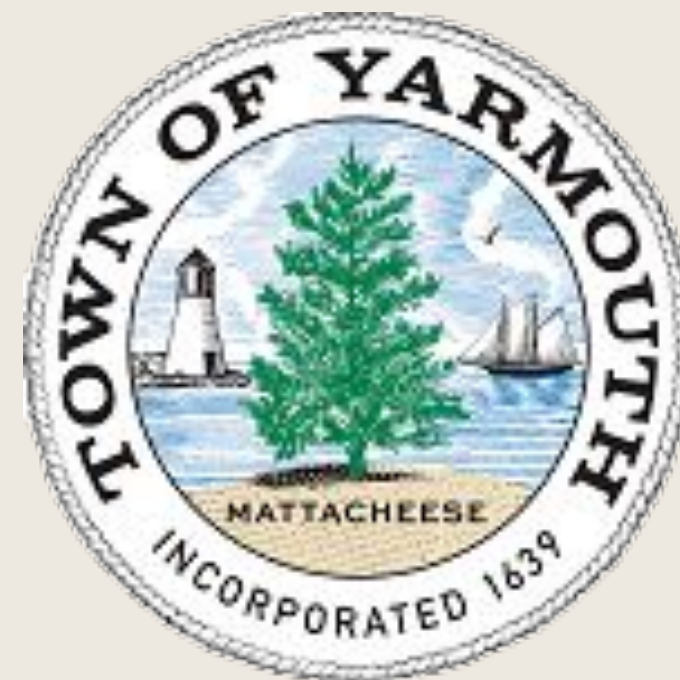
Joyce Losick-Yang
Andover Director of
Sustainability and Energy



Brittney Franklin
Medfield Assistant to
the Town Administrator



Melanie Cutler
Andover High School
Educator



Amanda Lima
Yarmouth Town
Engineer

Environmental Sustainability Internship Course



Melanie Cutler
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Environmental Sustainability Internship Course (ESIC)

- WHY run an internship course?
- WHAT is the ESIC course?
- HOW do you set up an internship course?

WHY RUN AN INTERNSHIP COURSE?

STUDENTS BENEFIT and COMMUNITY BENEFITS



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Real-world lesson

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■ AHS interns helping to shape Andover's future growth

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Real-world lesson

Posted: Thursday, September 25, 2014 1:25 am

By Bill Kirk bkirk@andovertownsman.com

Children, as the saying goes, are the future.

In Andover, that's especially true as student-interns from the high school are focusing on a host of issues that could shape the way the town looks for many years to come.

The high school's Environmental Sustainability Internship Course, overseen by science teacher Melanie Cutler, has paired 12 students with local mentors to study critical issues facing the town.

Last Wednesday, Sept. 17, six of the interns toured downtown with Steven Fink, founder of Sustainable Andover. They were there to learn about how the town is trying to bring vibrancy to the property around the Town Yard as well as a wider area reaching down to the



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Town Yard rezoning branches out; Vision extends down to Shawsheen River and beyond

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■ Vision extends down to Shawsheen River and beyond

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Mary Schwalm

Posted: Thursday, September 25, 2014 1:55 am | Updated: 10:08 pm, Wed Oct 8, 2014.

By Bill Kirk bkirk@andovertownsman.com

It's not just about the Town Yard anymore.

During a series of walking tours of the Plant and Facilities Department off Lewis Street, economic development leaders and town officials are touting a rezoning plan that includes a much larger area — stretching up the hill toward North Main Street, down the hill to the Shawsheen River, across the railroad tracks to Dundee Park, and down Railroad Street to Whole Foods.

Last week, Steven Fink of the group Sustainable Andover, led a half-dozen high school interns working on a variety of environmental projects on a tour of the neighborhood, discussing what is there now and what

WHY? Students Benefit

“The best class I ever took at AHS” - Sophia

“I gained real world experience that no other class at AHS could have taught me. Communication, seizing presented opportunities, time management, and actually caring about my work: all were facets that were truly unique to this class.” – Matt

WHY? Students Benefit

“This internship helped me not only to prepare for internships in college and future jobs, but has also forced me to **grow and mature** immensely in a short span of time.”

