



2022

Whatcom Land Trust Conservation Intern

Shannon Vincent
Western Washington University

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COLLEGE OF THE ENVIRONMENT



Internship Title: Whatcom Land Trust Land Conservation Internship

Student Name: Shannon Vincent

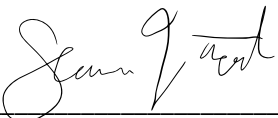
Internship Dates: 6/21/21 - 8/31/21

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STUDENT SIGNATURE 

DATE: 11/29/22

I. STUDENT/INTERN INFORMATION

NAME: Shannon Vincent

W#: W01404595

MAJOR: Urban Planning and Sustainable Development

INTERNSHIP TITLE: Land Conservation Intern

PERIOD OF INTERNSHIP: 6/21/21-8/31/21

AVG. HRS. PER WEEK: 12

TOTAL HRS. WORKED: Approx. 120 Hours

II. HOST INSTITUTION INFORMATION

INST. NAME: Whatcom Land Trust

INST. ADDRESS: 412 N. Commercial Street Bellingham, WA. 98227

INST. MISSION: “Whatcom Land Trust is a non-profit organization and accredited land trust. The mission of the Whatcom Land Trust is to preserve and protect wildlife habitat, scenic, agricultural, and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship.” (Whatcom Land Trust, 2022)

SUPERVISOR NAME: Alex Jeffers

SUPERVISOR TITLE: Conservation Manager

SUPERVISOR CONTACT INFORMATION: alex@whatcomlandtrust.org

III. INTRODUCTION

Over the summer of 2021, I had the opportunity to intern with the Whatcom Land Trust (WLT) as a Land Conservation Intern. Attending a Western Washington University Career Fair in the spring of 2021, I spoke with a representative from WLT. WLT is an accredited non-profit land trust in Bellingham, Washington, working towards land preservation and protection in the greater Whatcom County area. I have had a strong interest in land regulation and was excited to learn more about the institution and upcoming opportunities for students to aid in land conservation and stewardship. I was able to contact the Land Conservation Manager, Alex

Jeffers, who told me at that time they were unsure of internship opportunities that upcoming summer. In the meantime, I scheduled an informational interview with him to learn more about Whatcom Land Trust's role in land acquisition and management, as well as their greater land use projects and goals. Through the informational interview, I learned more about conservation easements, land stewardship, and public outreach conducted by the Land Trust. During our discussion, I gained insight on the differing and overlapping interests between non-profits, government institutions, and private landowners in Whatcom County for environmental conservation.

After applying for and receiving the opportunity to be a Land Conservation Intern with WLT, I participated in ongoing projects, administrative organization, and conservation easement monitoring that were occurring over the summer. My primary role was to assist in acquisition processes for new properties and help with annual assessments of other WLT properties. My personal goals were to gain a more comprehensive understanding of the day-to-day realities of land acquisition and management. I gained a broad understanding of the role of urban planning in non-profit organizations such as WLT, and how the protection and restoration of critical habitats in Whatcom County is achieved through public sector work. As a land conservation intern, I was able to familiarize myself with processes and documents required for land management and acquisition, public outreach, grant writing, and intersecting interests for land use.

IV. DESCRIPTION OF DUTIES AND RESPONSIBILITIES

The responsibilities outlined in the WLT Land Conservation Internship description (Whatcom Land Trust, 2021) were:

- Support in updating and developing Land Trust policies and standard document templates.
- Grant Support includes writing and making presentations, implementing and completing scope of work of awarded grants, assisting with maintaining grant tracking system, partnership agreements, applications statuses, and deadlines.
- Prepare background and baseline documentation (maps, aerial photographs, zoning, land use, mineral and water rights information) for new conservation projects.
- Assist with organization of Land Trust files in both physical and digital formats.

