

### Summary of Task/Activity:

While working at Delta Development Group, Inc. I dedicated most of my time to Corporate Incentive Services (CIS). One of my primary tasks under CIS involved researching corporate development and need, as well as researching any public funding programs that might apply to such development or need. During the second half of my internship I was given the responsibility of completing a grant application. As a dedicated participant within the CIS department I was assigned to the CIS marketing team, attended several meetings and participated in a team presentation to the company during lunch. In doing so, I learned a great deal about the application process and about how public funds are matched and awarded to eligible projects.

### New Knowledge & Competencies:

Through the fulfillment of my second learning objective and my overall involvement with Corporate Incentive Services I have gained new knowledge and some valuable competencies. First, I feel that I have undoubtedly sharpened my researching skills, especially my ability to research information on the Internet. I spent many hours researching corporate development plans and public funding programs and became increasingly efficient in my ability to find relevant information. Also, as a result of this process I gained a new familiarity with the layout and content of both corporate and state government websites. I am now able to efficiently and effectively navigate through state government web resources in order to find information on funding programs. Also, I have achieved an understanding of 10k-forms and annual reports and am now able to sift through these documents in search of key phrases that could be hinting towards a corporation's plans for development. The most valuable competency I developed while searching through corporate documents, is the ability to "read between the lines" of management discussions and acquire a true understanding of the actual and oftentimes underlying message.

Overall, I think I gained two most valuable competencies through the fulfillment of my second learning objective. First, as a member of the CIS team I experienced active participation in a real business team. I developed an understanding of how a team works together to develop goals, problem-solve and distribute assignments to accomplish a task. I was able to experience the dynamics of a real-world business team and learned how to communicate and express my ideas in a true team setting. Second, as was the primary goal of this learning objective I have gained a working understanding of how public funds are located, matched, secured and used to the benefit of the grantor (government), the recipient (corporation) and the catalyst (Delta). The research I performed taught me how public funds are located and designated for potential uses. My work with the CIS team and my work on the grant application gave me an overview and understanding of how the funds are matched with eligible projects. Lastly, my work on the grant application and my participation in meetings with the CIS team and with the Department of Community and Economic Development showed me the essential steps in the process of securing public funding.

### Areas for Improvement & Directions for Continued Growth:

In addition to what knowledge or competencies I have gained through this my second learning objective I have also identified two key areas where I know I could benefit from further growth or improvement. My participation with the CIS marketing team was only my first real business-team experience. As a businessperson I know that I will be involved in many more group and team projects and I could benefit from an increased awareness of team dynamics, including compromise, cooperation and delegation. Also, I know that I would benefit from continued practice in speaking and communicating within a team setting to effectively present my ideas and concerns. I think the best way for me to pursue growth in this area is simply to join other teams where I might be working, such as quality control or specific project teams. This will allow me the opportunities I need to build my confidence in speaking and to increase my familiarity with team dynamics.

The second key area where I see nearly limitless room for improvement would be in expanding my knowledge and understanding of the funding process. My experience with Delta and its Corporate Incentive Services has been incredibly profitable, but I know I have only experienced one or two examples of a process that varies with each program and each project. I worked on one grant application, but I am aware that there are numerous other funding applications and numerous other state funding programs with which I could become familiar. Also, I could experience a great deal of growth in learning more about how a private sector company, such as Delta Development Group, Inc. works with public sector agencies, such as the Department for Community and Economic Development in securing funding for its clients. I plan to stay with Delta during this coming spring semester and I will be focused on improving my knowledge and understanding of these important parts of the funding process through continued involvement with CIS.

### My Experience & Personal Growth:

I experienced personal growth in the fulfillment of my second learning objective in that I increased my level of confidence in working with and speaking to others. A key milestone for me was giving a brief presentation to the company on the database that I created for CIS. I believe my success in the delivery of that presentation and the accolades that followed the delivery are clear signs of my personal improvement in public speaking and my increase in confidence around others. Also, I experienced growth in handling responsibility and in being assertive. I experienced this growth through handling the responsibility of the grant application. It became my responsibility to complete the application and contact the necessary public and private sector officials in order to obtain all of the necessary information. I had to be assertive in contacting those individuals in order to complete the application in a timely manner. The importance of securing the grant helped me to realize my level of responsibility and pushed me to step up and be assertive in obtaining the information that I needed.