–Maddie

WHY? Students Benefit

“Most importantly, I learned how I, myself, can **make a difference.**” --Chris



WHY? Students Benefit



- Most ESIC interns got into the college of their choice (including Dartmouth, Yale, and Brown)
- Past interns say the class helped them immensely, changed their career path

WHY? Community Benefits

- Municipal and nonprofit employees are strapped for time and budget
- Interns help share workload
- Good PR for town and organizations
- Interns present at public meetings - people sometimes listen better to youth than adults
- Saves town time, money, and carbon emissions

WHY? Town Benefits

ESIC Interns have:

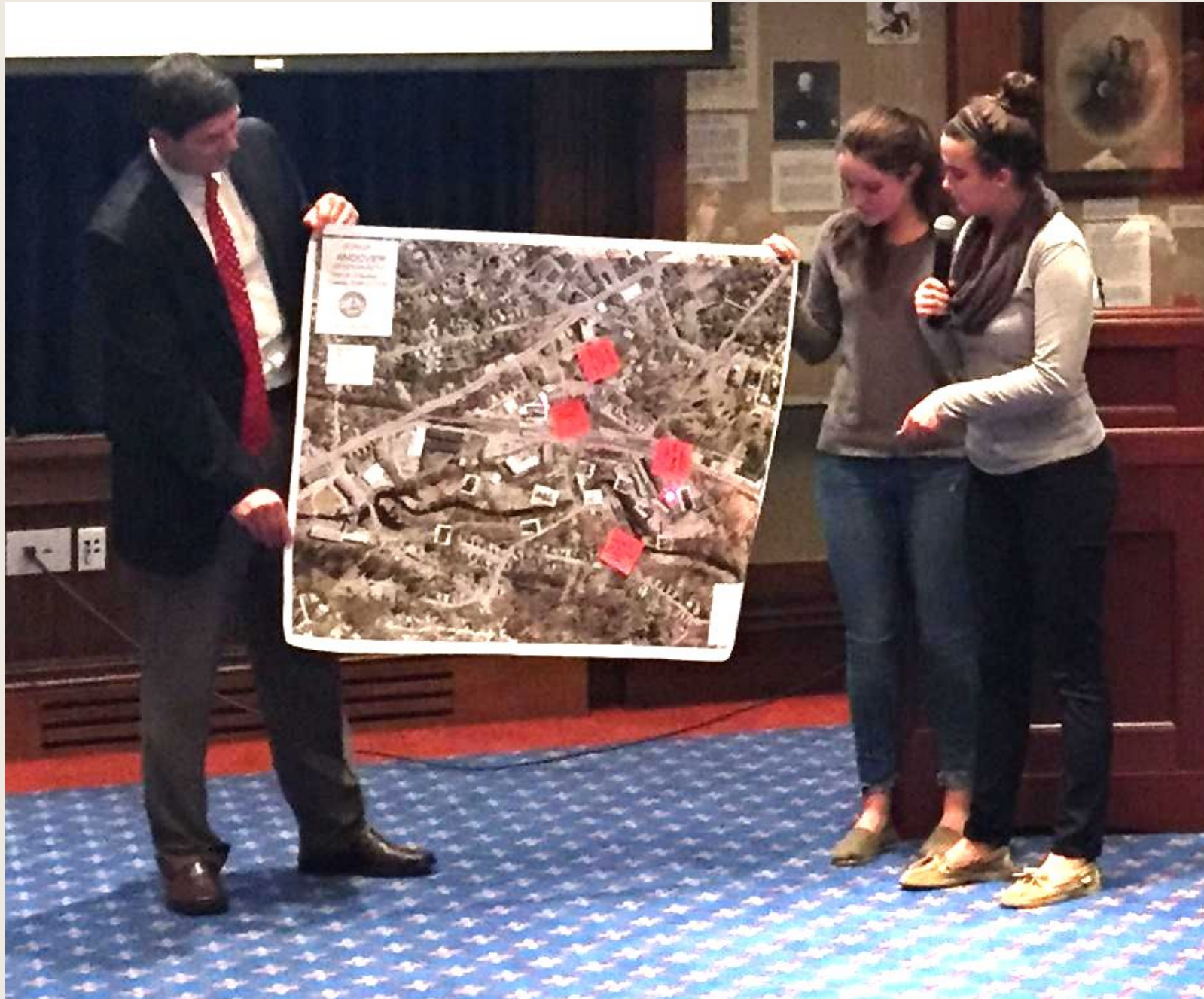
- **Hosted public meetings for town projects**
- **Replaced old refrigerators** in town buildings with new energy efficient models, saving energy and money
- **Helped to start the Andover Community Garden**
- **Produced a marketing campaign for AHS energy**
- **Instituted recycling** in public school cafeterias
- **Blazed new trails** on town conservation land
- **Conducted an IAQ study** at AHS using EPA guidelines
- **Removed invasive species around town...and others**

WHAT IS ESIC?

- Experiential
- Project-based learning
- Mentor-student relationships
- Service-based learning



WHAT? DELIBERATE SKILLS DEVELOPMENT



1. LEADERSHIP
2. PROJECT MANAGEMENT
3. SUSTAINABILITY
4. PROFESSIONAL SKILLS

Presentations
Resume writing
Job interviewing
Communication

HOW? SAMPLE WEEKLY SCHEDULE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Work on PSR, set goals for week	Work on project in classroom	Meet with mentor	Work on project in the field	Work on project in classroom

HOW? What do you need to think about?

