



Engineering Internship Syllabus

Intern Name

Start Date – End Date

INTERN ORIENTATION

DIVISION OR COMPANY DIRECTOR: Name

INTERN PROJECT MANAGER: Name

PROJECT MANAGER MENTOR: Name

END OF INTERNSHIP GOALS/ACCOMPLISHMENTS

- Understand Waste Diversion Certification Structure and Flow
- Understand Multi-Attribute Label Certification Structure and Flow
- Understand Recycled Content Certification Structure and Flow
- Understand LEED v4.1 Material and Resource Credits
- Able to Complete a Certification from Start to Finish
- Able to Complete an Effective Site Visit
- Able to Analyze Data from Clients
- Able to Run an Effective Meeting
- Complete Intern Presentation
- Participate in Service Projects – Garden / Food Bank, Backpacks

CALENDAR

- Week 1 June 17 – 21
- Week 2 June 24 – 28
- Week 3 July 1 – 5 (Site Visit)
- Week 4 July 8 – 12
- Week 5 July 15 – 19
- Week 6 July 22 – 26
- Week 7 July 29 – August 2 (Company Float Trip)
- Week 8 August 5 – 9
- Week 9 August 12 – 17
- Week 10 August 19 – 23
- Week 11 August 26 – 30
- Week 12 September 2 – 6
- Week 13 September 9 – 13 (Last Day & Intern Presentation)

WEEK 1: JUNE 17 – 21

TOPICS COVERED

- General Onboarding
- Intro to Waste Diversion
- Intro to Multi-Attribute Label
- Intro to Recycled Content

LEARNING OBJECTIVES

- Onboarding
- General Waste Diversion Knowledge
- Recycled Content Process Understanding

SUGGESTED ACTIVITIES

- Onboarding
- Data Collection
- Kick-Off Call Development
- Product Research
- Draft Certificates
- Watch Multi-Attribute Lunch and Learn Video

WEEK 2: JUNE 24-28

TOPICS COVERED

- Supply Chain Management Audits
- Material Ingredient Reporting Verification
- LEED v4.1
- Environmental Product Declarations
- Health Product Declarations

LEARNING OBJECTIVES

- How to Collect Client Data
- Performing Kick-Off Call
- GreenCircle Material Ingredient Reporting Verifications
- How GreenCircle's Multi-Attribute Label Contributes to LEED v4.1 Credits
- How to Perform a Supply Chain Management Audit
- Health Product Declaration Verification Process

SUGGESTED ACTIVITIES

- Request Data from Client
- Run Kick-Off Call with Client
- Research Client Products
- Supply Chain Management Surveys
- Watch LEED v4.1 Webinars
- Update Certificates