During my experience as a Land Conservation Intern, I was tasked with general duties such as attending weekly staff meetings, taking and providing meeting notes for relevant stakeholders, and organizing legal documents to familiarize myself with land acquisition material. I was also able to engage with larger ongoing projects the Land Trust was undertaking. This included visits to properties whose landowners were interested in obtaining conservation easements, revising and rewriting policy documents such as the Public Benefit Statement, and attending meetings for a large community forest project that had just begun. Provided below is an overview of each of my tasks and projects I worked on during my time as a WLT intern.

Attending weekly staff meetings:

Almost every week, I attended a staff meeting where WLT employees would share overviews of their progress in ongoing and upcoming projects. Because staff meetings included most members of the Land Trust outside of the land conservation department, I was able to hear more about other work the organization was undertaking such as land stewardship and public outreach.

Filing, review, and organization of relevant material:

Over the course of my internship, I was given documents to file and organize in order to familiarize myself with the processes and materials the Land Trust used. I was able to read and review grant applications and learn about grant writing language. I would also assess conservation deeds, critical area maps, zoning imagery, and resource regulation documents. The organization of this material was critical in my understanding of the administrative processes necessary for land acquisition, management, and stewardship.

New property acquisition:

During the time of my internship, there were private property owners who were looking to obtain conservation easements on portions of their land with habitats that may need protection. These visits provided a great opportunity to speak with landowners to discuss their goals and learn more about the process to acquire new properties and easements. While the Land Trusts mission is to preserve and protect these habitats, it was interesting to discuss what the requirements are for new property acquisition and the relevant interests for both WLT and private landowners regarding environmental protection.

Easement monitoring:

Each year during the warmer season, WLT conducts assessments of conservation easements they manage on properties around Whatcom County. My internship occurred over the summer of 2021, during the time that annual conservation easement monitoring was taking place. Most easement assessments I attended took place on privately owned property, typically agricultural land, whose owners had placed easements on their properties for habitats and wildlife ecosystems. There were also opportunities over the summer to hike through easements that covered large land areas, such as Canyon Lake, with other stakeholders to discuss their future goals for the properties. The monitoring included GIS tracking, photography, and written data of the easement area to document any changes or disturbances that may have occurred over the last year. I attended these visits with Alex Jeffers, the land conservation manager, or the land conservation assistant to learn how to use data tracking equipment and discuss what they looked for on the properties.

Public Benefit Statement:

The Public Benefit Statement (PBS) refers to the selection criteria for conservation transactions an accredited land trust undertakes. When acquiring a new property, the land trust must have documentation in the form of a written PBS that assesses the reasons for the acquisition, the relevance to the land trust's mission, the accordance with all relevant laws and policies, and proof of the transactions public benefit or utility – as opposed to private gain. At the time of my internship, WLT prioritized updating and revising their PBS, and I was tasked with research into applicable laws and other templates to update the PBS criteria. Rewriting portions of the PBS was a way for me to investigate the legal requirements for land transactions, as well as to assess the social, financial, and environmental ramifications of land acquisition and conservation deeds.

Steward Mountain Community Forest Project:

In 2021, WLT purchased acreage on Steward Mountain in the hopes to develop a community forest. I was tasked with attending stakeholder meetings in the development of the Steward Mountain Community Forest (SMCF) project to discuss visioning and goals from different actors in the Community Forest development. I took and provided meeting notes for all attendees and was able to hear about the interest's different groups had in the Community Forest outside of wildlife and habitat protection.

V. OUTCOMES

Hikes through WLT properties and easements for assessment purposes provided me with a lot of insight into the habitats that are protected in Whatcom County. I was able to observe the degradation and unintended effects of development on local agricultural regions and recreational areas. Hearing insights from local landowners on why they choose to obtain conservation easements gave me a holistic understanding of land regulation interests from the perspectives of private property owners. Although some easements are sought to protect integral habitats, there are additional benefits of long-term land protection from possible development and property tax reductions which I had not considered before.



