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- 29. Department of Human Resources:** Family Investment Administration/Office of Home Energy Programs

- 30. Department of Information Technology:** Telecommunications Access for MD-Public Relations
- 31. Department of Information Technology:** Maryland Accessible Telecommunications
- 32. Maryland Environmental Service:** Geospatial & Engineering Services
- 33. Governor's Office:** Deputy Chief of Staff
- 34. The Office of the Secretary of State:** The Safe at Home Program /Address Confidentiality Program
- 35. Governor's Office for Children**
- 36. Maryland State Police:** Strategic Planning/Finance Division
- 37. Governor's Office:** Public Affairs
- 38. Governor's Office:** Governor's Grants Office
- 39. Lt. Governor's Office**
- 40. Governor's Office of Crime Control and Prevention:** Financial Operations/Audit Unit
- 41. Maryland Department of Natural Resources:** Communications
- 42. Maryland Higher Education Commission:** Research and Policy Analysis
- 43. Governor's Office of Crime Control & Prevention:** Division of Special Projects
- 44. Department of Juvenile Services:** Secretary's Office
- 45. Department of Housing and Community Development:** Neighborhood Revitalization
- 46. Human Resources:** Administrative Operations
- 47. Maryland Department of Human Resources:** Family and Investment Administration, Bureau of Policy, Research and Training
- 48. Office of Health Care Quality:** Administration
- 49. Office of the Governor:** Office of Federal Relations
- 50. Maryland Environmental Service:** Environmental Dredging and Restoration Division

1. Maryland Department of Education

Contact: Danielle Susskind	Mentor's Name (if blank than same as left): Danielle Susskind
Title: Education Policy Analyst	Title: Education Policy Analyst
Email Address: danielle.susskind@maryland.gov	Mentor's Email Address: danielle.susskind@maryland.gov
Location: 200 West Baltimore Street	

Position Description

Most Relevant Majors: Politics, Education, Social Policy (But none are a prerequisite)

Duties and Responsibilities

The intern would assist the Division of Academic Policy and Innovation with writing policy related documents, guidebooks, applications, and responding to surveys and letters.

Other areas of work may include:

- Every Student Succeeds Act (ESSA) and related topics
- Ensuring Equitable Access to Excellent Educators (MD's Equity Plan)
- MD Accountability Workbook and Accountability Procedures
- Monitoring LEA compliance and MSP reports
- Attending State Board Meetings and other pertinent council and committee meetings

Knowledge and Skills the Fellow Can Expect to Develop

Knowledge of how policy is made, implemented, evaluated, and adjusted

The inner workings of a state office

The role of the State in the education policy arena

Writing and Analytical Skills

Specific Experiences and Opportunities for the Fellow

Stakeholder Meetings for new Education Policy

State Board Meetings

Supporting Low Performing Schools Team

Mentor's Vision for Being a Partner in the Fellow's Learning

I envision that I will teach and support the intern by providing plenty of information both in content and in the processes of the work we do. By providing a safe space to ask questions, time to debrief meetings and experiences, and opportunities to take risks (write policy documents) with feedback- I believe my intern(s) will have plenty of opportunity to learn and grow.

How a GSIP Fellow Will Benefit the Agency

Mentorship is a valuable part of Education- MSDE benefits from the new ideas, the committed professionalism, and the opportunity to view the work from a different perspective. Having hosted GSIP interns previously, I personally benefit from the opportunity to stop and contemplate our work as I teach and mentor interns. The perspective these interns have brought to our work has always been invaluable.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail

2. Maryland Department of the Environment Water Management Administration

Contact: Heather Barthel	Mentor's Name (if blank than same as left): Heather Barthel
Title: Assistant Director	Title: Assistant Director
Email Address: heather.barthel@maryland.gov	Mentor's Email Address: heather.barthel@maryland.gov
Location: 1800 Washington Blvd, Baltimore MD 21230	

Position Description

Most Relevant Majors: Government Affairs, Environmental Science, Public Policy, Political Science, any of the natural sciences, Public Administration

Duties and Responsibilities

The intern will have a wide range of duties and responsibilities for the Water Management Administration of the Maryland Department of the Environment. These duties will include research on policy and legislative issues, substantive project work, aiding in the implementation of legislation passed during 2016 session and assisting with compiling the legislative packages for the 2017 Legislative Session. The intern will also be expected to perform administrative duties, including drafting correspondence, responding to inquiries from members and/or staff of the Maryland General Assembly and other duties as assigned. The intern will have the opportunity to interact with Senior Staff in the Water Management Administration and at MDE. They will also be provided with the opportunity to attend meetings and participate in site visits. The intern will also have interactions with the other administrations within MDE allowing them to see how a state organization is run and how policy decisions are made within a state organization. All efforts will be made to ensure the intern will have the opportunity to participate in issues that correspond with their field of study or interests.

Knowledge and Skills the Fellow Can Expect to Develop

The intern will learn how to conduct research and prepare white papers and briefing documents. They will learn how to prepare a legislative package. They will learn the complexity of making sound policy decisions. They will witness putting policy into practice and witness the real-time beneficial results of the practices. They will learn how a large, multi-media government agency functions.

Specific Experiences and Opportunities for the Fellow

MDE has a robust summer internship program, which the GSIP will participate in. We have regular (often weekly) brown bag lunches where a guest speaker will discuss topics with the student such as the clean-up plan for the Chesapeake Bay, lead paint poisoning in children, climate change, and oyster aquaculture operations. Additionally the students are taken on several field trips to places such as state-of-the-art wastewater treatment plants, recycling facilities, power plants, and on boats for a day of water quality testing.

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

We understand that for many students this is their first professional working experience, so we try to make it enjoyable and productive. There are often low priority but nonetheless important projects that the Administration needs to complete but with shrinking staff and budgets we are not able to complete. These are the types of projects we assign to the intern. Last summer our intern conducted research on how microbeads in personal care products were being regulated throughout the country and tracked a bill that was pending before Congress.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Montgomery Park Shuttle

3. Maryland Department of Planning Administration

Contact: Wendi Peters	Mentor's Name (if blank than same as left): Wendi Peters
Title: Deputy Secretary	Title: Deputy Secretary
Email Address: wendi.peters@maryland.gov	Mentor's Email Address: wendi.peters@maryland.gov
Location: 301 West Preston St., Baltimore MD. 21202	

Position Description

Most Relevant Majors: Public Administration; Computer Programing; Political Science; Liberal Arts

Duties and Responsibilities

- Prepare for and attend briefings
- Research and draft briefing memos
- Attendance at special events
- Support senior staff with special projects

Knowledge and Skills the Fellow Can Expect to Develop

- Writing
- Project Management and design
- Research
- Collaborating with other staff
- Assessment and evaluation techniques
- Coordinating and conducting interagency meetings relating to the assigned project

Specific Experiences and Opportunities for the Fellow

- Present issue briefings to executive team
- Attend and participate in MDP staff meetings and activities
- Attend and participate in intra and interagency meetings relating to the specific subject matter issues.

Mentor's Vision for Being a Partner in the Fellow's Learning

Have an open door policy. Establish a set weekly time of 30 minutes to 1 hour with the student. Have the student attend and participate in intra and interagency meetings relating to the assigned project. Identify key Department of Planning staff that can offer project suggestions and direction and review the student's work.

How a GSIP Fellow Will Benefit the Agency

As we implement operation and policy changes and improve agency efficiencies, MDP will benefit from having an individual to assist with in-depth research to meet our goals and better serve local government.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Circulator, Subway

4. Department of Labor, Licensing and Regulation

Division of Workforce Development and Adult Learning

Contact: Brandon Butler	Mentor's Name (if blank than same as left): Erin Roth
Title: Deputy Assistant Secretary	Title: Policy Director for the Division of Workforce Development and Adult Learning
Email Address: brandon.butler@maryland.gov	Mentor's Email Address: erin.roth@maryland.gov
Location: 1100 N. Eutaw Street, Baltimore, MD	

Position Description

Most Relevant Majors: Political Science, Economics. Government

Duties and Responsibilities

The Division is currently implementing the federal Workforce Innovation and Opportunity Act. As such, the Intern will work with both the Deputy Assistant Secretary and the Policy Director in implementing innovative delivery of workforce development solutions, and assist in overseeing nine (9) work groups charged with implementing provisions of the federal law. This includes:

- *Researching topics that include expansion of programs related to workforce and economic development;
- *Reviewing best practices used by other states;
- *Briefing the Assistant Secretary and other officials on policy related matters;
- *Assisting in the development of policy statements;
- *Working with the Division's communications unit to upgrade the Division's website and other communications materials.

Knowledge and Skills the Fellow Can Expect to Develop

Increased knowledge of workforce development will be gained through hands on training, discussions of policy, and site visits.

Specific Experiences and Opportunities for the Fellow

Attending staff and work group meetings
 Participating in interagency discussions on workforce development
 Site visits to strategic industry partnerships in and around the Baltimore metropolitan area

Mentor's Vision for Being a Partner in the Fellow's Learning

The internship will provide the intern with a deep understanding of the policy development process, which includes research and writing, garnering of feedback from various stakeholders, and eventual implementation of the policy.

How a GSIP Fellow Will Benefit the Agency

The Division will benefit from having another dedicated individual working toward the implementation of the federal Workforce Innovation and Opportunity Act. Currently, there is a great deal of work to be done to ensure that Maryland has the best policies issued in accordance with the Act. Therefore, an intern with great writing and analytical skills will be instrumental to the Division's success.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes **If yes, what types?** Bus, Light Rail, Circulator

5. Maryland State Police

RAPID - Regional Automated Property Information Database

Contact: Douglas Reiner	Mentor's Name (if blank than same as left):
Title: First Sergeant	Title:
Email Address: douglas.reiner@maryland.gov	Mentor's Email Address:
Location: 1201 Reiserstown Road, Pikesville, MD	

Position Description

Most Relevant Majors: Criminal Justice

Duties and Responsibilities

Rapid is the Regional Automated Property Information Database (RAPID). RAPID is a central repository for all transaction data of pawn, secondhand precious metal, and automotive dismantler transition records in the state. RAPID has quickly become a favorite crime fighting tool to reduce property crime, both in Maryland and its bordering states, and is currently used as an investigative tool in Maryland as well as the surrounding states. An intern will be a good fit for this unit as it will teach them about different types of crimes that we deal with along with how different police agencies works together to solve these crimes. The intern will obtain experience working under myself in assisting with training other police officers in RAPID, auditing other agencies, compliance checks of Pawn Shops and administrative duties. The intern will work out of our Headquarters Facility, 1201 Reiserstown Road in Pikesville, Maryland.

Knowledge and Skills the Fellow Can Expect to Develop

How to conduct investigations, organization skills, teaching skills, and dealing with public.

