

## Maine Government Summer Internship Program



Established in 1967 by the 103rd Legislature, the Maine Government Summer Internship Program places talented college students in internship positions where they can contribute to state and local government and gain meaningful work experience.

The program is a full-time, paid work experience, and interns are considered temporary unclassified state employees. The 2014 program ran May 27 to August 15. Most interns were placed in the Augusta area though some positions required travel.

To be eligible for the Maine Government Summer Internship Program, a student must currently be enrolled in a Maine college, or be a Maine resident enrolled elsewhere, and have successfully completed a minimum of two years of college. Students currently graduating from undergraduate and graduate programs also are eligible.

The Internship Selection Committee reviews all applications and makes the final selections. Consideration is given to education and previous work experience of the applicant in relation to the internship positions available. In 2014, 108 students applied; 27 were selected and completed the program.



*Administered by the*

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## MAJOR PROJECTS OF THE 2014 STATE GOVERNMENT INTERNS

In 2014, 27 Maine State Government Interns were placed in 12 different state departments. Interns were assigned to specific projects, although most provided assistance in other activities as well. Some projects required specific technical abilities while others entailed a broad range of skills. The list below shows the variety in projects and activities in which the 2014 interns were involved.

- Utilized GIS and aerial images to categorize land-use cover and delineate impervious surfaces within a watershed.
- Wrote a statistical analysis of moose crashes in Maine.
- Researched and drafted a report on Maine's low-income electricity assistance program.
- Performed stream surveying, stream profiling, and aquatic organism passage assessment.
- Traveled to active construction zones and performed traffic delay studies to assist future planning of construction projects.
- Wrote a draft internal policy on distracted driving and cell phone usage.
- Worked on consumer complaints, mediating billing and debt collection disputes.
- Drafted a communications plan for the Employee Development Initiative.
- Worked with public schools to manage the redistribution process of state computers for students.
- Performed intake and mediation for the Workers' Compensation Board.
- Conducted research on transportation planning and decision-making on freight policy and intelligent transportation systems.
- Conducted complex hydrological and dam breach analyses and wrote a dam safety engineering report.
- Researched different crops in Maine agriculture and interviewed professionals on need for migrant labor.
- Assisted in energy audits for commercial grade facilities throughout the state of Maine.
- Created a spreadsheet of all known gang members in Maine and their contact with law enforcement.
- Met with migrant youth and their families to sign the children up for services with the Migrant Education Program.
- Developed database solutions to track instructional materials, student enrollment details, and establish accurate billing.
- Surveyed and mapped a watershed boundary, tributary boundaries, and drainage system outfall boundaries.
- Summarized and compiled relevant studies and comprehensive plans for a new transportation feasibility study.
- Conducted independent research and produced a written report of the Department of Labor and Maine's labor history.
- Co-authored two booklets: "Downeaster Guide to Credit Bureaus and Credit Reports" & "Downeaster Common Sense Guide to Auto Buying and Financing."
- Collected and analyzed data regarding licensing physicians.
- Wrote Standard Operating Procedures for Field Auditors: Peer Audit Review, Estimating Delinquent Reports, Converting to Audits, Collections Steps for Habitual Delinquent Employers.
- Reviewed the transportation provisions of municipal comprehensive plans for consistency with Maine's Growth Management Act.
- Developed and executed a filing, storage and inventory system for State of Maine record drawings, and created a database for easy retrieval of information.
- Wrote and edited press releases, created a new program logo, reorganized the departmental website and updated social media daily.

