Internship Program

Florida Department of Environmental Protection

May 2015

3900 Commonwealth Boulevard, MS 70
Tallahassee, Florida 32399-3000
www.dep.state.fl.us

Description

As the lead agency in state government for environmental stewardship, the Florida Department of Environmental Protection (DEP) protects, conserves, and manages Florida's natural resources, and enforces the State's environmental laws.

DEP offers a variety of exciting and challenging internships across the entire state for individuals interested in pursuing careers in engineering, environmental law, environmental science, and park management. Other professional, technical and administrative positions including field work, surveying, hydrology, communications, and information technology also are available.

Internships allow students the opportunity to learn about careers in Florida's state government. In addition to hands-on experience, DEP's Internship Program coordinates a comprehensive calendar of events which includes regular brown-bag "Lunch and Learns" with department leadership and other public sector professionals.

In addition, each department intern is assigned a "sponsor," who is not necessarily the intern's supervisor, but a staff member who provides support, insight into department operations and serves as a resource during the semester.

Typically, interns do not receive any form of financial compensation from the Department. The internship is completed by the student for the purpose of earning hands-on experience and/or academic credit.

Eligibility

Applicants are eligible if they meet the following criteria:

- Are currently a degree-seeking student enrolled in a college, state/community college or university;
- Have completed their sophomore year of academic courses; and
- Are pursuing a Bachelor's or Master's degree.

In addition, all applicants must also:

- Maintain a 3.0 grade point average; and
- Be able and willing to work between 10 – 20 hours per week during the Monday – Friday 8 a.m. – 5 p.m. work week.

Applicants from a variety of academic majors are sought, including those who are in, but are not limited to, the following program areas:

- Biological Sciences and Ecology
- Chemistry and Physical Sciences
- Environmental Engineering
- Public and Environmental Policy

— Environmental Studies
— Mechanical Engineering
— Civil Engineering
— Other Physical or Biological Sciences, Geology, Ecology, Wildlife, Fisheries Biology, etc.
— Information Technology
— Geographic Information Systems (GIS)
— Environmental Law
— Communications

Since the academic requirements of participating institutions of higher education may vary, each intern should arrange individually with his or her college or university for specific academic requirements and credits to be awarded for participation in the program.

Application Procedures

Interested applicants must complete DEP's Internship Program Application. The application is available on the DEP forms portal. Completed applications should be submitted to DEPInternships@dep.state.fl.us.

The deadline for applying is:

- Spring Semester Internship: November 1
- Summer Semester Internship: March 1
- Fall Semester Internship: July 1

Placement Procedures

The specific number of internships available throughout DEP is determined each semester based on office need and capacity. Opportunities exist in a variety of departments and schedules are flexible based on the needs of the program.

Applications will be reviewed by DEP's Internship Coordinator who places applicants in offices that best suit each office's individual need. Applicants chosen for each semester's internship program will be notified at least two weeks in advance of their potential start date via phone, email or letter.

Orientation

After being accepted into DEP's Internship Program, all interns must complete orientation. They will be assigned an intern "sponsor" within the office they work.

Work Requirements and Expectations

Each intern must be able and willing to work between 10 – 20 hours per week within the 8 a.m. – 5 p.m. work week. Specific schedules will be finalized directly with the office in which the intern is placed. The length of the internship will be no less than a full semester

(approximately four months) unless predetermined and approved both with the Internship Coordinator and the office's intern coordinator.

All interns will be required to adhere to all DEP policies and procedures, including but not limited to DEP Directive 202 (Code of Ethics) and DEP Directive 435 (Conduct of Employees).

Potential Positions

Environmental Resources Program Compliance & Enforcement Intern

Locations: Pensacola, Tallahassee, Jacksonville, Orlando, Tampa, Ft. Myers, West Palm Beach

The Compliance and Enforcement intern will be responsible for:

- Observing and participating in compliance inspections on Environmental Resource Permit (ERP) exemptions and Notice General Permits (NGP), typically issued for the construction of docks, seawall repair, wetland fill and maintenance dredging.
- Interns will be trained on the ERP rules and procedures by completing Environmental Resource Program (ERP) 101 training and shadowing an Environmental Specialist staff member. Shadowing will involve observing office and field work performed by staff.