- COURSE PROPOSAL
- ADMINISTRATIVE APPROVAL
- PROMOTE COURSE
- STUDENT SAFETY
- CLASS WEBSITE
- SOLICIT MENTOR VOLUNTEERS
- SPEED INTERVIEWING EVENT for mentor-intern matches

- COURSE DOCUMENTS
- ADMINISTRATIVE ASSISTANCE
- FUNDING:
 - SOURCES: GRANTS, PRIVATE AND SCHOOL ORGANIZATIONS
- FINAL PRESENTATION SESSION
- ASSESSMENT / EVALUATION

COURSE WEBSITE

- <https://sites.google.com/a/k12.andoverma.us/esic> (old site)
- Meeting dates/times
- Communication
- Projects
- Forms
- Skills and Accomplishments

Environmental Sustainability Internship Course (ESIC)



[ABOUT ESIC](#)

[ASSIGNMENTS AND MEETING DATES FOR 2018-2019](#)

[CLASS LIST](#)

[MENTOR/INTERN MATCHES](#)

[EVALUATION FORM](#)

[FORMS, DOCUMENTS AND PROCEDURES](#) for mentors and interns

[MESSAGE BOARD](#)

[2018-2019 PROJECTS](#)

[SKILLS AND ACCOMPLISHMENTS](#)

[ESIC PROJECT VIDEOS](#)

ASSESSMENT = JOB EVALUATION (old)

Mentor / Intern Evaluation

The goal of the Environmental Sustainability Internship Course (ESIC) is to help students develop **leadership** and **project management** skills in order to improve **environmental sustainability** in our community. Every other week, on the days designated in the ESIC Course Syllabus and Scope of Work, the mentor and intern should sit down together to review the intern's progress, based on the following rubrics. The evaluation process is designed to be a conversation and professional critique in order to facilitate growth. Your conversations should be candid and productive, and a printed copy of the evaluation form should be turned into me by the intern at the next class meeting. Please don't hesitate to let me know if you have any questions or concerns. Thank you both for taking the time to honestly participate in the evaluation process. - Melanie Cutler

STANDARDS
BASED

SKILLS
BASED

LEADERSHIP SKILLS

	Below Standard	Approaching Standard	At Standard	Above Standard (include clarifying notes)	Grade or N/A
Grade Range:	F* to 69	70 - 79	80 - 92	93 - 100	
Critical Thinking	<p>Is unable to integrate information in a cohesive produce</p> <p>Accepts information at face value, does not evaluate sources or quality</p> <p>Does not conduct independent research</p> <p>Does not demonstrate independent thought</p> <p>Cannot give valid reasons or supporting evidence to defend work product</p>	<p>Is able to integrate some information in a cohesive product</p> <p>Evaluates sources and quality of some information</p> <p>Conducts some independent research, still needs lots of guidance</p> <p>Demonstrates some independent thought</p> <p>Gives some reasoning to support work product</p>	<p>Integrates information from various sources into cohesive product</p> <p>Evaluates sources and quality of all information</p> <p>Conducts research independently, with minimal appropriate guidance</p> <p>Asks thoughtful questions and shares independent thoughts</p> <p>Supports product with valid evidence</p>		
Creativity and Innovation	<p>Just "follows directions" without understanding the project or context</p> <p>Uses only simple information</p>	<p>Understands the project, but does not thoroughly consider the needs of the target audience</p> <p>Finds more than two sources of information</p>	<p>Fully understands the purpose driving this project (who needs this? why?)</p> <p>Uses more than 2 typical sources of information</p>		

ASSESSMENT = JOB EVALUATION (current - Google Form with 3 questions)

Leadership Standards: *

An excellent student leader will:

- think critically and creatively about their project
- actively engage with their mentor, other students, and community members and present their results to the public when applicable
- take the initiative to drive their own project forward and seek assistance from their mentor when needed, including finding project-related work to do on their own while waiting for mentor feedback.

Rating Scale:

1 = fails to meet all standards

2 = needs improvement in most standards

3 = meets most standards, needs some improvement

4 = meets all standards

	1	2	3	4	
Fails to meet Leadership standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Meets all Leadership standards

MENTOR SUPPORT

ESIC MENTOR ORIENTATION HANDBOOK ENVIRONMENTAL SUSTAINABILITY INTERNSHIP COURSE (ESIC)



Image from:
http://t3.gstatic.com/images?q=tbn:ANd9GcQDG8yf6ukeLub3G_SeidQIWhKvOwjZBPAbv8IqZsiwbpSSf49XB5cKMg

The goal of the Environmental Sustainability Internship Course (ESIC) is to help students develop **leadership** and **project management** skills in the context of improving **environmental sustainability** in our community.

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[Mentor / Intern Evaluation Form](#)

[Tips on Being a Great Mentor](#)

[Administrator / Mentor Check-Ins](#)

FAQs

CONCLUSION

- 1. Internship course is possible** in public high schools
- 2. Students benefit**
- 3. Town and organizations benefit**

