MEMORANDUM

To: Internship Candidates
From: Dan Hoffman, NewFields Mining and Energy Services (MES)
Project No: 350.9900.000
Subject: 2020 Summer MES Internship Program Description
Date: March 3, 2020

This memorandum outlines an internship program sponsored and operated by NewFields MES between the months of May and August 2020. The position, purpose, expectations, compensation, and schedule are outlined in this document to provide candidates with an understanding of the scope of work they will participate in during a 2020 internship. To apply for an internship, please send a resume and cover letter to Anne Marie Brinkman (ambrinkman@newfields.com).

Position:
Environmental Consulting Intern

Location:
Missoula, Montana

Duration:
10-12 Weeks; June – August 2020

Goal:
Contribute to the development of a skilled labor force in Montana by connecting college students to the consulting environmental and engineering industry.

Objectives:
Provide an opportunity for students to:
- Gain experience with field exploration and sampling techniques.
- Gain basic technical expertise in a variety of environmental disciplines.
- Communicate effectively through written reports and oral discussions.
- Carry out duties in accordance with health and safety policies and procedures.
- Select, conduct and present results for an independent project commensurate with experience and personal interest.
- Gain on-the-job training within MES’s primary service lines: permitting, hydrogeology, hydrology, geochemistry, brownfields, environmental engineering, geotechnical services, GIS/cartography, data management and geostatistics.

Program Outline:
Prior to the internship, the intern will complete a 40-hour online Hazwoper course.

The intern will have a sponsor who will arrange 6-weeks of dedicated (service-line) work experiences provided by 6 co-sponsors within MES.

The remaining 4 weeks will be spent on the following:

- Orientation
- Baseline (office-work) tasks
- Field-work opportunities
- Independent project

The intern will report to the Missoula office 5-days per week (Monday – Friday), 8-hours per day, for a 10 to 12-week period. If weekend work is anticipated, schedule changes will be discussed with the intern and adjustments will be made to avoid exceeding a 40-hour work week.

At the end of the last week, the intern will present the results of an independent project.

Program Details:

Preprogram Training:
Prior to beginning the program, the intern will complete a 40-hour Hazwoper certification. NewFields will arrange the on-line course and will cover the cost of the course. If the intern does not have an opportunity to complete the training prior to the first week of the program, then the intern will not be able to participate in any field opportunities until the training is complete. To maximize the intern’s experience during the 10-12-week period, MES will strongly encourage completion of the training outside of office hours.

Dedicated (service-line) work experiences
Six co-sponsors within MES will each host 1-week of curriculum for the intern to learn about and gain experience in major service lines provided by MES. Examples of service lines include permitting, hydrogeology, hydrology, geochemistry, brownfields, environmental engineering, geotechnical services, GIS/Cartography, databases and statistics. Work tasks may include: development of training materials; data/information collection, organization and analysis; preparation of graphics

Orientation
The sponsor will conduct orientation during the first 1 to 3 days of the first week of the internship. Among other activities, orientation will include: meeting individuals in the office, meeting the 6 co-sponsors, review of program details and expectations; review of safety material; orientation to surroundings; selection of an independent project.

Baseline Tasks
With support from co-sponsors, and other MES staff, the sponsor will develop a laundry list of office tasks that can be completed at times when the intern is not busy with dedicated service
line work, field-work, or independent project work. These tasks may include but are not limited to: data entry; figure and table preparation; literature review; internet research; organization of structured and unstructured information. The sponsor will be responsible for overseeing the tasks and ensuring that any deliverables are completed within an agreed-upon timeline.

Field-Work Opportunities
The sponsor will prepare a list of fieldwork opportunities and the intern will be scheduled to attend these events if possible. The distance, duration and level of intern’s experience will be considered when scheduling field opportunities.

Independent Project
During the orientation period, the intern will work with the sponsor and other MES staff to select and outline an independent project that can be completed during the duration of the internship. The results of the project will be presented during the last week of the internship. The project should be on a topic of interest to the intern and within the scope of services that MES provides. The project should have a clear purpose, objectives and a well-defined scope. The sponsor and co-sponsors will be responsible for providing topic ideas to the intern for consideration, but the intern will have the liberty to provide and ultimately select their topic. MES may limit the scope of the project to account for schedule and cost. At the end of the first week, the intern will provide a draft proposal for the project including a problem statement, study objectives, and study approach (scope of services). At the end of the second week the intern will provide a final study proposal for the project, including schedule and costs. The intern will collect, organize, and analyze information for the duration of the internship and will present findings during the last week of the internship. The findings do not need to be organized into a written report, but need to be communicated to the MES group during a lunch presentation. The MES audience will serve as a client and/or regulator during the presentation.

Compensation:
- Hazwoper training costs
- $15 pay/hour
- $100 housing stipend/month
- Independent project costs
- Work-related travel costs

Proposed Schedule:
The intern’s schedule will be flexible to accommodate opportunities to attend field-work events. Baseline office tasks and independent project work will be completed intermittently during times that the intern is not involved with dedicated work or fieldwork. Prior to the beginning of the internship the sponsor will arrange with co-sponsors and field-work team leaders to develop a curriculum.
Week 1
- Orientation
- Draft project proposal

Week 2
- Baseline Tasks,
- Identify fieldwork opportunities
- Schedule dedicated service line experiences
- Finalize project proposal

Week 3 - 9
- Participate in dedicated service line training
- Participate in fieldwork opportunities
- Work on baseline tasks
- Conduct independent project work

Week 10-12
- Finish any baseline tasks
- Finalize and present project findings