Figure 1: Image from Canyon Lake Community Forest Visit

The Steward Mountain Community Forest (SMCF) meetings aided in my understanding of environmental processes that need to be maintained in the fast-growing region. Exposure to broad stakeholder goals of sustainable timber harvesting, salmon habitat restoration, stream flow quality and quantity regeneration, and recreational opportunities are all vital community development interests. The ability to witness different partners converge and discuss how to invoke these principles equitably provided a unique experience of the application of inclusive planning practices I have learned about in my Urban Planning curriculum.

Part of my internship encompassed research and development of new criteria for the Public Benefit Statement (PBS). The draft I completed by the end of my internship was edited and approved by the lands committee, although the official document was finalized after my internship had ended. It was a new and exciting challenge for me to be able to help produce this document and receive feedback from perspectives I had not considered before. Most of my remote work entailed research and writing for this task, and I was able to feel as if I significantly contributed to its development.

VI. ASSESSMENT

At the end of my internship, both myself and my supervisor, Alex Jeffers, completed evaluation forms for my WLT internship experience. This provided an opportunity to reflect on my own strengths throughout the projects I worked on, as well as assess areas where I can develop academically and professionally. I completed an evaluation to reflect on my perception of my performance, as well as an evaluation of the experience provided by WLT. Alex provided an evaluation form regarding my performance on projects, abilities to communicate and adapt, and other expectations outlined in the internship requirements. We were able to discuss these reflections together in August 2021, to share our experiences and assess where we can each develop and our goals for the future. Both the supervisor evaluation and self-evaluation are provided in the appendices.

Overall, both Alex and I felt that the projects I worked on were well executed. Because I worked on the preliminary phases of many projects, such as the Public Benefit Statement and SMCF project, there were no concrete outcomes or materials to assess. However, taking part in their research and development was integral to my learning experience of the planning processes WLT takes part in, and gave me a broad understanding of the requirements for land acquisition and conservation. WLT provided me with projects that helped me gain familiarity with processes such as grant applications, standard documentation, and community interests that inform conservation processes in Whatcom County. Because much of my work was remote, I was tasked with navigating projects and research on my own accord. Alex and other employees were always happy to answer questions and provide clarification when needed, but it proved challenging for me to research and locate information without help. Throughout the UPSD degree, I have mostly worked on group projects where myself and my peers undergo tasks

together. This experience showed that I should continue to gain more skills and confidence in my individual abilities.

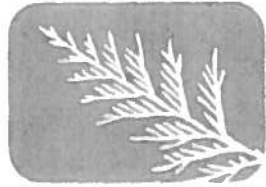
I gained a comprehensive view of the realities of environmental protection, the legal frameworks of land regulation, and different community interests in Whatcom County. This was a terrific opportunity to learn more about the administrative process that encompasses urban planning for environmental protection, and the ongoing issues between land development and land conservation. The internship provided me with a unique understanding of the interest community members in and around Bellingham have for our shared home, and the ways in which they can be achieved through non-profit work. I felt I gained a strong understanding of the contemporary relevance of historical planning practices, and the views different community groups have on policies involving land and water rights.

VII. LITERATURE CITED

Whatcom Land Trust. 2022. *Our Mission*. <https://whatcomlandtrust.org/about-us/mission-vision-values/>

Whatcom Land Trust. 2021. *Conservation Intern Position Description Summer 2021*.

