What is a Special Project?

Fellows complete a special project at their internship, and this is something that really sets us apart from a regular internship. You may be wondering what a special project is, and why it is so crucial to our program. A special project is a semester-long deliverable that is determined by you, the host organization, that the fellow dedicates 40% of their time to, while at their internship.

What does a Special Project entail? A special project must include the following:

- The project must meet a real need for the organization and isn't just busywork. We want them to add value!
- The fellow leads in planning and implementation of the project
- The fellow has an opportunity for real responsibility and feels a sense of ownership and pride over the project
- Project goals and objectives are clearly articulated
- Produces a deliverable that can be evaluated by both the Mentor and a member of the CFSI staff Team to contribute for internship grades

Special projects range from developing course curriculum for students to social media plans and everything in between.

Public Policy/Political Science/Economics majors/minors:

- Center to Support Immigrant Organizing
- Executive Office Of The Governor
- Lena Park Community Development Corporation
- US Green Building Council Massachusetts (USGBC)
- Y2Y Network
- All In Energy
- iCivics, Inc.

Example of special project descriptions:

- “The intern will be part of our breakthrough systematic solution model for immigrant integration. We are developing a systemic immigrant Navigator Integration model to prevent intergenerational poverty and assisting immigrants to thrive, help themselves and contribute to the society. This model brings a revolutionary solution for immigrant integration. To start, the navigator develops an understanding of the immigrant's educational background, previous work experience, linguistic capabilities, health issues and needs, family situation, and social needs. It provides answers to questions, helps problem solve, connects the immigrants to available resources in the community, and works for better overall economic, social, and health outcomes. It brings all the services immigrants need in one place to ease access and support immigrant families while they learn to self-navigate the US system. The special
project will help us to research and analyze data on immigrant job and social integration in the USA. Help in planning and implementing solutions for challenges that immigrants face by finding and building a database of services in education, job placement, health care centers, and social and civic engagement opportunities."

- “We would like to produce a “playbook” that analyzes state and selected district-level policies that may enable our work, and identifies potential pathways to use existing policy or legislation or ways in which existing policies might change. This project will involve broad research, analysis, and production of high quality written and visual materials.”

- “To work collaboratively with the executive director to educate community members on the merits of a carbon fee and investment law in Massachusetts, and then to train them to be effective advocates. MAIP&L is a founding partner of the Campaign for a Clean Energy Future which now consists of almost 50 organizations. More than 300 faith leaders have signed on to an Interfaith Call for Carbon Pricing. We believe carbon pricing is an effective, equitable and efficient way to help MA meet its carbon reduction mandate of lowering emissions 80% by 2050. We also support legislation to make the goal net-zero carbon by 2050.”

**English (incl journalism and communications) majors/minors**

- 826 Boston -- Writer’s room fellow
- Big Sister Association of Greater Boston
- Celebrity Series
- Citizen Schools
- Corporate Accountability International
- Schott Foundation for Public Education
- Social Innovation Forum
- The GroundTruth Project
- The Theater Offensive
- Veterans Legal Services

**Internship Special project descriptions:**

- “The CfSI Fellow’s special project will be centered on storytelling to support the digital content for Celebrity Series. The Fellow will develop and tell the Celebrity Series story by writing for our blog and our experiences pages on our website, and by contributing to email and social media copy.”

- “The Fellow will lead and direct the scope of the annual literary anthology, choose mentor texts, design a rubric to guide the student editorial board in their selection of pieces to publish, and develop lesson plans to teach the student editorial board how to copy edit.”