Environmental Resources Program Permitting Intern

Locations: Pensacola, Tallahassee, Jacksonville, Orlando, Tampa, Ft. Myers, West Palm Beach

The Environmental Resource Permitting intern will be responsible for:

- Participating in the review of applications for Environmental Resource Permit (ERP) exemptions and sovereign submerged lands authorizations, typically requesting the construction of docks, boatlifts, seawall repair, and maintenance dredging.
- Interns will be trained on the ERP rules and procedures by completing Environmental Resource Program (ERP) 101, on-line training, and working with Environmental Specialists to observe their office and field work.

Watershed Management & Planning Intern

Location: West Palm Beach

- This position will learn environmental regulatory knowledge through participation on permit compliance inspections of Comprehensive Everglades Restoration Project (CERP) facilities.
- Activities for interns will include work on the Wild and Scenic Loxahatchee River and activities in Everglades National Park.

Waste Management Program Intern

Locations: Pensacola, Tallahassee, Jacksonville, Orlando, Tampa, Ft. Myers, West Palm Beach

- This position assists the Waste Management Program. This program is responsible for regulating solid and hazardous waste and storage tanks.
- Duties may include: participating in the review of waste cleanup projects, reviewing landfill applications, reviewing hazardous waste cases, data entry, file organization, site inspections, document scanning, and GIS mapping.
- A background in geology, biology, chemistry, environmental science or engineering preferred.

Water Facilities Program Intern

Locations: Pensacola, Tallahassee, Jacksonville, Orlando, Tampa, Ft. Myers, West Palm Beach

- This position assists the Water Facilities Program in reviewing drinking water, industrial/domestic wastewater, and underground injection control projects.
- Duties may include: participating in site inspections, permit reviews, compliance tracking and reviews, data entry, file organization, and GIS mapping.
- A background in geology, biology, chemistry, environmental science or engineering preferred.

Administration/Technical Services Program Intern

Locations: Pensacola, Tallahassee, Jacksonville, Orlando, Tampa, Ft. Myers, West Palm Beach

- This position will assist with Office Management. Duties may include: file organization, data entry, answering phones, program assessment, data management, vehicle maintenance, computer program installation, computer trouble shooting, and information technology support.
- A background in computers, office management, or data entry is preferred.

Press Office Intern

Locations: Tallahassee

- This position will assist the Press Office, within the Office of External Affairs. Duties may include correspondence and press release writing, research, answering media calls and assisting with draft responses, crafting speaking points, social media and communications planning.
- A background in journalism, public relations, communications, English or political science is preferred.

Marketing Intern

Locations: Tallahassee

- This position will assist the Office of Education and Outreach, within the Office of External Affairs. Duties may include writing and editing website content, writing and submitting articles for publication, social media, graphic design and video production.

— A background in marketing, graphic design, public relations, communications or English is preferred.

Law Clerk Intern

Location: Tallahassee

— This position will assist DEP's Office of General Counsel (OGC) attorneys and interns are exposed to a variety of issues, including: Florida's Sunshine Law; Florida's Administrative Procedures Act, rulemaking; administrative and civil litigation; agency actions involving variances, exemptions, coastal construction control line permits, environmental resource permits, sovereign submerged lands authorizations, mine reclamation authorizations, solid waste permits, and air permits; and enforcement of DEP regulations.
— OGC interns often get the opportunity to be involved in litigation by preparing: formal and informal pre-trial discovery, including interrogatories, requests for admissions, requests for production of documents, depositions; aid in the preparation of pre-trial motions, including motions in limine; evaluate, compile, and organize evidentiary documents for litigation; assist with review of incoming petitions for administrative hearings for legal sufficiency; draft orders; observe depositions, administrative hearings.
— In addition, Interns frequently research and compose legal memoranda on issues dealing with environmental, administrative and other areas of law. Interns regularly participate in the rulemaking and legislative process.
— Interns must be currently enrolled in law school, and preference will be given to second and third year students.