VIII. APPENDICES



Internship/Learning Agreement

Section 1 – Student Identification			
Last Name, First Name:	Vincent, Shannon	Western ID:	W01404595
Email Address	vincens3@wwu.edu	Major/PreMajor	Urban Planning and Sustainable Development

Section 2 – Registration Information			
Total Credits:	4	Faculty Advisor:	Tami Laninga
Internship Start Date:	6/21/21	Internship End Date:	8/31/21
Number Credits Per Quarter (F/W/S/Sum)	Sum		
<i>Note: You must be registered for credits during quarters you perform any part of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters. You are expected to register an appropriate number of credits based on anticipated hours worked BY Quarter (Example: Working 120 hours during Summer = 4 Credits Summer Enrollment)</i>			

Section 3 – Organization for Internship	
Organization Name:	Whatcom Land Trust
Intern Supervisor Name:	Alex Jeffers
Mailing Address:	412 N. Commercial St. Bellingham, WA 98227
Email Address:	Alex@whatcomlandtrust.org
Phone Number:	360.650.9470
Description of Duties (Or Attach Job Description): Position summary Whatcom Land Trust is a non-profit organization and is an accredited land trust. The mission of the Whatcom Land Trust is to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship. The Land Conservation Intern supports Whatcom Land Trust's land protection and stewardship	

Section 4 – Learning Objectives

What do I intend to learn from this experience:

I would like to have experience in both public sector and the private sector and this is a great beginning to my professional development. I want to understand the part each play in urban planning and conservation, and I intend to learn more about how environmental protection and restoration function within our own community. I aim to be a part of community that is actively working towards this and learn what realistic actions can be taken to promote thriving environments within Whatcom County. The responsibilities listed in the attached job description feel like great opportunities for me to apply the knowledge I already have towards something tangible.

With this internship, I intend to learn about conservation practices within the non-profit sector, such as conservation easements, land acquisition, and community engagement methods for building a more sustainable and environmentally conscious community.

How does this experience contribute to my educational goals:

This internship is an opportunity to actively apply the knowledge I have learned from courses so far in the Urban Planning program. I will participate in hands on experience of the day to day workings of conservation in the Whatcom County area, and learn to better understand how urban planning processes interact with critical habitats within and around Bellingham. This internship will also help me to better understand not only the successes and fallbacks of current urban planning methods, but also to refine my interest in the broader scope of Urban Planning moving forward through my senior year at Western and in my career goals afterword. I feel this is a unique opportunity to actively practice what I have learned about conservation while learning how it functions in a realistic setting.

If Faculty require any additional Learning Objectives, they should be listed here:

Section 5 - Deadlines, Evaluation, and Assessment (Completed by faculty advisor)

Meet with Advisor: _____

First Draft Due: _____

Final Draft Due: _____

Additional Learning Objectives
(as assigned by faculty)

Oral Presentation Required

Daily/Weekly Log Require

Yes

No

Section 6 – Students Certification

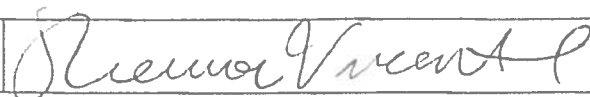
I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will report any injuries suffered while performing internship promptly to WWU.

[http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20\(14\).pdf](http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20(14).pdf)

I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and the internship organization.

I understand that 30-hours of work per credit earned is expected for an internship. I understand that I am expected to enroll in a number of credits commensurate with hours worked each quarter.

Student's
Signature/Date



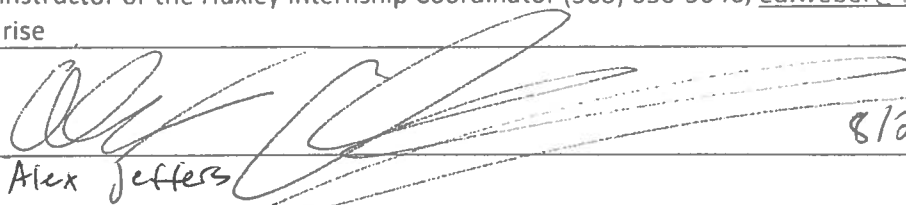
7/28/21

Section 7 – Internship Site Supervisor Certification

I have reviewed the student's indicated learning objectives and on behalf of my organization agree:

- To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment
- To regularly evaluate/provide feedback to student on progress, projects and areas of growth
- At or near the completion of the assignment to provide an evaluation of the student's performance
- To review and approve the Student's Learning Plan and communicate with Huxley College if areas are not going to be met.
- To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace
- To contact the instructor or the Huxley Internship Coordinator (360) 650-3646, ed.weber@wwu.edu should any problems arise

Internship Site
Supervisor
Signature/Date



Alex Jeffers

8/24/2021

Section 8 – Faculty Advisor Certification

I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. These objectives are challenging and enriching to the student's academic and/or career goals.