**Foreign Language proficiency/fluency requests:**

- Boston Area Health Education Center (BAHEC)
- 826 Boston
Language requirement/preferences we’ve had requested from our Host Org Applications include:

- Russian
- Haitian/Creole
- Spanish
- Arabic
- Vietnamese
- Cape Verdean Creole
- Cantonese
- Mandarin
- French
- Portuguese
- Somali

Internship special project descriptions:

- “1. Plan and organize a job fair for ESL students looking for entry-level jobs. Analyze job fair outcomes and feedback, and create a memo on how to replicate the event in future years. 2. Design, implement, and evaluate an outreach and recruitment plan for BCNC’s ESL for Customer Service job training program for adult immigrants, which may include cultivating relationships with other community organizations, building a stronger social media presence, and/or attending community events to reach new applicants."
- “Social Media: The fellow will work with Social Media Associate, co-directors, and Steering Committee to develop and implement a social media campaign. Training and Organizing Domestic Workers: Within the semester there will be at least two trainings to develop the leadership of domestic workers. The fellow will work the co-director in providing training that the fellow will learn before implementing."

Business/Finance Accounting majors/minors

- Commonwealth Corporation
- Jamaica Plain Neighborhood Development Corporation
- Next Street Financial
- FamilyAid Boston
- All In Energy
- Hyde Square Task Force
- Project Hope
Internship special project descriptions:

- “JPNDC is looking to continue analyzing water, gas and electricity use in our properties while exploring opportunities for saving, energy efficiency, and “becoming more green. The Fellow would also work to help create Asset Management Plans for JPNDC’s non-Brewery properties.”
- “Analysis: Develop an analysis of utility usage and work orders at FamilyAid Boston’s 139 Housing and shelter units to identify high cost units. Working with the Finance, Facilities and Program departments to leverage this analysis and devise and monitor energy consumption and repair reduction programs. Strategic Project: To help long-range financial planning and short-term inventory control, devise and implement an inventory system for all agency technology and R&M equipment.”
- “Prepare Standard Operating Procedures and related documentation; Assistance with annual audit preparation; Analysis of processes which may involve making a recommendation to the accounting team on how to reengineer a current process.”
- “The fellow will support organization-wide technology advancements and networking improvement initiatives. They will be responsible for developing and executing a plan to research and procure necessary hardware and software to support these initiatives, as well as manage the improvements once implemented. This may include a needs assessment, evaluation of various options, supporting decision making, procurement, installation, and coordination of support. This will centralize the point of contact and administration of customer and staff experiences.”

Environmental Science/Natural Resources Conservation majors/minors

- Massachusetts Interfaith Power & Light, Inc
- Project Bread
- All in Energy
- Second Nature, Inc
- Massachusetts Climate Action Network
- Northeast States for Coordinated Air Use Management (NESCAUM)

Internship Special Projects Descriptions

- “In collaboration with the Intentional Endowments Network, Second Nature plans and hosts an annual Higher Education Climate Leadership Summit. The attendance of college and university presidents is crucial to implementing the Climate Leadership Commitments on their campuses, as well as developing cross-sector relationships that are necessary to accelerate climate action in and through the higher-ed sector. The fellow will work with the Operations Manager and members of the programs team to develop and implement a strategy to do targeted outreach to college and university presidents in the southeast united states (Summit location for 2020 is Atlanta,Georgia), as well as an overall strategy and plan to increase presidential attendance at
this event. The fellow would also learn how to manage our registration platform, field incoming questions regarding the event and ticket pricing, issue discount codes, refunds and receipts for tax purposes as requested. The fellow will have to learn how to communicate effectively and professionally with a variety of constituents and learn how to complete incoming requests and solve problems in a timely manner. The fellow would also have the opportunity to work with the program team to develop programmatic content for the Summit, webinars and other events.”

● “Our Fellow’s special project will be to develop and execute a digital and print communications strategy to educate residents about energy-savings programs launching in 2020 (likely in Lawrence and Cambridge) to invite residents to sign up for no-cost home energy assessments. This project is a combination of basic strategy development, planning, content creation and execution. This exact tactical focus of this project can be customized based on the Fellows interests and skills, but will likely include coordinating with partners organizations through meetings and emails, utilizing partners; social media and digital communications to educate their constituents, testing online social media ads to drive traffic to our website, and coordinating direct mail pieces to complement our team’s field canvassing efforts, including analyzing city data and creating content.”