Specific Experiences and Opportunities for the Fellow

Compliance Checks, search warrants, class instruction, and more

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

The intern will assist the unit commander in his everyday duties and make his job a lot easier.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes **If yes, what types?** Bus, Light Rail

6. MD Dept of Veterans Affairs/Charlotte Hall Veterans Home Veterans Home Program

Contact: Sharon Mattia	Mentor's Name (if blank than same as left):
Title: Director	Title:
Email Address: smattia@charhall.org	Mentor's Email Address:
Location: Charlotte Hall Veterans Home - 29449 Charlotte Hall Road, Charlotte Hall, MD 20622	

Position Description

Most Relevant Majors: Business, Government

Duties and Responsibilities

*Suvery other State Veterans Home for best practices *compile data in statistical format * assisting in volunteer donation tracking * secret shopper asking about how the admission process is handled

Knowledge and Skills the Fellow Can Expect to Develop

How other State's operate their veterans homes - some are government operated, some are contracted out, use of survey and statistics

Specific Experiences and Opportunities for the Fellow

Weekly Dept Head meeting, monthly activitiy meeting, weekly staff meetring

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

We will benefit by getting a completed document at the end of the intership that will address best practices used at other state veterans home (144 in the USA)

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? no

If yes, what types?

7. Department of Public Safety and Correctional Services

Office of Equal Opportunity

Contact: Karen Shipley	Mentor's Name (if blank than same as left): Paris Lee
Title: Executive Director	Title: North Region EEO Officer
Email Address: karen.shipley@maryland.gov	Mentor's Email Address: paris.leesr@maryland.gov
Location: 6776 Reisterstown Road, Suite 306 Baltimore MD 21215	

Position Description

Most Relevant Majors: Public Administration, Political Science Engineering

Duties and Responsibilities

This position will develop a more fluid, effective and efficient ADA Reasonable Accommodation process when DPSCS employees can no longer work in the current position under the leadership of the Executive Director and ADA Coordinator. Duties will include but are not limited to:

- ADA research to identify the State of Maryland's ADA policy
- development of an agency process to address ADA Reasonable Accommodations
- identify barriers and brainstorm innovative ideas to enable communication between the units at DPSCS involved in the ADA process
- capture data relating to the ADA requests

Knowledge and Skills the Fellow Can Expect to Develop

Develop communication skills
 Develop writing skills
 Researching and presenting information to executive level leadership

Specific Experiences and Opportunities for the Fellow

Attend an Interactive Process Meeting which is a requirement under the State's ADA policy.
 Visit other offices and facilities of DPSCS

Mentor's Vision for Being a Partner in the Fellow's Learning

Working with the Student to clarify purpose and direction of the internship

How a GSIP Fellow Will Benefit the Agency

Resolve an issue and help bring the Agency in compliance with the requirements of the ADA

Is a car necessary to fulfill the internship responsibilities? no
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Is the organization accessible by public transit? yes	If yes, what types? Bus, Subway
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8. Department of Labor, Licensing and Regulation

Division of Labor and Industry

Contact: Kathy Sibbald	Mentor's Name (if blank than same as left):
Title: Program Manager	Title:
Email Address: kathy.sibbald@maryland.gov	Mentor's Email Address:
Location: 1100 N. Eutaw Street, Baltimore, MD 21201	

Position Description

Most Relevant Majors: computer science, data management, database design, information technology, or related field

Duties and Responsibilities

Work with management, enforcement and administrative staff to develop a case tracking system using Google Apps to keep track of cases including case assignments, case activities, statutory deadlines, status and case outcome. Ideally, we would be able to use the system to send email or other alerts to remind staff of upcoming statutory and other deadlines and we would be able to search or sort the system and run various reports to extract data from the system.

Knowledge and Skills the Fellow Can Expect to Develop

The intern would learn how to put his or her classroom training to practical use and work with end-users (management, enforcement and administrative staff) to design a system that is user-friendly and meets the needs of the end-users.

Specific Experiences and Opportunities for the Fellow

The intern will meet regularly with staff during the development of the system as part of the development team to insure that the system is designed to meet the needs of the end-users. The intern will participate in testing of the system to insure that it works as designed. The intern will provide training to the end-users upon completion of the project to insure that the end-users are able to use the system effectively. This will give the intern the opportunity to experience working in collaboration with other team members, to develop technical skills and develop communication as well as training skills.

Mentor's Vision for Being a Partner in the Fellow's Learning

The student will gain practical experience by putting technical skills learned in the classroom to use in a real business setting, working in collaboration with end-users to develop a case tracking system that meets the needs of the end-users.

How a GSIP Fellow Will Benefit the Agency

The Worker Classification Protection Unit has been using a series of MS Excel Spreadsheets to track cases. This is very inefficient and leaves a great deal of room for error. In addition, Excel does not have the capability to send notifications to end-users to remind the end-user of upcoming deadlines or actions to be taken nor does it allow us to run reports to pull data from the spreadsheet. A consolidated tracking system would greatly enhance our ability to manage our case load, avoid missing statutory deadlines, and extract data from the system when we need to respond to various requests for information.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Baltimore Metro - State Center Station

9. Maryland State Police

Policy & Analysis Section

Contact: Robert Iman	Mentor's Name (if blank than same as left): Robert Iman
Title: Commander, Policy & Analysis Section	Title: Commander, Policy & Analysis Section
Email Address: robert.iman@maryland.gov	Mentor's Email Address: robert.iman@maryland.gov
Location: 1201 Reisterstown Road, Pikesville, MD 21208	

Position Description

Most Relevant Majors: Communications, Criminal Justice

Duties and Responsibilities

Proofread Policies, Develop/Revise Agency Forms, Participate in a police ride-along, other assigned office/clerical duties.

Knowledge and Skills the Fellow Can Expect to Develop

The student will gain valuable insight into how police policies and procedures are developed.

Specific Experiences and Opportunities for the Fellow

Same as above.

Mentor's Vision for Being a Partner in the Fellow's Learning

Working side-by-side with the student teaching him/her how MSP draft/revise policies.

How a GSIP Fellow Will Benefit the Agency

Extra hands on deck and potential applicant.

Is a car necessary to fulfill the internship responsibilities? yes	
Is the organization accessible by public transit? yes	If yes, what types? Bus

10. Department of Health and Mental Hygiene

Office of Human Resources

Contact: Janet Esser	Mentor's Name (if blank than same as left): Janet Esser
Title: Acting Chief, Recruitment and Selection Division	Title: Acting Chief, Recruitment and Selection Division
Email Address: janet.esser@maryland.gov	Mentor's Email Address: janet.esser@Maryland.gov
Location: Baltimore City	

Position Description

Most Relevant Majors: Marketing, Human Resources, English, Psychology or Communications

Duties and Responsibilities

The Department of Health and Mental Hygiene, Office of Human Resources, Recruitment and Selection Division would like an intern to help recruitment with increasing marketing and outreach efforts, to provide better customer service for internal and external customers. This intern would be responsible for: updating venues for advertising; researching job fairs; working with the startup of an official internship program; and, other outreach activities. The intern will be meeting with hiring managers, subject matter experts and various individuals throughout the Department to conduct surveys that aim at improving customer service for internal customers. The intern should possess excellent verbal and written communications skills, analytical skills, be creative, motivated and be able to present themselves in a professional manner.

Knowledge and Skills the Fellow Can Expect to Develop

They will learn HR regulations, marketing and advertising skills, organizational skill via the projects that they will be given, decision making skills.

Specific Experiences and Opportunities for the Fellow

This intern would be responsible for: updating venues for advertising; researching job fairs; working with the startup of an official internship program; and, other outreach activities. The intern will be meeting with hiring managers, subject matter experts and various individuals throughout the Department to conduct surveys that aim at improving customer service for internal customers.

Mentor's Vision for Being a Partner in the Fellow's Learning

Teaching the student about current HR practices and new Recruitment practices.

How a GSIP Fellow Will Benefit the Agency

Our Department will get a fresh perspective on building a brand for our company and recruitment practices.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Metro

11. Governor's Office of Community Initiatives

Governor's Office on Service and Volunteerism

Contact: Jeff Griffin	Mentor's Name (if blank than same as left): Jeff Griffin
Title: Director	Title: Director
Email Address: jeffrey.griffin@maryland.gov	Mentor's Email Address: jeffrey.griffin@maryland.gov
Location: We are moving in mid to late June to Crownsville, MD.	

Position Description

Most Relevant Majors: Public policy, community engagement, really anyone that has a passion to help people

Duties and Responsibilities

Alot of the work will be suited to the background of the intern. However, they will work on planning the Governor's Service Awards, Governor's Day to Serve and the Governor's Volunteer Appreciation Day at the MD State Fair. They will also work with our board members.

Knowledge and Skills the Fellow Can Expect to Develop

Learn how to identify and work with communities to solve local problems. Learn how to plan and execute high profile events. Learn to work with a board that expects alot but gives alot.

Specific Experiences and Opportunities for the Fellow

Attend a board meeting and individual meetings. Attend volunteer and AmeriCorps events.

Mentor's Vision for Being a Partner in the Fellow's Learning

directly

How a GSIP Fellow Will Benefit the Agency

We as an office need to hear from college age young adults about their concerns and learn what they need to be leaders in their community. Their energy is infectious and they are not afraid to ask questions. College students help us to see solutions outside of our normal box. most of the time.

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? no

If yes, what types?

12. Governor's Office of Community Initiatives

Contact: Katie Kuehn	Mentor's Name (if blank than same as left):
Title: Director of Communications	Title:
Email Address: katie.kuehn@maryland.gov	Mentor's Email Address:
Location: For the first few weeks we will be in our office in Baltimore. We are moving mid-June to 100 Community Place, Crownsville, MD 21032.	

Position Description

Most Relevant Majors: Political Science, Communications, Marketing, Journalism

Duties and Responsibilities

Marketing and communications tasks, such as, but not limited to:

- Copy writing for press releases, web and social media
- Website development and updates (it would be beneficial for the intern to have working knowledge of WordPress or another content management system)
- Collateral development, including the use of Adobe Creative Suite programs (InDesign, PhotoShop, and Illustrator - would be beneficial to have working knowledge of some or all of these programs)
- Event planning and staffing, including the use of Constant Contact to create invitations and manage events

Additionally, some administrative duties, like updating and maintaining our contact database of more than 13,000 entries.

Knowledge and Skills the Fellow Can Expect to Develop

I am a one-person team so this intern will work very closely with me and gain hands-on experience in most aspects of the daily duties of a communications director in a busy state office.

Specific Experiences and Opportunities for the Fellow

Weekly office directors' meetings and ethnic commissions staff meetings. Ethnic commission meetings. Other events and/or meetings as scheduled by our office or the Governor's office.

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

This intern will help our office enhance our online presence, both on our social media platforms and on our website, as well as to move forward with a comprehensive contacts database, allowing us to reach a larger audience at once.

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? no

If yes, what types?

13. Governor's Office of Community Initiatives

Contact: Jimmy Kwak	Mentor's Name (if blank than same as left): Jimmy Kwak
Title: Deputy Chief of Staff	Title: Deputy Chief of Staff
Email Address: james.kwak@maryland.gov	Mentor's Email Address: james.kwak@maryland.gov
Location: Crownsville, MD	

Position Description

Most Relevant Majors: Communications, Public Policy, English, Political Science, Government, Journalism, Sociology,

Duties and Responsibilities

- Social Media Outreach
- Community Outreach
- Data collection and analysis
- Event Planning
- Webinar preparation and hosting
- Strategic Planning
- Liaising with the Governor's Commission on Service and Volunteerism
- Networking with state agencies, nonprofits, businesses, and other community organizations

Knowledge and Skills the Fellow Can Expect to Develop

The intern will gain experience organizing and executing a high level State initiative from the Governor's Office. The intern will gain experience with strategic planning, event planning, building coalitions, social media, and data collection.