## 2014 MAINE GOVERNMENT SUMMER INTERNS AND AGENCY SUPERVISORS

| <i>Supervisor name, title and division</i>  | <i>Intern, hometown</i>                 | <i>Intern college, major</i>   | <i>Intern title</i>                                 |
|---|---|--|---|
| <b>Maine Department of Administrative and Financial Services</b>  |   |  |   |
| <b>Jan Patterson</b><br>Property Management Division Director<br>Bureau of General Services                                     | <b>Sean McCarthy</b><br>Winslow, ME     | <i>University of Maine at Augusta</i><br>Public Administration           | Engineering Plans<br>Archiving Assistant            |
| <b>Maine Department of Corrections</b>  |   |  |   |
| <b>Kathryn McGloin</b><br>Juvenile Justice Specialist<br>Juvenile Justice Advisory Group  | <b>Amanda Findlay</b><br>Manchester, ME | <i>Colby College</i><br>Government                                       | JJAG Assistant                                      |
| <b>Maine Department of Defense, Veterans and Emergency Management</b>   |   |  |   |
| <b>Lynetter Miller</b><br>Director, Special Projects<br>Maine Emergency Management Agency                                       | <b>Casey Weed</b><br>Gorham, ME         | <i>University of Maine</i><br>Journalism                                 | Public Relations<br>Assistant                       |
| <b>Jason Reardon</b><br>Facility Specialist, Military Bureau<br>Veteran's and Emergency Management                              | <b>Tyler Oversmith</b><br>Hampden, ME   | <i>Maine Maritime Academy</i><br>International Business and<br>Logistics | Energy & Real Property<br>Data Management<br>Intern |
| <b>Tony Fletcher</b><br>Civil Engineer, Operations & Response Division<br>Maine Emergency Management Agency                     | <b>Chelsea Dean</b><br>Seabrook, NH     | <i>University of Maine</i><br>Civil Engineering                          | Civil Engineering Intern<br>- Dam Safety Program    |
| <b>Maine Department of Education</b>  |   |  |   |
| <b>Jeff Mao</b><br>Policy Director<br>Maine Learning Technology Initiative  | <b>Mary Taylor</b><br>Readfield, ME     | <i>Saint Michael's College</i><br>Political Science /Philosophy          | Digital Learning Content<br>Intern                  |
|   | <b>Chris Jones</b><br>Litchfield, ME    | <i>Wentworth Institute of<br/>Technology</i><br>Business Management      | Digital Learning Content<br>Intern                  |
| <b>David Fisk</b><br>Director<br>Migrant Education Program  | <b>Grace Kiffney</b><br>Portland, ME    | <i>University of Maine</i><br>International Affairs                      | Migrant Education Field<br>and Office Assistant     |
|   | <b>Courtney Burne</b><br>Topsham, ME    | <i>University of Maine</i><br>International Affairs                      | Migrant Education Field<br>and Office Assistant     |
| <b>Maine Department of Environmental Protection</b>   |   |  |   |
| <b>Jeff Dennis</b><br>Biologist, Unit Leader<br>Land and Water/Environmental Assessment/<br>Watershed Management Unit - Augusta | <b>Hannah Caswell</b><br>Manchester, ME | <i>Villanova University</i><br>Environmental Science and<br>Geography    | Stream Watershed<br>Assessment Technician           |
| <b>Maine Executive Department</b>   |   |  |   |
| <b>Tim Schneider</b><br>Public Advocate<br>Office of the Public Advocate  | <b>Benjamin McCall</b><br>Falmouth, ME  | <i>University of Maine School of<br/>Law</i>                             | Legal Intern  |
| <b>Maine Department of Labor</b>  |   |  |   |
| <b>Joan Cook</b><br>Division Director<br>Bureau of Unemployment Compensation,<br>Employer Services Division                     | <b>Caroline Bowne</b><br>Falmouth, ME   | <i>Skidmore College</i><br>Management & Business                         | Technical Writer                                    |
| <b>John Rioux</b><br>Supervisor, Research & Statistics<br>Bureau of Labor Standards   | <b>Michael Bailey</b><br>Waterville, ME | <i>University of Maine</i><br>History                                    | Labor Historian                                     |