● “This Fellow will play a critical role in improving our systems for tracking and analyzing data about our field efforts. They will build upon the successful efforts of our CfSI Fellow from the fall 2019 semester who created a customer relationship management system in Salesforce. The Special Project would have a few components to help us improve our efforts to sign residents up for no-cost home energy assessments and help them get follow-up weatherization work in their homes, including - Streamlining process for getting program participant leads from the field into our CRM, - Analyzing the data we have collected through our field efforts to help us better understand our outreach funnel and identify roadblocks and - Creating simple reports and dashboards that would allow us to better understand our efforts on a weekly basis and continually improve. The Fellow would have an opportunity to work closely with the outreach and field team to understand our current outreach efforts and make recommendations for improvements.”

● “To work collaboratively with the executive director to educate community members on the merits of a carbon fee and investment law in Massachusetts, and then to train them to be effective advocates. MAIP&L is a founding partner of the Campaign for a Clean Energy Future which now consists of almost 50 organizations. More than 300 faith leaders have signed on to an Interfaith Call for Carbon Pricing. We believe carbon pricing is an effective, equitable and efficient way to help MA meet its carbon reduction mandate of lowering emissions 80% by 2050. We also support legislation to make the goal net-zero carbon by 2050.”

● “Our CfSI Fellow’s Special Project would be to implement the goals of MCAN’s Net Zero campaign, which is focused on advocating for accessibility to a Net Zero carbon lifestyle for everyone, regardless of income. The Project would be focused on recruiting and organizing our chapters around action items for this campaign such as hearings, sign-on letters, and legislative briefings. There would also be the opportunity for lobbying, interacting with regulatory bodies, and collaborating with decision-makers at the statehouse to work towards local clean energy solutions in Massachusetts.”

● “The intern will provide research support related to the environmental impact of wood burning stoves. Depending on the skills of the Fellow, the intern will research information, analyze data gathered by NESCAUM, attend in-field testing of wood stove units, and/or summarize reports. The Fellow will attend meetings relevant to the research efforts where environmental policies will be discussed.”
Public Health majors/minors

- Planned Parenthood League of Massachusetts
- Cambridge Women’s Center
- 2Life Communities
- Boston Area Health Education Center (BAHEC)
- Brookview House
- Centering Healthcare Institute
- Green City Growers
- MAB Community Services
- NeedyMeds
- Real Food Generation
- Victory Programs, Inc.

**Internship Special Projects Descriptions**

- “We have selected four different strategic priorities for our organization to work on for the next three years. The fellow would be partnered with one of the team leads for a priority and would work on an aspect of achieving this goal. For example: Create and manage an internal "new services workgroup" to work on rolling out a new service in our health center”

- “Create and implement a specific strategy to identify more older adult residents who are in need of a Friendly Visitors and then match with interested volunteers. Friendly Visitor volunteers meets once a week with a residents facing loneliness for 1-2 hours to provide positive engagement and connection. It is hard for our older adult residents to self-identify as lonely or in need/want of friendship. Therefore, it would be incredibly helpful to dedicate time and attention to identifying residents, supporting them and connecting them to helpful volunteers in a thoughtful and intentional manner.”

- “In preparation for 2020 (the benchmark year of the Real Food Campus Commitment), Real Food Challenge will conduct a research project and report that showcases the results and key learnings of this decade of organizing around institutional food purchasing. The Fellow will analyze data gathered from colleges and universities that participated in Real Food Challenge programming, such as the Real Food Calculator, and analyze how schools in our network progressed in their goals while measuring their quantitative impact on the food system. The research will also look into the (perceived) cost around real food procurement by creating and administering a survey to Real Food Challenge’s signatory schools. The Mentor will facilitate the research process, provide guidance on data analysis, give access to data and contacts, and any feedback on the final report.”