Park Ranger Intern

Location: Statewide at Selected Sites

The Park Ranger intern will be responsible for:

— Assisting in park maintenance and customer service duties including explaining the facilities and services provided for public use; meeting visitors, answering questions, providing information and directions to visitors.
— Duties typically involve collection of park entrance fees; assisting in facility maintenance and repair; interpretation and resource management including prescribed fire and exotic species removal.
— Performing Ranger Station duties such as answering phones, collection of entrance fees and registering campers. Facility maintenance such as cleaning and maintenance. Resource management tasks such as post burn evaluations, observation of prescribed burns, assisting with exotic plant removal.
— Will be exposed to all facets of park operations; included will be the importance of facility maintenance, visitor services, resource management, park protection and the requirements of administration.

- Interns will be trained on the DEP/FPS rules and procedures by completing required online training; reviewing written policies and procedures; and shadowing a Park Ranger staff member. Shadowing will involve observing office and field work performed by staff.

Park Services Specialist Intern

Location: Statewide at Selected Sites

The Park Services Specialist intern will be responsible for:

- Activities including report writing, observing resource management activities such as exotic plant removal, monitoring prescribed fire activities, observing management styles and techniques.
- Duties such as working alongside park staff with the requirements of operating and maintaining a full service state park.
- Performing visitor services activities; Citizen Support Organization liaison; staff and volunteer training; and administrative reporting. Learning to plan, implement and coordinate regular volunteer management activities and special events. Duties typically involve performing on and off site interpretive programs; conducting staff and volunteer training; and public awareness.
- Trail maintenance and assessments, GIS work related to trail inventories, marking and emergency services coordination/education and presentation development (power point).
- Interns will be trained on the DEP/FPS rules and procedures by completing required online training; reviewing written policies and procedures; how to research, plan, and coordinate special events; and shadowing a Park Service Specialist staff member. Shadowing will involve observing office and field work performed by staff.

Natural and Cultural Resources Intern

Location: Statewide at Selected Sites

The Natural and Cultural Resources intern will be responsible for:

- Learning the basics of archeological monitoring and reporting, exotic plant removal procedures, herbicide techniques and may research historical aspects of the park's resources.
- Duties such as surveying cultural resource sites, data collection, researching and recording of cultural sites, surveying exotic plant infestations, GPS mapping of resources, and reporting of all activity related to natural and cultural resource management.
- Interns will be trained on herbicide use, GPS use, techniques for exotic removal, cultural resource sensitivity and safety and Personal Protection Equipment. Interns may assist in the monitoring of endangered species to include the sea turtle monitoring program.

- Position could possibly focus on just one area; Natural or Cultural resources depending on applicant.
- Intern will be trained in all aspects of responsibilities and will work with Environmental Specialist to observe their field and office work.

Planner Intern

Location: Tallahassee

The Planner intern will be responsible for:

- Preparing unit management plan components and maps with Division staff.
- Developing a working knowledge of the 160 Florida state parks and all their aspects including but not limited to recreational opportunities, natural and cultural resources, policies and procedures while interpreting this information to the public through written and verbal communication.
- Interns will be trained by shadowing an Office of Park Planning, Planner staff member. Shadowing will involve observing office and field work performed by staff.

Planning Consultant (Land Administration) Intern

Location: Tallahassee

The Planning Consultant (Land Administration) intern will be responsible for:

- Reviewing of leases, easements and requests for the use of lands under the jurisdiction of the Division of Recreation and Parks.
- Assisting in processing appropriate documents and agendas necessary for the release of funds for the acquisition of lands.
- Interns will be trained on Division of Recreation and Parks policies and procedures by working with office staff to observe their office and field work.