I will award grades after satisfactory completion of all learning objectives/tasks/reports assigned and load final internship report onto the Huxley Server. P:\Huxley\PUBLIC_folders\COLLEGE_OFFICE\Intern_Reports

Faculty Advisor's
Signature/Date



Section 9 – Huxley College Internship Coordinator

Actions:

1. Review Agreement
2. Update Course Override
3. File Agreement in Student Records
4. Communicate with Employers as necessary during internship

Registering and Completing ENVS/ESCI 498B Credits

YOU MUST BE REGISTERED FOR INTERNSHIP CREDITS WHENEVER YOU ARE PERFORMING WORK RELATED TO THE INTERNSHIP TO RECEIVE ACADEMIC CREDIT

- This **INCLUDES** Summer Sessions

REQUEST FACULTY MEMBER TO OVERSEE 498B CREDITS

- The CRNs for ENVS/ESCI 498B credits are linked to Huxley faculty members
- Students need to speak with the faculty member for these credits
 - If possible, students should have a draft of an Internship/Learning Agreement completed before they approach a faculty member to supervise the internship.
 - Most students use their faculty academic advisor as their faculty internship supervisor
 - During Summer Sessions, your faculty advisor may not be available. If not, then register for internship credits with Ed Weber, Huxley Internship Coordinator
- Environmental Science students register for ESCI 498b and all others for ENVS 498b
- Registration for 498B (Internship Credits) requires an override, which is normally given by Huxley College Internship Coordinator (Ed Weber, ES545)
 - You should have a completed/signed Huxley Learning/Internship Agreement signed before the override will be input

CRNS FOR ENVS/ESCI 498B

- See Classfinder for the CRNs for ENVS/ESCI 498B Internship credits
 - During Summer Sessions, if your faculty advisor is not listed, please register for credits with Ed Weber, Huxley College Internship Coordinator

VARIABLE CREDIT REGISTRATION ON WEB

- Initially you can only register for one credit.
- Return to the registration menu after registering. Then go to Change Variable Credits to change the 1 credit to the number of credits desired. (Instructions for Changing Variable Credits are included on the Add/Drop page for registering.)

RESOLVING K GRADES

- To graduate, you must receive a passing grade for any credits listed on your major evaluation.
- (For Internship, students must receive a Satisfactory (S) for S/U grading. **Incomplete grades not completed and graded after a year from the quarter of registration automatically become a U (Unsatisfactory) or a Z (equivalent to an F). Incompletes can impact financial aid standing.**)

REPORT SUBMISSION

- Always consult with the faculty advisor **in advance** about how much time he/she will need to read and grade the report by the end of the graduation quarter.
 - The most difficult time to get a grade on a report is for summer quarter graduation because faculty are generally not available during this time.
 - Spring graduation is a close second in difficulty because many faculty leave campus for extended periods after their last final.
- Students with incomplete K grades on 498B credits should provide a list of quarters with K grades to the faculty advisor with the submitted report to ensure proper grading credit. Information to provide: Student Name, Student Number, Name of Course (i.e., ESCI 498B), Quarter(s) of K grade, Number of credits of K grade per quarter.

Whatcom Land Trust Internship Evaluation

General Information: This document will be separately filled out by both the intern and the supervisor. Upon completion, the intern and the supervisor will meet to discuss the intern's performance and how the internship met, or did not meet, the intern's expectations.