- “The Fellow will conduct an environmental scan of our Centering site base to identify practices that are addressing Social Determinants of Health (SDOH). Through partnerships with local food banks or community resources, Centering practices are able to better serve their patients. CHI is eager to compile profiles of these unique practices and/or partnerships to share with other licensed sites and to potentially leverage into a national offering. The project will require the intern to: ? Conduct an environmental scan of our Centering base (through surveys, email, online forum and direct outreach) ? Present to CHI Advisory Group ? Coordinate and lead 1:1 interviews ? Complete analysis of results ? Develop process to capture information going forward ? Provide a report identifying opportunities for national partnerships ? Present findings to senior leadership team”
Fellow will lead research and evaluation efforts for Boston Area Health Education Center by boosting response rates of an alumni retrospective survey, evaluating spring program effectiveness, and identifying data to support the direction of the program.

"Develop a Massachusetts End Hep C blueprint through data review, interviews and landscape scan. Develop EndhepC-MA social media strategy and implementation to broaden the work that is done and reach out regarding the blueprint."

“1) Prepare a summary description of the use of chemical spray by law enforcement in the US, identify federal agencies’ policies and recommended practices for its use, and review news articles on use of sprays on youth. The Fellow will be expected to collect scholarly articles in the field of medicine and law, as well as summarize them, to explain the risks inherent in use of chemical sprays used by law enforcement officers when interacting with youth. The Fellow will be expected to summarize the materials and present them in an orderly manner with appropriate citations. 2) Assist SFY in identifying cities, city managers, and city insurers to whom SFY could address letter of inquiry promoting our training and other services to their law enforcement agencies. This would be investigated and compiled in conjunction with the Training Director as part of a longterm effort to increase SFY law enforcement training contracts with municipalities. The Fellow would be required to present all the information in a format that will facilitate outreach efforts."

Psychology/Sociology/Social Work majors/minors

- 2Life Communities
- Achievement Network (ANet)
- Brookline Teen Center
- Brookview House
- Cambridge Women's Center
- Community Resources for Justice
- East Boston Social Centers
- Epiphany School
- FamilyAid Boston
- Heading Home
- Improbable Players
- Let's Get Ready
- MAB Community Services
- EPIC
- Massachusetts Housing & Shelter Alliance
- MENTOR: The National Mentoring Partnership
- PbS Learning Institute
- Phillips Brooks House Association
- Pine Street Inn
- Playworks New England
- Silver Lining Mentoring
- St. Stephen's Youth Programs
- Victory Programs, Inc.
- Watertown Boys and Girls Club
- Women's Lunch Place
- Y2Y Network
Internship Special Projects Descriptions

- “This Fellow will be responsible for reaching out to companies that could potentially provide long-term, good-paying opportunities to our employees (young adults experiencing homelessness). They will also help coordinate meetings between employees and their Career Mentors. Lastly, this position will involve developing quality vocational training content to help provide our employees with the skills and resources they need to grow and thrive.”

- “My idea is for the CSI intern to work closely with me to launch a new program. The program (to be named) will be a targeted robust set of interventions and supports for a pilot population of 6-10 students who are massively struggling in multiple areas as students at Brookline High. Using data, we will hand pick the cohort based upon concerning underperformance in attendance, grades, work production, and other key markers. Core intervention strategies will include but not be limited to: tracking (intensive academic case management and data collection), family partnership, robust academic support, incentivizing, mentor/life coaching component, volunteer recruitment and management, partnership (with Brookline Teen Center, local colleges, etc...), ongoing evaluation and data collection. Again, the goal of this program is nothing short of a radical and dramatic turn around in the academic and life trajectories of every student in our target cohort. This will be incredibly hard work. But it represents an amazing opportunity to try new interventions and will be a massive amount of fun too!”

- “The fellow will provide direct service support in our Women’s or Men’s Inns (shelters), at the front desk or in the housing resources centers. The fellow will also continue the re-writing of a policy and procedure handbook for a key PSI program and will lead or manage other projects as assigned by mentor.”