Planning Consultant (Recreation Planning) Intern

Location: Tallahassee

The Planning Consultant (Recreation Planning) intern will be responsible for:

- Assisting in the preparation of statistical materials for inclusion in the Statewide Comprehensive Outdoor Recreation Plan (SCORP).
- Assisting in assessing, evaluating and researching the distribution of outdoor recreation resources and facilities, patterns of outdoor recreation demand, and current and projected future need for additional outdoor recreation resources, facilities and programs.
- Assisting in updating and maintaining the statewide outdoor recreation supply, demand and need database.
- Interns will be trained on Division of Recreation and Parks policies and procedures by working with the Planning Consultant to observe their office and field work.

Construction Project Manager Intern

Location: Tallahassee

The Construction Project Manager intern will be responsible for:

- Assisting Project Managers in project management and contract administration to ensure fulfillment of the contractual obligations of contractors, and consulting architects and engineers for the design, construction, and/or construction administration phase of their contract and to meet project schedules and budgets.
- Scheduling and participating in site inspections with appropriate personnel to verify compliance with contract documents and permit conditions.
- Reviewing change orders for justification and accuracy. Coordinates changes with the design professional (when applicable).
- Assisting with review of design documents prepared by consultants of the Bureau of Design Construction staff with regard to standard construction methods and techniques.
- Interns will be trained on Division of Recreation and Parks policies and procedures by working with the Project Manager to observe their office and field work.

Florida Coastal Office Management Plan Intern

Location: Tallahassee or Statewide at Selected Sites

The intern will be responsible for:

- Assisting in the writing, editing, and publishing of assigned management plan chapters.
- Assisting in creating maps, tables, and diagrams.
- Assisting in conducting public meetings.
- Conducting site visits and resource assessments.
- Interns will be trained on federal and state laws, rules, and policies associated with coastal management.
- Internship will be guided by a mutually agreed upon weekly checklist, including orientation to programs, employee shadowing, deliverables/products, and a final presentation to DEP colleagues.
- Intern will gain office and field work experience working with environmental professionals, sister agencies, and local governments.

Florida Coastal Office Resource Management, Outreach and Restoration Intern

Location: Tallahassee or Statewide at Selected Sites

The intern will be responsible for:

- Assisting in resource management, outreach, and restoration activities at National Estuarine Research Reserves, Aquatic Preserves, or the Coral Reef Conservation Program.
- Assisting in accomplishing management plan action items and/or grant deliverables.
- Assisting in preparing and teaching ecotourism and education events.
- Assisting in conducting public events and meetings.
- Conducting site visits and resource assessments.
- Interns will be trained on federal and state laws, rules, and policies associated with coastal management.
- Internship will be guided by a mutually agreed upon weekly checklist, including orientation to programs, employee shadowing, deliverables/products, and a final presentation to DEP colleagues.
- Intern will gain office and field work experience working with environmental professionals, sister agencies, and local governments.

** The application timelines for internships offered through the Florida Coastal Office may vary from the timelines described in the "Application Procedures."*

DEP Internship Success Stories

Kyle Brown is a graduate of the University of Central Florida, with a degree in Environmental Science. Kyle was part of the DEP Southeast District's 2010 Summer Internship Program, and upon graduation in August 2010, he was hired as an Environmental Specialist in the Southeast District's Waste Cleanup Section.

Wilhelmina Montero is a graduate of Florida International University, with a Master's degree in Environmental Engineering. Wilhelmina was part of the DEP Southeast District's 2010 Summer Internship Program, and participated in a dual internship with DEP and the Miami-Dade Water and Sewer Department, working on the Biscayne Bay Coastal Wetlands Rehydration Pilot Project. Upon graduation, she was hired as an Environmental Engineer in the Southeast District's Drinking Water Compliance and Enforcement Section.

Alex Lopez is a graduate of Florida International University, with a degree in Environmental Engineering. Alex was part of the DEP Southeast District's 2009 Summer Internship Program, and was recently hired to join the Southeast District's Water Facilities Program.