Specific Experiences and Opportunities for the Fellow

Lead training webinars, Visit Day to Serve partners (state agencies, non-profits, businesses), attend Day to Serve publicity events with the Governor and Lieutenant Governor, attend high-profile events with the Governor's Staff, attending Governor's Commission on Service and Volunteerism commission meetings.

Mentor's Vision for Being a Partner in the Fellow's Learning

The intern will work closely with the Deputy Chief of Staff of the Governor's Office of Community Initiatives and the Governor's Office of Service and Volunteerism in leading Maryland's 2016 Day to Serve initiative. Day to Serve promotes service and volunteerism between September 11 and October 10 and encourages government, nonprofit, and businesses organizations to participate or host a service event. Maryland along with Virginia, West Virginia and Washington DC participate in the initiative every year.

How a GSIP Fellow Will Benefit the Agency

An intern will allow us to expand our Day to Serve Initiative in 2016 by helping us create and execute a strategic plan to find new service partners. In addition, the student will help increase the awareness of service and volunteerism in Maryland, especially as it relates to the Governor's Office of Volunteerism.

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? no

If yes, what types?

14. Natural Resources

Boating Services

Contact: Mark O'Malley	Mentor's Name (if blank than same as left):
Title: Director	Title:
Email Address: mark.o'malley@maryland.gov	Mentor's Email Address:
Location: Tawes Building, 580 Taylor Ave. Annapolis, MD	

Position Description

Most Relevant Majors: Public Policy, Public Administration,

Duties and Responsibilities

budget development and tracking, drafting of letters, status reports, organization of interagency meetings with appropriate agendas, prepare and attend briefings of the Department Secretary and staff.

Knowledge and Skills the Fellow Can Expect to Develop

Fiscal management, project management, interagency coordination.

Specific Experiences and Opportunities for the Fellow

Arranging and attending meetings with state, county and federal agencies, drafting documents representing the Department, participating in a budget build to fund the design and construction of a \$5-7 million vessel and learn the basics of state and federal grant applications and management.

Mentor's Vision for Being a Partner in the Fellow's Learning

I plan to delve into the student's interests and goals and apply them to the projects I have in mind. These projects will involve inter-agency coordination, public speaking, organizational skills and project management.

How a GSIP Fellow Will Benefit the Agency

We are balancing a number of projects on an almost skeletal staff that is without administrative assistance. This student will be given significant responsibility to work with other state and federal agencies. Occasionally the student will need to act independently or with minimal guidance.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus

15. Department of Health and Mental Hygiene

Board of Nursing

Contact: Cheyenne Redd	Mentor's Name (if blank than same as left):
Title: Director of Licensure & Certification	Title:
Email Address: cheyenne.redd@maryland.gov	Mentor's Email Address:
Location: 4140 Patterson Ave. Baltimore, MD 21215	

Position Description

Most Relevant Majors: Business Administration, Nursing

Duties and Responsibilities

- Data Entry
- Updating approval dates for CNA and GNA Training Programs
- Administrative duties
- Site Visits

Knowledge and Skills the Fellow Can Expect to Develop

Regulatory knowledge relating to nursing and certified nursing assistants, team building skills, interpersonal relationship skills

Specific Experiences and Opportunities for the Fellow

Attending board meeting, site visits to CNA and GNA Training Programs, assist with meeting compliance regulations for training programs

Mentor's Vision for Being a Partner in the Fellow's Learning

I would like to offer the student nursing regulatory experience. There is so much to learn in this area, and I would love to educate a prospective student in it.

How a GSIP Fellow Will Benefit the Agency

The Board of Nursing will first be able to offer an intern with the knowledge and skills that could be used in other areas. Secondly, we would benefit from having a student by being more effective and efficient in assisting Training Programs in meeting compliance. Having this intern will afford us with a new set of ideas and opinions to enhance the department.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Metro Subway

16. Maryland State Department of Education

Office of Finance and Administration

Contact: Kristy Michel	Mentor's Name (if blank than same as left): Monica Kearns
Title: Deputy State Superintendent	Title: Assistant State Superintendent
Email Address: kristy.michel@maryland.gov	Mentor's Email Address: monica.kearns@maryland.gov
Location: 200 West Baltimore Street, Baltimore, Maryland 21201	

Position Description

Most Relevant Majors: Business, Communication, Economics, Finance, Education, Political Science

Duties and Responsibilities

Education and Education Finance Research
 Data Analysis and Reporting
 Communication to and collaboration with internal and external stakeholders
 Helpful Skills - excel, oral and written communication

Knowledge and Skills the Fellow Can Expect to Develop

Public Sector Finance
 Education Funding
 Legislative Process
 Research Projects

Specific Experiences and Opportunities for the Fellow

Stakeholder meetings, research and reporting, policy discussions, research team working meetings, data analysis for the following projects: State's Adequacy of Education Funding Study, State's Charter School Funding Study, State's implementation of the federal Every Student Succeeds Act and the State's Local School System Master Plan process.

Mentor's Vision for Being a Partner in the Fellow's Learning

The agency plans to work with the intern to set measurable goals for this experience and provide the opportunity to achieve the goals through hands-on experiences and individual assignments.

How a GSIP Fellow Will Benefit the Agency

The agency will benefit from the fresh perspective and additional resources an intern will bring to this important policy work.

Is a car necessary to fulfill the internship responsibilities? no	
Is the organization accessible by public transit? yes	If yes, what types? Bus, Light Rail, Circulator

17. The Maryland State Department of Education

Office of Instructional Technology, School Library Media, and Online Programs

Contact: Val Emrich	Mentor's Name (if blank than same as left):
Title: Director of Instructional Technology, School Library Media, and Online Programs	Title:
Email Address: valerie.emrich@maryland.gov	Mentor's Email Address:
Location: 200 West Baltimore Street, Baltimore, MD 21201	

Position Description

Most Relevant Majors: Education, Policy, Library, Technology

Duties and Responsibilities

- * Review digital resources in order to provide appropriate search terms (meta tags) and standard alignment
- * Collaborate with MSDE content coordinators and specialists to ensure tags and standards are in alignment with resources
- * Investigate state, local, and other state digital resource policies to inform additional or future Maryland policies
- * Collaborate with LEAs who wish to provide additional resources
- * Upload and tag identified digital resources to the State repository
- * Provide meta tag (search terms) information using an existing database of tagging protocols to the Federal Learning Registry to provide communication between the Registry and the State repository
- * Assign appropriate Creative Commons licenses to digital resources

Knowledge and Skills the Fellow Can Expect to Develop

- * In-depth understanding of how standards align to content
- * Technical skills required to utilize the features of the repository
- * Technical and communication skills that will help build workforce effectiveness
- * Deep understanding of copyright, fair use, and attribution licensing
- * Collaboration and communications skills to be used internally with MSDE and externally with stakeholders
- * Develop excellent customer service skills
- * Understanding of requirements for and value of Open Education Resources

Specific Experiences and Opportunities for the Fellow

- * Attend a meeting with the United States Department of Education's (USDOE) Office of Educational Technology OER leads that involves policy discussions
- * Opportunity to collaborate and connect with an external platform provider and representatives from the USDOE
- * Involvement and participation with an innovative Federal initiative to build a repository of resources for educators and students throughout the country
- * Work directly with MSDE experts and LEA representatives to align content, standards, and meta tags
- * Attend a board meeting

Mentor's Vision for Being a Partner in the Fellow's Learning

Maryland is committed to the Federal #GoOpen movement that involves Open Educational Resources (free and open to the public). The responsibilities for this position will provide the interns with a deeper understanding of Maryland's Educational infrastructure and digital policies, including individual Local Educational Agency (LEAs) policies. Through the use of SETDA's Digital Map of Acquisition Policies, other state policies can be examined for possible adoption. This role allows for direct collaboration with the Maryland State Department Education's (MSDE) content coordinators and specialists as interns investigate and assist with the identification of digital resource search terms, content standards, attribution licensing, and the use of learning repository (collection of instructional digital resources for educators and students) technical features. Through this work, students will

develop an understanding of the tenets of Open Educational Resources (OERs) and the licensing that accompanies them.

(The work involved with this internship is quite extensive, so I am requesting two interns; however, each intern will be conducting similar tasks so one is not dependent upon the other.)

How a GSIP Fellow Will Benefit the Agency

- * Students will offer a unique learning perspective for instructional resources
- * Ensure that resources are available by the 2016-2017 school year
- * Students comfort and experiences with technology will allow them to quickly understand the technology aspects of the project
- * Maryland educators, students, parents, and other stakeholders will be able to identify appropriate and effective resources based on efficient and advanced searching capabilities
- * Policies related to digital resources will be concise yet comprehensive

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Circulator

18. Maryland Department of Veterans Affairs

Outreach and Advocacy

Contact: Dana Hendrickson	Mentor's Name (if blank than same as left): Dana Hendrickson
Title: Director, Outreach and Advocacy	Title: Director, Outreach and Advocacy
Email Address: dana.hendrickson@maryland.gov	Mentor's Email Address: dana.hendrickson@maryland.gov
Location: 16 Francis Street, Annapolis, MD 21401	

Position Description

Most Relevant Majors: Human Services, Public Administration, Psychology, Business Administration, Sociology

Duties and Responsibilities

- *The student will assist with the Operation Hire Maryland Initiative, to provide outreach to employers on the initiative and to provide education on the value in hiring veterans, the student will assist with database development and reports
- *The student will support the development of the Chesapeake Veterans Alliance, a Maryland based veterans coalition with the goal to bring together providers who serve veterans. The student will have opportunities to interact through this Alliance with Federal, State, and Local Providers of veterans services
- *The student will assist with the planning of a statewide veterans leadership meeting with the goal to bring together leaders from local and community based veterans groups, councils and commissions to share best practices and support collaboration
- *The student will continue with a best practices project currently in process, as the Department looks to other State VA's for successful programs

Knowledge and Skills the Fellow Can Expect to Develop

The student will gain a broad based understanding of how veterans access and receive services in Maryland as well as Nationally. The student will gain an understanding of the Federal Department of Veterans Affairs, of State Agencies who serve veterans, as well as of local organizations who serve them. The student will gain an understanding of the needs of our Maryland veterans and how we are progressing as a System to better address their challenges as well as celebrate their successes. The student will gain an understanding of how to navigate State government and how to collectively work alongside Federal and Local partners to best serve veterans.

Specific Experiences and Opportunities for the Fellow

The student will have opportunities to engage with community partners both via phone, attend meetings, and in written format. The student will have opportunities to engage with Federal and State Government leaders who are serving veterans. The student will gain an understanding the collective impact model and how collaboration is key to success when serving veterans. The student will have opportunities to speak on their research to State leaders, the degree to which they comfortable. The student will be able to attend resource events, and interact with the community at large.

Mentor's Vision for Being a Partner in the Fellow's Learning

I envision creating a trusting environment which supports learning, creativity, and opportunities to ask questions and explore the nature of public service. I envision creating opportunities which allow a student to stretch their limits and try new things, allowing for optimal growth. I look forward to providing an environment of openness and honesty, supporting an environment which offers direction but also opportunities to work independently with supportive supervision.