Name: Shannon Vincent
 Position: Land Conservation Intern
 Supervisor's Name: Alex Jeffers
 Evaluation Date: Friday Aug 30, 2021

Please select the appropriate column that best describes the employee's performance during their job:

	Characteristic	Excellent	Above Average	Average	Below Average	Poor	Comments
Attendance and Punctuality	attends all required meetings/trainings		X				
	arrives prepared and ready		X				
Attitude	engaged in tasks, remains productive until all tasks are complete	X					
	willingness to connect with WLT staff and network		X				
	passionate about WLT's mission	X					
Communication Skills (supervisor, team)	verbal/written communication	X					
	appropriate forms of communication	X					
	asks for help when needed	X					
	exhibits good listening and comprehension		X				
	Characteristic	Excellent	Above Average	Average	Below Average	Poor	Comments
Professionalism	appearance/dress/nametag/language		X				
	follows policies, procedures and training	X					
	sets priorities and anticipates needs		X				
Teamwork	respectful, appropriate relationships with others		X				
	collaborative approach	X					
Research	Ability to find credible research		X				
	Organization of materials for ease of use			X			
	Creation of presentations			X			
Initiative	seeks increased responsibilities, looks for opportunities to learn			X			
	willing to go above and beyond		X				
	adapts to changes throughout employment	X					

Flexibility/Adaptability	ability to independently problem solve/changes approach or methods to best fit the situation			X		
	manages competing demands			X		
Reliability	responds to requests/follows instructions and supervisor direction		X			
	time management			X		
	fills out and submits all paperwork in a timely manner			X		
	takes responsibility for own actions	X				
Overall Rating (please circle)	Excellent	Above Average	Average	Below Average	Poor	

In what areas does the Intern excel?

Collaboration, communication, attitude. These are areas I had a lot of growth in during the internship and learned about how these attributes function in a professional atmosphere. I would reach out when I needed help and produced my best work after learning feedback from others.

What areas does the Intern need developing?

Time management and independent work. I felt as if I would get “tunnel vision” while working independently on a project, which often would lead to me getting stuck without input from others. In the future I think managing my time and resources better would help me avoid this.

What suggestions would the intern offer the supervisor to enhance future internship experiences?

For future internship experiences, I think having a plan moving in to each week or day would be helpful for helping the intern organize their time and expectations. Additionally, feedback on how the intern is doing periodically throughout the internship would help them improve on their own development.

Using the table below, reflect on how the internship experience addressed, or did not address, the goals developed at the start of the internship.

Goal	Reflection
Apply academic knowledge to a working environment.	The internship allowed me to explore and help with environmental projects I have often learned about in school. By helping with the Steward Mountain Community Forest efforts, learning about how to measure public benefit and help with site visits, I have learned about how sustainability, recreation, and ecological conservation function in a real world

	<p>setting. I have also gained familiarity with the administrative processes that occur to achieve these things.</p>
<p>Work with community engagement strategies.</p>	<p>By sitting in and participating in SMCF meetings I was able to participate in the beginning stages of creating a community engagement strategy. This involved deciding stakeholder groups, and what defines a community. Listening to the conversations and critically analyzing this was helpful to my own understanding of community involvement in projects.</p> <p>Researching and updating the Public Benefit Statement and criteria were immensely helpful in further developing my knowledge of community based planning. This project allowed me to think critically about what needs to be addressed with projects that impact the community, as well as how you can measure those factors.</p>
<p>Gain tangible skills that will be useful for urban planning/conservation in the future.</p>	<p>Working hands on with existing documents/binders for projects, helping create baseline documentation, navigating websites necessary for research on conservation easements and properties, and assisting with site monitoring visits and tools all addressed this goal.</p>

Additional remarks:

Employee Signature: *[Handwritten Signature]*

Supervisor Signature: *[Handwritten Signature]*

Whatcom Land Trust Internship Evaluation

General Information: This document will be separately filled out by both the intern and the supervisor. Upon completion, the intern and the supervisor will meet to discuss the intern's performance and how the internship met, or did not meet, the intern's expectations.