## 2014 MAINE GOVERNMENT SUMMER INTERNS AND AGENCY SUPERVISORS

### Maine Department of Labor

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|--|---|---|------------------------------------|
| <p><b>Julie Rabinowitz</b><br/>Director of Communication<br/>Office of the Commissioner</p>                                | <p><b>MacKenzie Riley</b><br/>Waterville, ME</p>        | <p><i>St. Thomas University</i><br/>Journalism and<br/>Communications</p>             | <p>Communication<br/>Assistant</p> |
| <p><b>Timothy Shea</b><br/>Tax Section Manager<br/>Unemployment Compensation Bureau, Division<br/>of Employer Services</p> | <p><b>Jonathan<br/>Whittemore</b><br/>Limestone, ME</p> | <p><i>Husson University</i><br/>Business Administration/<br/>Financial Management</p> | <p>Technical Field Writer</p>      |

### Maine Department of Professional and Financial Regulation

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| <p><b>Marti Hooper</b><br/>Life and Health Actuary<br/>Bureau of Insurance</p>                            | <p><b>Christopher<br/>Goodwin</b><br/>Farmington, ME</p> | <p><i>University of Maine at<br/>Farmington</i><br/>Actuarial Science/Math</p> | <p>Actuarial Assistant</p>                     |
| <p><b>David Leach</b><br/>Principal Consumer Credit Examiner<br/>Bureau of Consumer Credit Protection</p> | <p><b>Abigail Pratico</b><br/>Falmouth, ME</p>           | <p><i>University of Maine</i><br/>Political Science and<br/>Psychology</p>     | <p>Assistant to the<br/>Principal Examiner</p> |
| <p><b>Randal Manning</b><br/>Executive Director<br/>Board of Licensure in Medicine</p>                    | <p><b>Sara Poirier</b><br/>Winslow, ME</p>               | <p><i>Saint Joseph's College of<br/>Maine</i><br/>Political Science</p>        | <p>Special Projects<br/>Coordinator</p>        |

### Maine Department of Public Safety

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|---|---|--|---|
| <p><b>Anna Love</b><br/>Lieutenant<br/>Maine State Police</p> | <p><b>Brady Fraitten</b><br/>Winthrop, ME</p> | <p><i>University of Tampa</i><br/>Government / World Affairs</p> | <p>Maine Information and<br/>Analysis Center Intern</p> |
|   | <p><b>John Horton</b><br/>Falmouth, ME</p>    | <p><i>Bowdoin College</i><br/>Government &amp; Legal Studies</p> | <p>Maine Information and<br/>Analysis Center Intern</p> |

### Maine Department of Transportation

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|---|--|--|--|
| <p><b>Richard Bostwick</b><br/>Supervisor Field Services<br/>Environmental Office</p>                       | <p><b>Andrea Cashon</b><br/>Milford, ME</p>    | <p><i>Cornell University</i><br/>Environmental Engineering</p>                                   | <p>Environment - Natural<br/>Resource Field and Data<br/>Assistant</p> |
| <p><b>Ben Foster</b><br/>Assistant Bridge Maintenance Engineer<br/>Bureau of Maintenance and Operations</p> | <p><b>Nicholas Abbott</b><br/>Gardiner, ME</p> | <p><i>University of Maine at<br/>Augusta</i><br/>Public Administration</p>                       | <p>Bridge Assistant</p>  |
| <p><b>Charles Hebson</b><br/>Manager, Surface Water Resources Division<br/>Environmental Office</p>         | <p><b>Hannah Ober</b><br/>Brunswick, ME</p>    | <p><i>University of Southern Maine</i><br/>Environmental Planning and<br/>Policy</p>             | <p>Hydrology-Water<br/>Resources Intern</p>                            |
| <p><b>Steve Landry</b><br/>State Traffic Engineer<br/>Bureau of Maintenance and Operations</p>              | <p><b>Adam Cotton</b><br/>Biddeford, ME</p>    | <p><i>University of Maine</i><br/>Civil Engineering</p>  | <p>Field Assistant</p>   |
| <p><b>Nate Howard</b><br/>Policy Development Specialist<br/>Office of Planning</p>                          | <p><b>Emily Maynard</b><br/>Portland, ME</p>   | <p><i>University of Southern Maine</i><br/>Community Planning and<br/>Development – Land Use</p> | <p>Transportation Planning<br/>Intern</p>                              |
| <p><b>Rhonda Fletcher</b><br/>Director<br/>Employee Development</p>   | <p><b>Natalie Edmiston</b><br/>Gray, ME</p>    | <p><i>University of Southern Maine</i><br/>Political Science/<br/>International Studies</p>      | <p>Assistant for the Office<br/>of Employee<br/>Development</p>        |