How a GSIP Fellow Will Benefit the Agency

A GSIP intern will make it possible for this organization to propel our Department forward and better serve veterans. The tasks which the student will be assigned will be in direct alignment with our mission to educate veterans on their benefits and to work collectively with partners in the community.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus

19. Department of Housing and Community Development

Maryland Codes Administration

Contact: Norman Wang	Mentor's Name (if blank than same as left): Norman Wang
Title: Manager, Industrialized Buildings and Manufactured Homes Program	Title: Manager, Industrialized Buildings and Manufactured Homes Program
Email Address: norman.wang1@maryland.gov	Mentor's Email Address: norman.wang1@maryland.gov
Location: 7800 Harkins Rd., Lanham, MD 20706	

Position Description

Most Relevant Majors: architecture, engineering, construction or related fields

Duties and Responsibilities

(1) The intern coming to Codes Administration will be assisting staff in reviewing construction documents, for code compliance, of modular buildings. (2) The intern will also join staff inspectors in conducting manufacturer's plant inspection for Quality Control of the manufacturing process. (3) When opportunities arise, the intern may also accompany staff to go to home sites to conduct investigation of complaint of modular homes. (4) The intern will also assist staff on law-required administrative tasks, using software such as Access, Excel, Word, etc.

Knowledge and Skills the Fellow Can Expect to Develop

(1) see the transition from design on paper into a real building (2) how building code requirements are applied and how to evaluate the design (3) understand how all building components are put together in the field (manufacturing plants). (4) opportunity to apply investigative ability to use in realm of construction deficiency

Specific Experiences and Opportunities for the Fellow

(1) assist staffs reviewing building design documents (plans) for code compliances (2) join staff inspectors to conduct manufacturing plant

Mentor's Vision for Being a Partner in the Fellow's Learning

Will provide an opportunity for the person to apply knowledge gained in school to real world situations, and, in the area of building construction, to obtain first-hand experience in observing construction in the field.

How a GSIP Fellow Will Benefit the Agency

Provide an opportunity for program staff to share and pass on technical knowledge on modular buildings to someone of the younger generation. The agency benefits from having a Maryland citizen's understanding of the purposes and the values of this government unit.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Marc Train, DC Metro (subway - orange line)

20. Natural Resources

Forest Service

Contact: Anne Hairston-Strang	Mentor's Name (if blank than same as left):
Title: Acting Associate Director	Title:
Email Address: Anne.Hairston-Strang	Mentor's Email Address:
Location: 580 Taylor Ave., E-1, Annapolis, MD 21401	

Position Description

Most Relevant Majors: Forestry, Entomology, Natural Resources Management, Environmental Science, Land Use Planning

Duties and Responsibilities

Urban tree and forest data collection in communities near new infestations of emerald ash borer
GPS data collection and uploading data to geographic information systems
GIS mapping of completed work and tree treatment needs (as background and interest permit)
Planning for forest health responses on conserved forest land
Planning for forest health responses to reduce risk on the Eastern Shore, coordinating with Delaware and Virginia

Knowledge and Skills the Fellow Can Expect to Develop

Students will learn standard tree inventory methods, strategies for addressing major resource concerns, and intergovernmental collaboration for shared resource concerns. Training in tree identification and data collection will be provided.

Specific Experiences and Opportunities for the Fellow

Field work collecting tree and forest data for the emerald ash borer project in Maryland, working with MD DNR Forest Service staff
Interact with local jurisdictions involved in EAB response planning, conservation organizations such as The Nature Conservancy
Attend the Maryland Invasive Species Council, a statewide coordinating group for control of invasive species.

Mentor's Vision for Being a Partner in the Fellow's Learning

Provide field-based experiences to real-world natural resources management problems, particularly related to forest health and ecological function, with exposure to policy implications and examples of strong intergovernmental collaboration. Advise on training and experience that would aid a student advance towards their expressed career goal.

How a GSIP Fellow Will Benefit the Agency

The internship will support Maryland's response to the threat of emerald ash borer and other invasive species. It will expand capacity to collect needed tree data and to support planning and response efforts on community and State lands.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus

21. Maryland State Department of Education

Division of Educator Effectiveness

Contact: Sarah Spross	Mentor's Name (if blank than same as left): Sarah Spross
Title: Assistant State Superintendent	Title: Assistant State Superintendent
Email Address: sarah.spross@Maryland.gov	Mentor's Email Address: sarah.spross@maryland.gov
Location: Baltimore	

Position Description

Most Relevant Majors: Education, Policy, Political Science

Duties and Responsibilities

The intern will be responsible for completing data driven research related to teacher preparation reform efforts aimed at recruitment, preparation, induction, and retention of high quality educators. This work will be aligned with the 2015 JCR reports related to ensuring high quality teachers and teacher development and the upcoming work related to the SB 493 Teacher Induction, Retention, and Advancement Act of 2016. This research will include; but not be limited to the identification of successful:

- Teacher residency models;
- Educator incentives programs;
- Professional learning networks;
- Teaching innovation centers; and
- Teacher leadership career ladders.

In addition to the required research, the individual will have the opportunity to participate in the work related the Network to Transform Teaching (NT3) grant.

Knowledge and Skills the Fellow Can Expect to Develop

How the legislature and informs the work of the State, the opportunity to complete data driven research to inform the development of new pilot programs; how statues guide regulatory development; the development and implementation of a statewide grant; and the importance of collaboration and strong communication between state agencies, and local school systems.

Specific Experiences and Opportunities for the Fellow

Attend both a State Board of Education and Professional Standards Teacher Education Board meeting, participate in regulatory development meetings, attendance at P-20 work group meetings which include a diverse stakeholder group as well as NT3 grant meetings, which will expose the individual to the National Board of Professional Teacher Standards.

Mentor's Vision for Being a Partner in the Fellow's Learning

I believe my role as a mentor is to provide the intern with as many opportunities as possible to experience data driven policy work that is completed within the agency. This is best accomplished by regular conversations regarding project progress, attending a variety of meetings and work groups that are related to the designated work, and exposing the intern to the network of professionals that inform this decision making.

How a GSIP Fellow Will Benefit the Agency

MSDE is currently engaged in teacher preparation reform efforts. This work includes extensive research leading to a report to the General Assembly. In addition to providing an intern the opportunity to see the full process behind educational reform., the individual will be instrumental in assisting with the research and development of graphics related to this topic.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Circulator

22. Department of Public Safety and Correctional Services

Office of Equal Opportunity

Contact: Karen Shipley	Mentor's Name (if blank than same as left):
Title: Executive Director	Title:
Email Address: karen.shipley@maryland.gov	Mentor's Email Address:
Location: 6776 Reisterstown Road, Baltimore MD 21215	

Position Description

Most Relevant Majors: Business management, Economics, Human Resources

Duties and Responsibilities

Develop a EEO newsletter for distribution to over 11,000 employees
 Research and develop EEO related training such as sexual harassment, ADA, etc
 Research EEO topics and organize a training retreat for 50+ managers

Knowledge and Skills the Fellow Can Expect to Develop

organization, working with a team, experience in MS Publisher, Google, etc.

Specific Experiences and Opportunities for the Fellow

Staff meetings, working with stakeholders from other agencies

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes **If yes, what types?** Bus, Light Rail

23. Maryland Department of Health and Mental Hygiene

Office of Minority Health and Health Disparities

Contact: Kimberly Hiner	Mentor's Name (if blank than same as left): Shalewa Noel-Thomas, Phd, MPH
Title: Health Planning Director	Title: Director, Office of Minority Health and Health Disparities
Email Address: kimberly.hiner@maryland.gov	Mentor's Email Address: Shalewa.Noel-Thomas@maryland.gov
Location: Maryland Department of Health and Mental Hygiene, 201 West Preston Street, Baltimore, MD 21201	

Position Description

Most Relevant Majors: Health Science, Public Health, Health Education, Community Health, Communication, Public Relations, Journalism, New Media

Duties and Responsibilities

Intern output would be the development of a social media and other communications strategy and toolkit, for the MHHD Office. Additionally, input and recommendation on the strategic use of social media for other community-based partners. This output will include the following:

- o Exploration of various uses of social media tools and channels
 - o Discuss with a variety of stakeholders the need and use of social media to identify the most useful channels for social media use
 - o Research current social media trends among a variety of populations
 - o Explore the resources needed for each social media tool (e.g. time, financial, specific training)
 - o Identify new or emerging social media tools
- o Explore the effective use of Webinars and other web-based interactive technologies. Make recommendations on the use of these tools.
- o Creation of health communication templates that are culturally and linguistically appropriate
- o Assist in identifying the necessary ways to customize and deliver social media strategies through relevant channels for our constituents.

Knowledge and Skills the Fellow Can Expect to Develop

- Knowledge of public health, health equity, health disparities, health literacy, and minority populations in Maryland
- State government policies and procedures
- In depth understanding of the use of social media in professional environments
- Interpersonal communication -- interacting with a variety of stakeholders from state to local government, policy makers, and local community based organizations
- Understanding of how state level health department can affect the health equity and health behaviors of communities

Specific Experiences and Opportunities for the Fellow

- Attend appropriate Department and Office meetings and strategic planning sessions (e.g. Winnable Battles)
- Participate and provide a presentation at community based organization grantee orientation and meetings
- In-office work and collaboration with department and office colleagues
- Present final product to MHHD and other departmental staff

Mentor's Vision for Being a Partner in the Fellow's Learning

Mentor student to provide substantive experience and immersion in the use of current and emerging social media to enhance health equity efforts in Maryland.

How a GSIP Fellow Will Benefit the Agency

- Provide the Office with social media knowledge and create a structured plan that fits the Office's (and constituents) needs for health communication through the use of social media

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Subway

24. Governor's Office

Communications Agency

Contact: Hannah Marr	Mentor's Name (if blank than same as left): Matt Clark
Title: Press Secretary	Title: Communications Director
Email Address: hannah.marr@maryland.gov	Mentor's Email Address: matt.clark@maryland.gov
Location: 100 State Circle, Annapolis, MD 21401	

Position Description

Most Relevant Majors: Political Science, Government, Communications, Pre-Law

Duties and Responsibilities

Writing, Research, Helping with press conferences, potential for travel to outside events with the governor

Knowledge and Skills the Fellow Can Expect to Develop

Writing, policy, technical skills, in-depth look at how the executive branch works

Specific Experiences and Opportunities for the Fellow

Attend press conferences, attend staff meetings, potential for travel to outside events

Mentor's Vision for Being a Partner in the Fellow's Learning

Expose the student to real world political communications experience.

How a GSIP Fellow Will Benefit the Agency

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Circulator, Annapolis Trolley

25. Department of Human Resources

Family Investment Administration - Bureau of Homeless Services

Contact: Heather Sheridan	Mentor's Name (if blank than same as left):
Title: Director of Homeless Services	Title:
Email Address: heather.sheridan@maryland.gov	Mentor's Email Address:
Location: 311 W. Saratoga St. Baltimore MD 21201	

Position Description

Most Relevant Majors: Political Science, non-profit management, social work and or business administration.

Duties and Responsibilities

The projects the Intern would be working on for the Bureau of Homeless Services (BHS) would be focused on some short-term research needed for a legislative ask of the State Interagency Council on Homelessness (ICH). These projects relate to cold weather planning for the homeless as well as the Housing Counseling program that assists those living in shelter, to move out and on to self-sufficiency. We would also need assistance with reviewing applications for funding for the 2017 fiscal year. Finally, the intern would be assisting our team through a series of strategic planning efforts that will impact how the state facilitates homeless services for years to come.