Name: Shannon Vincent
 Position: Land Conservation Intern
 Supervisor's Name: Alex Jeffers
 Evaluation Date: Friday December 11, 2020

Please select the appropriate column that best describes the employee's performance during their job:

	Characteristic	Excellent	Above Average	Average	Below Average	Poor	Comments
Attendance and Punctuality	attends all required meetings/trainings	X					Prompt and prepared for all work obligations.
	arrives prepared and ready	X					
Attitude	engaged in tasks, remains productive until all tasks are complete		X				Eager to work on tasks that were assigned. Showed particular interest in WLT community engagement work.
	willingness to connect with WLT staff and network			X			
	passionate about WLT's mission		X				
Communication Skills (supervisor, team)	verbal/written communication		X				Demonstrated strong writing skills and maintained clear communication with supervisor on project progress and questions.
	appropriate forms of communication		X				
	asks for help when needed	X					
	exhibits good listening and comprehension		X				
	Characteristic	Excellent	Above Average	Average	Below Average	Poor	Comments
Professionalism	appearance/dress/nametag/lan guage		X				No issues with professionalism, adherence to organizational policies.
	follows policies, procedures and training		X				
	sets priorities and anticipates needs			X			
Teamwork	respectful, appropriate relationships with others	X					Showed strong willingness to work collaboratively and be an active part of team projects and meetings.
	collaborative approach		X				
Research	Ability to find credible research			X			Was self-motivated to find and analyze information. Needed some guidance at first on locating needed information.
	Organization of materials for ease of use		X				
	Creation of presentations			N/A			
Initiative	seeks increased responsibilities, looks for opportunities to learn			X			Asked great questions after meetings, showing strong interest and initiative
	willing to go above and beyond		X				

							to learn more about the work of WLT
Flexibility/Adaptability	adapts to changes throughout employment	X					Very flexible and able to pivot towards working on what was needed.
	ability to independently problem solve/changes approach or methods to best fit the situation		X				
	manages competing demands		X				
Reliability	responds to requests/follows instructions and supervisor direction	X					Responded to emails in timely manner, kept supervisor up-to-date on progress, very reliable.
	time management		X				
	fills out and submits all paperwork in a timely manner			X			
	takes responsibility for own actions	X					

In what areas does the Intern excel?

Shannon showed a strong interest in WLT’s community engagement and long-term planning work. Her interest was clear in the work that she produced, which was thoughtful and thorough. Shannon demonstrated an ability to think holistically about projects and approach them from multiple angles to ensure that the work was best addressing the issue at hand.

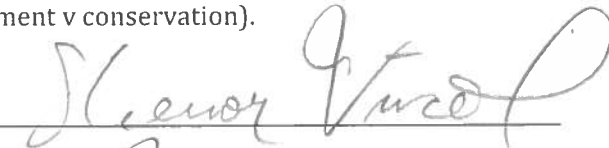
Shannon also was dependable when given independent tasks, which was vital considering the primarily remote aspects of the internship. She approached tasks independently, and kept clear communication with her supervisor regarding progress and questions.

What areas does the Intern need developing?

The primary area where Shannon could continue developing is in finding information or answers to questions through independent research. Utilizing and synthesizing publicly available data sources to find answers to questions and complete tasks was part of the internship where Shannon grew her skillset, but has room to continue developing.

What suggestions would the supervisor offer the employee to enhance their career development and future job success?

Keeping up to date with local government planning processes is a great way to gain stronger understanding of community engagement, seeing it happen in real life. It is also a really valuable way to get a full picture of how people in our community view the issues currently facing the region (particularly, development v conservation).

Employee Signature: 

Supervisor Signature: 