### Maine Workers' Compensation Board

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|--|---|---|------------------------|
| <p><b>Beatrice Turner</b><br/>Worker Advocate<br/>Portland Regional Office</p> | <p><b>Cynthia Hunter</b><br/>Portland, ME</p> | <p><i>University of Maine School of<br/>Law</i></p> | <p>Legal Assistant</p> |
|--|---|---|------------------------|

### Comments From Interns

Interns experienced a wide range of career possibilities in state government service and observed the dedication of state government workers to the public they serve. Interns told us they learned about working on project teams and gained practical skills in their fields of study.

- *“It was a great opportunity to get a feel for the public sector.”*
- *“I gained confidence that my opinion and insight were valuable even to a group of very experienced policy specialists and engineers.”*
- *“Being in the field a lot with many other people than just my supervisor has allowed me to do a lot of networking.”*
- *“I like making a difference and this internship has made me feel like I can help Maine in a big way.”*
- *“The experience in professional setting undoubtedly will go a long way. What a great thing to have on a resume! I definitely anticipate this being a “gold star” on future job and grad school applications.”*
- *“It was a really good experience in which I learned a lot about what I do and don’t want in a career.”*
- *“The people I worked with made everything so fun that I never realized I was working or learning and I’ve never learned more in my life.”*

### Comments From Supervisors

The Maine State Government Summer Internship Program provides a unique opportunity for talented students to work within Maine state government departments. All supervisors said interns met or exceeded expectations and provided valuable assistance to their agencies.

- *“The program is an excellent opportunity for students interested in the public sector to see firsthand the impact they can make.”*
- *“I get great value out of my interns and enjoy working with them and mentoring them.”*
- *“I wish more agencies made use of the program and knew how beneficial it can be. We need to attract young people to state government and all it has to offer them.”*
- *“The past two years’ interns have been significantly talented and valuable. Very high caliber.”*
- *“Our intern’s view from the “outside” was very appreciated, sometimes we only look at our jobs one way and need to look at the big picture; he wasn’t afraid to offer some suggestions, and a fresh look never hurts.”*
- *“We found the intern program to be extremely useful and productive and a great opportunity to provide leadership, training and “real world” education for technical students in training.”*
- *“The program provides our office with professional quality work for various tasks (tasks which Project Managers in our office are often unable to perform because of workload). Interns bring new and fresh perspectives to the office.”*

## INTERNSHIP SELECTION COMMITTEE

**Michelle Beal**, City Manager, City of Ellsworth

**J. Thaddeus Cotnoir**, Public Service Manager, Bureau of Human Resources

**David Leach**, Maine Department of Professional & Financial Regulation

**C.G. Niquette**, Legislative Aide, Senate President's Office

**Alex Pringle**, Special Assistant to the Speaker, Office of the Speaker of the House

**James Westoff**, Director of Career Services, Husson University

**Charles Morris** and **Peggy McKee**, Margaret Chase Smith Policy Center, University of Maine

## AWARDS CEREMONY

At the completion of the summer, the Office of the Governor hosted an award ceremony in the Blaine House for interns and supervisors. Governor LePage's Senior Policy Advisor, Jonathan Nass, presented certificates to the student interns in recognition of their contribution to Maine State Government.



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