Knowledge and Skills the Fellow Can Expect to Develop

An understanding of how grant funding works between government entities and non-profit agencies. Systems change, event preparation and planning as well as stakeholder facilitation through project management.

Specific Experiences and Opportunities for the Fellow

Liaise with stakeholders invested in the work of providing services to the homeless. The intern will help plan and attend a number of large scale meetings and smaller speaking events where members of the BHS team are presenting. He/she will learn how to gather and analyze survey data and identify policy recommendations.

Mentor's Vision for Being a Partner in the Fellow's Learning

Excited to work with a student on the numerous projects related to homeless services in Maryland as we take on a few systems-change projects. I also would be personally interested in developing them professionally through other contacts, resume building, informational interviews etc.

How a GSIP Fellow Will Benefit the Agency

This would be a major asset for our team and an exciting time to be involved in this work. He/she will get much out of the experience, as a mentor I would be personally committed to making that happen. He/she will learn a considerable amount and will help us make thoughtful policy recommendations to the Maryland General Assembly.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Circulator, metro

26. Maryland Department of Planning

Local Assistance and Training

Contact: Peter Conrad	Mentor's Name (if blank than same as left): Peter G. Conrad
Title: Manager, Local Assistance and Training	Title: Manager, Local Assistance and Training
Email Address: peter.conrad1@maryland.gov	Mentor's Email Address: peter.conrad1@maryland.gov
Location: 301 West Preston Street 11th Floor. Baltimore , MD 21201	

Position Description

Most Relevant Majors: The preferred major(s) are: Urban Planning, Communications, Urban Studies, Public Policy, Public Administration, Geography or Real Estate.

Duties and Responsibilities

In 2016, the Maryland Department of Planning has initiated a project to deliver more planning education and training for professional and citizen planners as well as elected officials in Maryland. The project includes a wide variety of initiatives including a new training and education newsletter, a program of live and web-based training for planning commissioners, a new newsletter for the Maryland Planning Commissioner Association (MPCA), updates to our existing models and guideline publications and training targeted to supporting reinvestment and revitalization of Maryland's municipalities.

Under the guidance and support of staff at the Maryland Department of Planning (MDP) including the Secretary, the intern would take a lead role in researching, coordinating and drafting content for one of more of these programs. The actual programs and tasks would depend on matching the intern's skills and knowledge to the appropriate programs. This work will require research, communicating with state agency and non-profit trainers around the state, MDP planning staff as well as reporting to MDP senior staff. Excellent analysis, writing and communication skills are essential. Interest in planning and revitalization issues is preferred.

Knowledge and Skills the Fellow Can Expect to Develop

Knowledge about planning, growth management, urban revitalization, adult education and training and digital media. Skills would include editing, newsletter production software, and research.

Specific Experiences and Opportunities for the Fellow

The student would be part of a team of managers and staff who are working to improve our agencies education and training. This would include internal meetings, production work session and visits w/collaborators.

Mentor's Vision for Being a Partner in the Fellow's Learning

I like to provide mentoring so the student will take away some of the following; working in an office environment as a team, balancing independence with managerial direction, and developing high standards for your work.

How a GSIP Fellow Will Benefit the Agency

This student will help us increase the amount of content that we produce while we start up these communication tools.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Circulator, Subway

27. Maryland State Arts Council

Maryland Traditions, the state folklife program

Contact: Michelle Stefano	Mentor's Name (if blank than same as left): Michelle Stefano and Chad Buterbaugh
Title: Co-Director, Maryland Traditions	Title: Co-Directors, Maryland Traditions
Email Address: michelle.stefano@maryland.gov	Mentor's Email Address: michelle.stefano@maryland.gov
Location: Federal Hill, Baltimore	

Position Description

Most Relevant Majors: Anthropology, folklore, public history, history, American Studies, sociology, psychology

Duties and Responsibilities

Maryland Traditions is a program that seeks to research, document, promote, and sustain living cultural traditions from around the state. The intern will assist in research activities and fieldwork that focuses on documenting particular living traditions (e.g., musical, dance, food, etc.), as well as help with basic archive organization and related programs of Maryland Traditions. They are also encouraged to pursue a research project of their own focusing on a cultural tradition, or community, in MD that they would like to learn more about.

Knowledge and Skills the Fellow Can Expect to Develop

Qualitative research methodologies, such as in-depth interviewing, archival skills, oral and written communication skills, and creative problem solving.

Specific Experiences and Opportunities for the Fellow

Cultural fieldwork in Maryland, working in the Maryland State Folklife Archives (the oldest in the US), planning meetings for the (potential) Maryland Folklife Center

Mentor's Vision for Being a Partner in the Fellow's Learning

By providing hands-on experiences in running the folklife program both at MSAC and out in the field, working with community members to document, safeguard and promote their living cultural traditions.

How a GSIP Fellow Will Benefit the Agency

We will gain invaluable assistance in managing our programmatic and archival projects as the program is run by only 2 staff members, aside from our regional network of partners (Ward Museum, National Council for the Traditional Arts, Frostburg State U., UMBC, Coastal Heritage Alliance, and the Sandy Spring Museum).

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Circulator

28. Department of Natural Resources

Human Resources Service

Contact: Gwendolyn Schindler	Mentor's Name (if blank than same as left): Gwendolyn Schindler
Title: Director, Human Resources	Title: Director, Human Resource Services
Email Address: 580 Taylor Ave. Annapolis, MD 21401	Mentor's Email Address: gwen.schindler@maryland.gov
Location: 580 Taylor Ave. Annapolis, MD 21401	

Position Description

Most Relevant Majors: Human Resource Management, Business Administration, Public Administration

Duties and Responsibilities

Research of recruitment data to summarize data on recruitment trends; basic job analysis (through document research and interviewing) to identify commonalities in entry level job requirements

Knowledge and Skills the Fellow Can Expect to Develop

Knowledge of recruitment processes, data analysis skills and interviewing skills

Specific Experiences and Opportunities for the Fellow

Attend a recruitment meeting, mentoring by HR management staff with over 20 years of experience in public sector personnel work

Mentor's Vision for Being a Partner in the Fellow's Learning

By providing a project plan, access to data, and guidance for data analysis

How a GSIP Fellow Will Benefit the Agency

This project will help us to identify where we might be able to consolidate some recruitment efforts to more wisely use our resources.

Is a car necessary to fulfill the internship responsibilities? no	
Is the organization accessible by public transit?	If yes, what types? Bus

29. Department of Human Resources/Family Investment Administration

Family Investment Administration/Office of Home Energy Programs

Contact: Matthew Lyons	Mentor's Name (if blank than same as left):
Title: Director	Title:
Email Address: Matthew.Lyons@maryland.gov	Mentor's Email Address:
Location: 311 West Saratoga Street, Baltimore MD 21201	

Position Description

Most Relevant Majors: Political Science, Social Work, Economics, Sustainability, Environmental Science

Duties and Responsibilities

The intern will work on two research assignment to provide recommendations on how to restructure the Office of Home Energy Program's grants it provides to customers.

1. The program forgives past due electric bills for low-income customers that are currently disconnected or at risk of utility disconnections. The intern will research and provide recommendations on an Arrearage Management model that ties forgiveness of past due bills to the customer improving payment behavior on current bills.
2. The program is interested in developing an energy education and wrap-around service coordination initiative that will provide customers tools that will improve bill affordability for them in the long-term. The intern will assist the agency in developing an assessment tool to identify capacity within the community to implement such a program and will make recommendations on how to design the program.

Knowledge and Skills the Fellow Can Expect to Develop

An understanding of how human services are administered in the State of Maryland and the ability to draft policy recommendations on how government can improve the outcomes for low-income families receiving these services.

Specific Experiences and Opportunities for the Fellow

Attend advisory group meetings with other state agencies, local government and non-profit organizations. Meet with local Departments of Social Services that administer grants to customers. Make policy recommendations to senior government leaders that will influence systems-change improvements to human services.

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

The intern will provide research and analysis of models used in other states that Maryland can deploy in the policy reforms currently being considered.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Note - parking paid by the agency is not available. The intern would have to secure parking at his/her own expense unless otherwise covered by GSIP.

30. Department of Information Technology

Telecommunications Access for MD- Public Relations

Contact: Albert Bullock	Mentor's Name (if blank than same as left): Brenda Kelly-Frey
Title: Chief of Staff	Title: Director
Email Address: al.bullock@maryland.gov	Mentor's Email Address: brenda.kelly-frey@maryland.gov
Location: 301 W. Preston	

Position Description

Most Relevant Majors: Communication, Public Relations
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- | |
|--|
| Duties and Responsibilities |
| <p>Outreach to community organizations to set up presentations and exhibits</p> <ul style="list-style-type: none"> · Participation in outreach events (exhibits and presentations) · Attend networking events as requested · Assist staff in advertising planning · Draft contributed articles · Craft and/or personalize presentations for targeted audiences · Assist Outreach Coordinators and PR Officer in tasks as requested |

Knowledge and Skills the Fellow Can Expect to Develop
The intern will learn how the State interacts with the public when communicating about services it provides.

Specific Experiences and Opportunities for the Fellow
Interns will attend various outreach events, such as, but not limited to, MPT Salutes Vietnam Veterans, American Society for Deaf Children Conference, and various County Fairs. Interns will also have the opportunity to attend and potentially participate in community presentations with Outreach Coordinators. In addition, interns will have hands on experience in the outreach process from beginning to end, which includes experience with networking, event research, contact coordination, presentation personalization, and other internal processes

Mentor's Vision for Being a Partner in the Fellow's Learning
We want to help the student put their classroom learned outreach and/or PR techniques to real world skills and experiences. We hope to encourage their creativity while giving them the opportunity to experience many stages and types of outreach.

How a GSIP Fellow Will Benefit the Agency
This student will allow the outreach team to reach more audiences; therefore, increasing the number of Maryland residents that will know about and benefit from Maryland Relay and/or Maryland Accessible Telecommunication.

Is a car necessary to fulfill the internship responsibilities? no	
Is the organization accessible by public transit? yes	If yes, what types? Bus, Baltimore Metro

31. Department of Information Technology

Maryland Accessible Telecommunications

Contact: Albert Bullock	Mentor's Name (if blank than same as left): Brenda Kelly-Frey
Title: Chief of Staff	Title: Director
Email Address: al.bullock@maryland.gov	Mentor's Email Address: brenda.kelly-frey@maryland.gov
Location: 301 W. Preston	

Position Description

Most Relevant Majors: Deaf studies, Family Studies/Science, Human Services

Duties and Responsibilities

- Use ASL to communicate with Deaf staff members and clients
- Aid in startup of new tablet distribution program
- Research and tracking of communication apps and accessories for various disabilities
- Create training documentation for tablet use by different populations
- Assist in coordination of training sessions (individuals and groups)
- Train clients on tablet use
- Participating in outreach events (for tablet program and overall program)
- Aid in file migration efforts/data entry

Knowledge and Skills the Fellow Can Expect to Develop

Assistive telecommunication knowledge, tablet knowledge, training skills, client services skills, communication adaptation skills

Specific Experiences and Opportunities for the Fellow

Intern will work closely with the MAT Lead Evaluator to coordinate tablet distribution. These efforts will provide the intern with direct client experience. Intern will be expected to gain expertise in specified areas of tablet usage to provide training for clients and evaluators. Intern will likely gain experience in event coordination as a number of trainings will need to be scheduled, set up, and executed.