- “These projects include the following and will be selected once you are placed with Playworks:
  - Develop a family engagement plan at the school. Work on building relationships with parents, ensuring they know about Playworks, engaging with Playworks on social media and attending our community events.
  - Plan an after school event with the support of the Playworks Coach at your school that gives students an additional opportunity to build community and have fun in an inclusive and safe environment.
  - Create an online resource of pictures that highlight Playworks programming, capture quotes from students and staff at the school that highlight the impact of Playworks, and develop a social media plan to share great stories from the school.
  - Build a strategy to recruit college students as volunteers at your school and to have an end goal of becoming an employee with Playworks.”

- “The special project will have several components:
  - Direct Service: Fellow will serve as a drop-in & helpline volunteer for 5-10 hours a week, depending on needs that week. This has proved supremely helpful to have someone available for back up coverage. This will include: answering the door & phones, general staffing of the house, light tidying, de-escalation, emotional support, trouble-shooting and resource referrals. Training will be provided.
  - Report or Analysis: Building off the work of this Past Fellow, one project will be our bi-annual survey collection. This semester’s Fellow is creating a training manual on tasks, so there will be several weekly/monthly tasks to follow for data collection and input. In addition, I will have the new Fellow revise/edit and make changes based on what worked and didn’t work this time!
  - Outreach Project: Finally, I would like to increase our outreach effects for programming. I will have the Fall Fellow assist with Outreach projects, such as flyering, posting in different online groups, tracking how people hear about us, and more!”

- “The Fellow will prepare curriculum for our “Skillz Lab” which we run for each elementary age group once a week. Students have the opportunity for self-guided learning through play and activity, for example
learning engineering with legos, using playdough to design a character, or doing a scavenger hunt. The idea is that they’re working on a skill through play. They can choose what they like to do. The Fellow would create curriculum and source affordable materials. They would prepare and set up the activities, helping the Lead Counselors to run it.”

- “The fellow will work closely with the college and career team to understand the needs of the program and the students. One project will be helping design and building a system for tracking our seniors and alumni through the college application process and beyond. In addition they will help plan and execute two college and career events for teens.”

- “Create and implement a specific strategy to identify more older adult residents who are in need of a Friendly Visitors and then match with interested volunteers. Friendly Visitor volunteers meet once a week with residents facing loneliness for 1-2 hours to provide positive engagement and connection. It is hard for our older adult residents to self-identify as lonely or in need/want of friendship. Therefore, it would be incredibly helpful to dedicate time and attention to identifying residents, supporting them and connecting them to helpful volunteers in a thoughtful and intentional manner.”

- “CRJ needs to enhance its Life Skills curriculum, which will be a special project assigned to fellows at each CRJ program. Fellows will be involved with research to develop and enhance curriculum (and can work together on this component), as well as facilitating weekly life skills groups at our programs for our residents. These skills range from basic financial planning to employment readiness, and other skills that are helpful to individuals who have been removed from our community and need assistance navigating changing times and technologies.”

- “I would like the fellow to compare the performance of our current participating 9th graders to their peers at other open enrollment high schools. Grades, attendance and suspension rates will be the 3 key metrics. The goal is to demonstrate that this intervention is having a demonstrable impact. The results should be presented in a way that enables us to use them as marketing material.”

- “Develop and implement a male mentoring discussion group focused on topics related to mental health, healthy relationships, constructive self-advocacy, the value of education, systemic barriers, and positive coping mechanisms. The group will meet at least once per week. The group will consist of 5-10 current Gateway students.”

- “Fellow will both work directly with program managers and Director of Clinical Services to maximize the Clinical Consultation offered at Heading Home. With input from the Director of Clinical Services, the fellow will begin to track the services provided, while also assisting in the development of psycho-educational materials to be provided to both staff and clients. Lastly, the fellow will support in the updating and upkeep of the Online Resource Manual (developed by previous Heading Home interns).”