Mentor's Vision for Being a Partner in the Fellow's Learning

We want to provide the student with hands on experience working with clients and learning the background work involved in a successful human services program. Their time with us will provide them with a wide range of experiences. They will work with people from many different populations. In addition, their everyday use of ASL will increase their proficiency of the language.

How a GSIP Fellow Will Benefit the Agency

This student will aid the tablet program in an efficient start and allow us to serve more Maryland residents in the infancy of the program.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes **If yes, what types?** Bus, Baltimore Metro

32. Maryland Environmental Service Geospatial & Engineering Services

Contact: Jen Wijetunga	Mentor's Name (if blank than same as left):
Title: Senior Engineer	Title:
Email Address: jwijet@menv.com	Mentor's Email Address:
Location: 259 Najoles Road, Millersville, MD 21108	

Position Description

Most Relevant Majors: Civil engineering, environmental engineering, environmental science, geography

Duties and Responsibilities

- Review Stormwater Management Design Plans
- Review policies and guidelines on stormwater management designs
- Attend pre-construction meetings
- Attend construction site visits
- Attend meetings with other State agencies

Knowledge and Skills the Fellow Can Expect to Develop

The intern will gain knowledge on stormwater management designs, reviews, and construction tasks. The intern will also learn about the innovative, collaborative public-private partnership, which Prince George's County is using to meet their stormwater management requirements.

Specific Experiences and Opportunities for the Fellow

- Learn how stormwater management plans are reviewed
- Learn about the policies and guidelines for designing stormwater management facilities
- Learn how to enter features into a GIS database
- Attend pre-construction meetings
- Attend construction site visits

Mentor's Vision for Being a Partner in the Fellow's Learning

The intern will work closely with me on a multitude of projects. The intern will be able to review plans for proposed stormwater facilities, visit sites during construction of stormwater facilities, enter data into GIS, and review entries in GIS for completeness and accuracy. As their mentor, I will help the intern to learn about the current stormwater regulations and policies, what to look for at a construction site, and how to use GIS and other technologies to efficiently and effectively manage data related to stormwater projects. The intern will be encouraged to showcase their knowledge and talents related to environmental engineering.

How a GSIP Fellow Will Benefit the Agency

Our agency will be exposed to the new workforce's disposition towards our work and will help us understand expectations for the future.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? no

If yes, what types?

33. Governor's Office

Deputy Chief of Staff

Contact: Christopher Shank	Mentor's Name (if blank than same as left):
Title: Deputy Chief of Staff	Title:
Email Address: christopher.shank@maryland.gov	Mentor's Email Address:
Location: 100 State Circle, Annapolis, MD 21401	

Position Description

Most Relevant Majors: History, Political Science, Government

Duties and Responsibilities

Research, Analyzing Reports, Drafting Memos, Helping Prepare for Meetings

Knowledge and Skills the Fellow Can Expect to Develop

First hand experience with the Executive Branch, working in a fast-paced environment, learning more about the agencies that are in the Deputy Chief of Staff's portfolio, making valuable future job connections, having the opportunity to work on projects

Specific Experiences and Opportunities for the Fellow

Attend meetings, attend Governor's events in the summer, attend press conferences

Mentor's Vision for Being a Partner in the Fellow's Learning

The mentor is a GSIP Alum and understands the impact this program can have on students' future, as he credits the program as helping him get where he is today.

How a GSIP Fellow Will Benefit the Agency

Having a GSIP intern will allow us to become more organized and have an opportunity for a student to do a high level of research and writing.

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? yes

If yes, what types? Circulator

34. The Office of the Secretary of State

The Safe at Home Program /Address Confidentiality Program

Contact: Anne Hoyer	Mentor's Name (if blank than same as left):
Title: Director of the Safe at Home Program	Title:
Email Address: anne.hoyer@maryland.gov	Mentor's Email Address:
Location: 16 Francis Street Annapolis, Md. 21401	

Position Description

Most Relevant Majors: Sociology, Psychology, Criminal Justice etc..

Duties and Responsibilities

- * Mail forwarding for domestic violence and human trafficking victims
- * Corresponding with victims
- * Data entry of confidential information
- * Creating new materials

Knowledge and Skills the Fellow Can Expect to Develop

The severity and prevalence of victims, as well as resources available to them. They will learn the challenges and obstacles a victim faces.

Specific Experiences and Opportunities for the Fellow

Trainings

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

It will give us extra hands to serve the victims of Maryland more efficiently and in a timely manner.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus

35. Governor's Office for Children

Governor's Office for Children

Contact: Arlene Lee	Mentor's Name (if blank than same as left): Will McCurry
Title: Executive Director	Title: Special Projects Coordinator
Email Address: arlene.lee@maryland.gov	Mentor's Email Address: william.mccurry@maryland.gov
Location: The Governor's Office for Children located at 100 Community Place, Crownsville, MD 21032.	

Position Description

Most Relevant Majors: Coursework in political science, public policy, sociology, social work, or psychology is preferred, but all interested students are encouraged to apply.

Duties and Responsibilities

As an intern, your responsibilities will including researching and assisting with public policy development around the Office's four Strategic Goals: reducing the impact of parental incarceration on children, families, and communities; reducing the number of youth, aged 16-24, who are not working and not going to school; reducing childhood hunger; and, reducing youth homelessness. You will also assist the office with its administrative needs which include scanning, copying, answering front desk phones, and other duties as assigned.

Knowledge and Skills the Fellow Can Expect to Develop

The intern will become familiar with both the Results-Based Accountability framework and the public policy priorities of the Office. He or she will gain real hands-on experience, develop skills, strengthen their resumes and learn more about how state government operates.

Specific Experiences and Opportunities for the Fellow

Attend the Office's staff meetings, listen in on webinars with policy analysts, assist in the drafting of policy memos, and other opportunities that enable interns to start to build their professional network.

Mentor's Vision for Being a Partner in the Fellow's Learning

I want to provide the interns with meaningful opportunities to learn and develop job skills and gain confidence in a professional work environment.

How a GSIP Fellow Will Benefit the Agency

The Office will benefit from having an intern because he or she will be able to help manage our workflow and increase productivity as well as providing innovative ideas on the various public policy areas.

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? no

If yes, what types?

36. Maryland State Police

Strategic Planning/Finance Division

Contact: Wyllie Noupet	Mentor's Name (if blank than same as left): Wyllie Noupet
Title: Deputy Director of Finance	Title: Deputy Director of Finance
Email Address: wyllie.noupet@maryland.gov	Mentor's Email Address: wyllie.noupet@maryland.gov
Location: 1201 Reisterstown Road, Pikesville, MD 21208	

Position Description

Most Relevant Majors: Accounting and Finance

Duties and Responsibilities

- Contact vendors for un-received invoices according to opened purchase orders report
- Track the reception and the payment of all recurring or direct invoices for FY 16
- Prepare invoices for processing in the accounting software by adding the funding source and object code
- Record unpaid invoices and monitor the tracking spreadsheet
- Re-allocate vehicle repair order expenditures by funding source
- Work with A/R manager to record revenues and resolve unpaid billings issue
- Filling duties

Knowledge and Skills the Fellow Can Expect to Develop

- Gain insight into the working environment and understanding the culture of - Finance Office.
- Gain working knowledge about the payable and receivable policies.
- Gain insight into customer service focus of the agency with dealing with vendors and customers.

Specific Experiences and Opportunities for the Fellow

Attend Accounts Payable unit, Accounts Receivable and year -end closing meetings

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

From having a GSIP intern, the Finance office will be able to meet datelines during the year-end closing period.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus

37. Governor's Office

Public Affairs

Contact: Steve Crim	Mentor's Name (if blank than same as left):
Title: Director of Public Affairs	Title:
Email Address: steve.crim@maryland.gov	Mentor's Email Address:
Location: 100 State Circle, Annapolis, MD 21401	

Position Description

Most Relevant Majors: Political Science, English, business

Duties and Responsibilities

Research, Data Entry & Analysis, Writing

Knowledge and Skills the Fellow Can Expect to Develop

Greater understanding of how governance works on the State level.

Specific Experiences and Opportunities for the Fellow

Sit in on meetings with the Governor's staff

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

Is a car necessary to fulfill the internship responsibilities?

Is the organization accessible by public transit? yes

If yes, what types? Bus, Circulator

38. Governor's Office

Governor's Grants Office

Contact: Merrill Oliver	Mentor's Name (if blank than same as left): Merrill Oliver
Title: Director	Title: Director
Email Address: merril.oliver@maryland.gov	Mentor's Email Address: merril.oliver@maryland.gov
Location: Annapolis/Crownsville/Washington DC	

Position Description

Most Relevant Majors: Business Administration, Public Administration with emphasis on operational analysis

Duties and Responsibilities

Analyzing the impact of Federal Grant Programs both internally and externally to Maryland State Government.

Creating a database to manage program and project evaluation

Assist in the planning of the Governor's Grants Conference (700+ attendees)

Prepare documents and present at Cabinet Secretary Point of Contact meetings

Knowledge and Skills the Fellow Can Expect to Develop

Understand government operations from the enterprise level

Understand intergovernmental affairs and programming

Practice analytical skills in budget impact, as well as program impact.

Conducting SWOT analysis

Specific Experiences and Opportunities for the Fellow

Events with the Governor

Meetings with Federal liaisons

Meetings with Cabinet Secretaries

Mentor's Vision for Being a Partner in the Fellow's Learning

Offering the student opportunity to work in the areas of policy, budget, and operations across all sectors of state government.

How a GSIP Fellow Will Benefit the Agency

The Governor's Grants Office operates at the enterprise level serving all of Maryland State Government, registered non-profits, higher education, and the private sector with just 2 people. The GSIP intern will function as an integral position in the office by producing analytical reports to guide program maximization.

Is a car necessary to fulfill the internship responsibilities? no	
Is the organization accessible by public transit? no	If yes, what types?

39. Lt. Governor's Office

Contact: Paul Beatty	Mentor's Name (if blank than same as left):
Title: Special Assistant to Lt. Governor	Title:
Email Address: paul.beatty@maryland.gov	Mentor's Email Address:
Location: Annapolis State House	

Position Description

Most Relevant Majors: Political Science, Communications, Public Policy, History, Prelaw

Duties and Responsibilities

- § Assist with event requests, the scheduling process and event planning/management
- § Support Hogan-Rutherford initiatives, including the Governor's Heroin Task Force, administratively and operationally
- § Assist with the Lt. Governor's website and social media presence
- § Assist with general office administrative duties
- § Assist the Lt. Governor and his staff with individual projects as needed
- § Help with providing briefs and talking points for meetings and events
- § Provide research as needed
- § Attend events with the Lt. Governor
- § Other duties as assigned

Knowledge and Skills the Fellow Can Expect to Develop

- § Communication- with the Governor's Office, cabinet Secretaries, stakeholders, constituents, etc.
- § Policy- through exposure to the Governor and Lt. Governor's agenda and goals
- § Event management- planning and preparing schedules and events
- § Writing and research
- § Social media and IT support

Specific Experiences and Opportunities for the Fellow

The Lt. Governor is the second-ranking officer in the State of Maryland, and performs duties as delegated by the Governor. In the Hogan-Rutherford administration, the Lt. Governor works as an extension of the Governor's office. Duties include chairing the Heroin and Opioid Emergency Task Force, and serving on the Regulatory Reform Commission. The Lt. Governor travels to all kinds of events all over Maryland and D.C. There is no shortage in variety or frequency of different experiences an intern working with the Lt. Governor might be exposed to. We host summits, tour facilities, attend events, meet with high level officials, attend galas and ceremonies, etc.

Mentor's Vision for Being a Partner in the Fellow's Learning

By design, the Lt. Governor has a small staff. An intern will work closely with all members in the office, including the Lt. Governor. In particular, the mentor will be able to work 1-on-1 with the student to help assist and teach as part of the experience, and to help highlight areas of interest.

How a GSIP Fellow Will Benefit the Agency

With a small office, the Lt. Governor's office will be able to benefit from using a GSIP fellow in many different areas.

Is a car necessary to fulfill the internship responsibilities? yes

Is the organization accessible by public transit? yes

If yes, what types? Bus, Circulator

40. Governor's Office of Crime Control and Prevention

Financial Operations/Audit Unit

Contact: Sherry Baynes	Mentor's Name (if blank than same as left): Sherry Baynes
Title: Director of Financial Operations	Title: Director of Financial Operations
Email Address: Sherry.Baynes@maryland.gov	Mentor's Email Address: Sherry.Baynes@maryland.gov
Location: 100 Community Place, Crownsville, MD	

Position Description

Most Relevant Majors: Accounting, Business Management

Duties and Responsibilities

- Reconciliation of supporting documentation with a request for reimbursement of grant funded projects to other government agencies and non profits.
- Communicate with the recipients of grant funds to resolve any financial discrepancies.
- Provide the auditors with administrative assistance on audit files.
- Data research or special projects as needed.

Knowledge and Skills the Fellow Can Expect to Develop

Practical knowledge of government accounting and an experience of government agency interaction with other state agencies and non profits.

Specific Experiences and Opportunities for the Fellow

Audit unit meeting and internal meetings that involve the management of grant funds.

Mentor's Vision for Being a Partner in the Fellow's Learning

We envision providing an intern an opportunity to gain entry-level experience in their chosen fields of study and to allow them to explore, observe and learn about government operations and the valuable partnerships we have with other government agencies, non profits, law enforcement agencies, etc..

How a GSIP Fellow Will Benefit the Agency

The intern will help with the fiscal specialists process request for payments quicker and allow them to work on other projects.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? no

If yes, what types?

41. Maryland Department of Natural Resources

Communications

Contact: Karis King	Mentor's Name (if blank than same as left): Karis King
Title: Media Relations Manager	Title: Media Relations Manager
Email Address: karis.king@maryland.gov	Mentor's Email Address: karis.king@maryland.gov
Location: 580 Taylor Avenue, Annapolis, 21401	

Position Description

Most Relevant Majors: Journalism, Public Relations, Communications, Marketing

Duties and Responsibilities

The communications intern will work closely with senior communications staff in drafting, proofing and editing magazine articles, press releases and website text; organizing and staffing media and outreach events; tracking news coverage; and authoring engaging social media messaging. Interns will also collaborate with other units for internal communications; assist in directing media inquiries received by phone or email; and complete other administrative duties as assigned.

Knowledge and Skills the Fellow Can Expect to Develop

Interns will gain valuable, hands-on experience in writing, communications, public and media relations and public policy while learning more about Maryland's environment and natural resources.

Specific Experiences and Opportunities for the Fellow

Public/media events and announcements related to the department, field staff outings, communication liaison meetings among units, media interviews, media monitoring, interviewing sources/writing for magazine articles

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

They will write for our quarterly Maryland Natural Resource magazine, create new and creative content for social media, serve as extra set of eyes for media monitoring, help draft and edit press releases, take photos to add to our photo bank.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit?

If yes, what types? Circulator

42. Maryland Higher Education Commission

Research and Policy Analysis

Contact: Jon Enriquez	Mentor's Name (if blank than same as left):
Title: Director of Research & Policy Analysis	Title:
Email Address: jon.enriquez1@maryland.gov	Mentor's Email Address:
Location: 6 North Liberty Street, Baltimore, MD 21201	

Position Description

Most Relevant Majors: Public policy, government/political science, analytics

Duties and Responsibilities

The intern will prepare analytical reports and conduct research on a topic of importance in higher education policy. The intern will be entirely responsible for the production of at least one report dealing with a subject such as retention and graduation, financial aid, academic preparation, or college readiness, drawing on official State higher education data and other data and literature sources as appropriate. The intern will also provide support for other agency research projects. Advanced quantitative skills are not required, but the intern should be familiar with basic statistical concepts.

Knowledge and Skills the Fellow Can Expect to Develop

- Experience in preparing policy analysis
- Knowledge of policy development and formation
- Experience in analyzing and reporting on data and statistical information

Specific Experiences and Opportunities for the Fellow

- Design, carry out, and present an analytical report on a topic related to higher education
- Attend one or more meetings of the Maryland Higher Education Commission
- Attend one or more meetings of an intersegmental workgroup that analyzes new policy

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

The intern will add to the agency's body of research on higher education and higher education policy. The intern's research may lead to policy recommendations or provide information about the effectiveness of existing policies.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Subway in Baltimore

43. Governor's Office of Crime Control & Prevention

Division of Special Projects

Contact: Rachel Kesselman	Mentor's Name (if blank than same as left):
Title: Director of Special Projects	Title:
Email Address: rachelm.kesselman@maryland.gov	Mentor's Email Address:
Location: 100 Community Place, Crownsville, Maryland.	

Position Description

Most Relevant Majors: Ø Criminal Justice Ø Business
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Duties and Responsibilities

The GSIP Intern will be responsible for the following duties/tasks:

- Ø Work with the Eastern and Western Divisions to learn about the GMS (Grants Management System)
- Ø Work with the Research Division and Special Projects Division
- Ø Identify and gather performance measure information on current grants.
- Ø Conduct research that may be used to evaluate best and promising practices.
- Ø Examine performance measures and how it relates to the purpose of the grant funded program.
- Ø Research effective measures to identify and evaluate the outcome of each grant funded program.

Knowledge and Skills the Fellow Can Expect to Develop

The GSIP Intern will gain the following knowledge and skill set:

- Ø Knowledge of the GMS.
- Ø Ability to compile and analyze data.
- Ø Manage and conduct research and analyses to evaluate best and promising practices.
- Ø Help develop data-driven performance measures to more effectively manage grant funds.
- Ø Performance management of current grant funded programs.

Specific Experiences and Opportunities for the Fellow

Specifically, the GSIP Intern will have the opportunity to participate in the development of a strategic plan that will ultimately be used by the Office and throughout the State of Maryland to ensure efficient and effective use of grant funding. The GSIP Intern will also work with the Eastern and Western Division Chiefs, the Research Chief, and the Director of Special Projects to gather the performance measure information from the GMS so that it may be applied through a performance management process to ensure efficiency in its outcome measures.

Mentor's Vision for Being a Partner in the Fellow's Learning

The Governor's Office of Crime Control & Prevention (Office) administers numerous federal and state grant programs and serves as a clearinghouse for information, research, analysis, and other materials necessary for formulating crime control and prevention policy. The Office assists in the development of legislation, policies, programs, and budgets relating to the reduction and prevention of crime, violence, delinquency, and substance abuse; the coordination of activities among relevant state and local agencies; the improvement of the administration of justice; and other public safety issues. The Office is also charged with the tasks of more effectively managing Maryland's criminal justice resources, developing more collaborative approaches to juvenile delinquency and crime issues, and providing for a deliberative planning process for the use of those resources.

To this end, and in an effort to ensure collaborative approaches to reduce crime, violence, delinquency, and substance abuse, as well as to identify the relation between grant funding and the outcomes associated with such funds, the Office invites a participant from the 2016 Governor's Summer Internship Program (GSIP) to assist in the development of a strategic plan which may be used for the entire State of Maryland. This strategic plan will be used to gather and examine output information, retrieved from the Office's Grants Management System (GMS), so as to

evaluate its effectiveness in measuring the outcome of the various grant funded programs. In doing this, the GSIP Intern will gain the knowledge and skill set to further his/her career in various fields of the criminal justice system, as well as within the field of business.

Through this partnership, the Office intends to provide various experiences surrounding performance management and research which are often used for strategic plans to ultimately improve current practices and to make them more efficient. Over the duration of this program, the GSIP Intern will identify and gather performance measure information on current grants; conduct research that may be used to evaluate best and promising practices; examine performance measures and how it relates to the purpose of the grant funded program; and research effective measures to identify and evaluate the outcome of each grant funded program. Once this information has been compiled into a reportable format, the GSIP Intern may then report his/her findings so that a strategic plan – with the most effective outcome measures – may be used by the Office and throughout the State of Maryland to ensure efficient and effective use of grant funding.

How a GSIP Fellow Will Benefit the Agency

The Office will utilize the GSIP Intern's strategic plan throughout the State of Maryland to ensure efficient and effective use of grant funding.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? no

If yes, what types?

44. Department of Juvenile Services

Secretary's Office

Contact: Jay Cleary	Mentor's Name (if blank than same as left):
Title: Chief of Staff	Title:
Email Address: joseph.cleary@maryland.gov	Mentor's Email Address:
Location: One Center Plaza, 120 West Fayette Street, Baltimore, MD, 21201	

Position Description

Most Relevant Majors: Criminal Justice, Sociology, Political Science, Communications

Duties and Responsibilities

The duties of the intern will be varied. The intern may be asked to help perform research on juvenile justice issues or review DJS policies to help inform an assessment of family engagement practices. Based on those research efforts, the intern may draft documents summarizing their findings. The intern may also assist the communications office in helping prepare documents and assisting the office's multi-media .The intern may also attend events at DJS facilities.

Knowledge and Skills the Fellow Can Expect to Develop

The intern will gain a stronger understanding of the juvenile justice system in Maryland and the complexity of the issues facing DJS today. The intern will have the opportunity to learn about reforms efforts to improve the juvenile justice system, especially with respect to family engagement. The intern will also have the opportunity to learn about communication and "messaging" techniques and their value to help an agency's image.

Specific Experiences and Opportunities for the Fellow

The intern will have the opportunity to: attend meetings and events held at DJS facilities/offices; work directly with the Director of Family Engagement and Director of Communications, respectively; research and develop strategies to implement the goals of the Department; learn to review and incorporate data into critical decisions.

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

DJS would welcome the opportunity to have a motivated college student assist our efforts. A GSIP intern would enhance our ability to research, develop and implement reforms and communication strategies.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail

45. Department of Housing and Community Development Neighborhood Revitalization

Contact: Stuart Campbell	Mentor's Name (if blank than same as left):
Title: Director, Office of Community Programs	Title:
Email Address: stuart.campbell@maryland.gov	Mentor's Email Address:
Location: Lanham, MD	

Position Description

Most Relevant Majors: Any

Duties and Responsibilities

In this position, the intern will be working with the Community Programs team on solutions that will make homelessness brief, rare and non-recurring throughout the State of Maryland. As part of the Emergency Solutions Grant program, the intern will directly experience the process of managing programs that provide housing and services to people who are homeless or at risk of homelessness. This program includes nearly \$3 million in funding that goes to more than 20 different local governments and 50 different service providers in nearly every Maryland jurisdiction.

The intern will be responsible for researching best practices and case studies that demonstrate how other states and cities are succeeding in eliminating homelessness.

Using that research and their experience, the intern will help develop recommendations for guidelines, policies and procedures that will improve outcomes in serving the homeless, ensuring that more people end up in stable, permanent housing.

The intern will also help develop technical assistance to improve our providers' capacity to implement best practices and policies as part of their services.

Knowledge and Skills the Fellow Can Expect to Develop

- A familiarity with homelessness programs throughout the State of Maryland
- An understanding of Rapid Re-Housing, Permanent Supportive Housing, Housing First, and other innovative models for reducing and eliminating homelessness
- State-level policy development
- Federal regulations for homelessness assistance
- Best practices research and using case studies from states and cities with successful approaches to homelessness
- Grant and project management
- Training and technical assistance for local government and non-profit partners
- Enhancing programs through the use of performance measures

Specific Experiences and Opportunities for the Fellow

- Site visits to local governments and homeless service providers
- Interagency workgroups and committees that bring together different stakeholders to develop solutions for homelessness
- Participation in Continuums of Care (CoCs), partners responsible for planning local responses to homelessness

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

As the Maryland Department of Housing and Community Development (DHCD) scales up our approach to homelessness, this intern will strengthen our capacity for incorporating best practices into developing solutions. Specifically, the student will help us create policies that have been proven to work in other areas; ensure that our local governments and service providers are able to put these policies into practice; and find ways that this program can work in conjunction with other existing and potential funding sources to maximize our outcomes in reducing and eliminating homelessness.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Metro DC Area

46. Human Resources

Administrative Operations

Contact: Curtis Murray	Mentor's Name (if blank than same as left):
Title: Deputy Chief	Title:
Email Address: curtis.murray1@maryland.gov	Mentor's Email Address:
Location: 311 W. Saratoga Street Baltimore, MD 21201	

Position Description

Most Relevant Majors: Business Administration, Metropolitan Studies, Political Science,

Duties and Responsibilities

- * Database Development (i.e. Smart sheets, excel, etc...)
- * Stakeholder Collaboration and Communication
- * Project Management and Timeline Monitoring
- * Assist with Research, Policy and Procedure Development
- * Review Staff Reports
- * Analyze Data to Develop Statistics
- * Evaluate Circumstances and Make Recommendations

Knowledge and Skills the Fellow Can Expect to Develop

- * Professional Presentation
- * Regulation, Policy, and Procedure Interpretation
- * Contract Review
- * Customer and Constituent Service
- * Professional Government Office Operation
- * Report Preparation
- * Obtain General Knowledge of Organizational Functions and Benefits to the Citizens of Maryland

Specific Experiences and Opportunities for the Fellow

- * Attend Various Project Status and Development Meetings
- * Incident Response
- * Site Inspections

Mentor's Vision for Being a Partner in the Fellow's Learning

The intern will gain experience, develop skills, make connections, strengthen their resume, learn about the field/industry and assess their interest and abilities. Internship is particularly beneficial, because it enable youths to participate in a professional setting. Partnering and participating in this internship initiative provides an opportunity for a job to help facilitate a positive future.

How a GSIP Fellow Will Benefit the Agency

- * Opportunity to identify potential future staff
 - * New Perspectives on existing issues
 - * Short-term support/staffing
 - * Existing workforce augmentation
- * Opportunity for the organization to support youth

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Metro

47. Maryland Department of Human Resources

Family and Investment Administration, Bureau of Policy, Research and Training

Contact: Carrie Durham	Mentor's Name (if blank than same as left): Carrie Durham
Title: Director	Title: director
Email Address: carrie.durham@maryland.gov	Mentor's Email Address: carrie.durham@maryland.gov
Location: 311 W. Saratoga Street, Baltimore, MD 21201	

Position Description

Most Relevant Majors: Public policy, public administration, pre-law, public health

Duties and Responsibilities

Possible projects:

1. Manage and update Family Investment Administration-related policies – ensure consistency with current law and regulations; create and implement processes that ensure that all 24 local department of social services have access to these resources and guidelines; programs effected and involved include medical assistance, Temporary Cash Assistance (TCA), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) (list is not all inclusive)
2. Coordinate current administrative regulations with new legislative requirements; work with IT systems, the office of government affairs and program managers; review and make recommendations to the Code of Maryland Regulations
3. Assist in streamlining the Bureau's auditing and reporting processes; take inventory of the federal and state reports required; analyze current processes; identify weaknesses and make recommendations; work closely with the assistant director, fiscal personnel and at times, external partners

Knowledge and Skills the Fellow Can Expect to Develop

How to manage projects that require coordination with multiple partners, both internal and external; familiarity with how policy is written and implemented on both the state and local levels; familiarity with the majority of human service programs and benefits that the State manages

Specific Experiences and Opportunities for the Fellow

Intern will have the opportunity to attend meetings with both the director and assistant directors relevant to the project, which may include meeting with external partners; depending on the project, s/he may coordinate and lead meetings on their behalf; real work experience in a state agency in an office setting, located in an urban setting

Mentor's Vision for Being a Partner in the Fellow's Learning

I will work directly with the student in assigning work and providing guidance and feedback. The student will be exposed to various projects that require interactions with multiple internal partners, as well as external partners. In addition, project subject matters will vary greatly, so the student will be given insight into the majority of the State's human service programs.

How a GSIP Fellow Will Benefit the Agency

The agency would benefit from having a person who has a strong interest in gaining experience in the human services sector. The person will bring with them technology skills and strong writing skills that will enable them to hit the ground running.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes

If yes, what types? Bus, Light Rail, Marc Train, Circulator, Subway

48. Office of Health Care Quality Administration

Contact: Amanda Thomas	Mentor's Name (if blank than same as left): Same as above
Title: Health Policy Analyst of Regulatory Affairs	Title: Same as above
Email Address: amanda.thomas@maryland.gov	Mentor's Email Address: Same as above
Location: 55 Wade Ave, Spring Grove Hospital Campus, Bland Bryant Building, Catonsville, MD, 21228	

Position Description

Most Relevant Majors: A Master's degree in Health Sciences, Health Care Administration, Public Health, Public Policy, or something similar would be interested.

Duties and Responsibilities

1. Engage with OHCQ stakeholders to elicit comments on proposed regulatory changes.
2. Review, categorize, and analyze stakeholder comments.
3. Develop and maintain databases to analyze data and create recommendations for regulatory inclusion.
4. Participate in the process of regulation drafting, development, and promulgation.
5. Develop materials for distribution through multi media strategies.
6. Interact with OHCQ programmatic staff to learn about program specific regulations and the importance and real-world implications of properly developed and clearly written regulations.
7. Shadow surveyors during inspections of various facility and provider types.

Knowledge and Skills the Fellow Can Expect to Develop

- Strong writing and analytical skills.
- Attention to details.
- Collaboration and people skills.
- Excel, Powerpoint, and Word.
- Expanding skills using different types of technology: Mailchimp, Survey Monkey, Formsite, Piktochart.

Specific Experiences and Opportunities for the Fellow

See responses above.

Mentor's Vision for Being a Partner in the Fellow's Learning

The students will be given the opportunity to delve deeply into the OHCQ regulatory review process. They will be partnered with OHCQ regulation development staff to work on ongoing projects and regulation updates. Students will receive guidance, various learning opportunities, and special projects. Engaged with stakeholders.

How a GSIP Fellow Will Benefit the Agency

OHCQ will benefit from:

1. Additional (staff) will increase the productivity of OHCQ with processing regulations.
2. Different perspectives from the students on OHCQ's regulatory process.
3. Feedback on ways that OHCQ may adjust or change the process to be more efficient.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? no

If yes, what types? Though a car is not necessary, the intern will need to arrange transportation to OHCQ each day.

49. Office of the Governor

Office of Federal Relations

Contact: Tiffany Waddell	Mentor's Name (if blank than same as left):
Title: Director of Federal Relations	Title:
Email Address: tiffany.waddell@maryland.gov	Mentor's Email Address:
Location: Washington, DC Office (although the intern would need to be housed in Annapolis for 2-3 weeks during a renovation planned for the summer)	

Position Description

Most Relevant Majors: Political Science, Policy/Government

Duties and Responsibilities

- Tracking legislation and researching policy issues
- Attending and summarizing congressional hearings
- Assisting with the research and writing of constituent correspondence
- Handling office management/general administrative duties as assigned

Knowledge and Skills the Fellow Can Expect to Develop

The intern will gain hands-on experience in government affairs and policy work and develop a deeper understanding of state-federal relations and the legislative process. He/she will get an inside view into how the Governor's Office works with Congress, the Executive Branch, and other state governments to advance Maryland's priorities.

Specific Experiences and Opportunities for the Fellow

- Attend Capitol Hill briefings on topics of interest to the intern
- Accompany staff to meetings and special events/receptions

Mentor's Vision for Being a Partner in the Fellow's Learning

How a GSIP Fellow Will Benefit the Agency

The Federal Relations Office will benefit from having another team member who can assist with a heavy workload of legislative tracking and research.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? yes **If yes, what types?** DC Metro

50. Maryland Environmental Service

Environmental Dredging and Restoration Division

Contact: Melissa Slatnik	Mentor's Name (if blank than same as left):
Title: Environmental Specialist	Title:
Email Address: mslat@menv.com	Mentor's Email Address:
Location: 259 Najoles Road, Millersville, MD 21108	

Position Description

Most Relevant Majors: Environmental science, policy and planning

Duties and Responsibilities

- Review environmental monitoring reports (water quality, sediment quality, flora, fauna)
- Review policies and regulations on dredged material management and reuse.
- Attend project team development meetings.
- Perform site visits to see dredged material management projects in various stages of planning, construction and operation.
- Attend meetings with regulators and other project stakeholders.
- Provide field level assistance with environmental monitoring activities.

Knowledge and Skills the Fellow Can Expect to Develop

The intern will gain knowledge on dredged material management regulations and policies; the environmental aspects of an operational dredged material containment site; and the process involved with planning and construction of a new dredged material containment facility.

Specific Experiences and Opportunities for the Fellow

- Visit dredged material containment facilities.
- Participate in project development meetings.
- Participate in technical review of documents and data.
- Participate in field monitoring at project sites.

Mentor's Vision for Being a Partner in the Fellow's Learning

The intern will work closely with various members of my staff on a range of dredged material management projects. The intern will be able to review monitoring plans, regulatory permits, regulatory and monitoring reports and dredged material management planning documents. As their mentor, I will assist the intern in understanding the diverse political and regulatory field related to dredged material planning and management. The intern will be encouraged to showcase their knowledge and talents related to environmental science and policy.

How a GSIP Fellow Will Benefit the Agency

This agency will gain a new perspective on traditional projects and benefit from an extra staff member during a typically busy summer season.

Is a car necessary to fulfill the internship responsibilities? no

Is the organization accessible by public transit? no

If yes, what types?

