



SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS
INTERNSHIP PROGRAM
523 ASHMUN STREET
SAULT STE. MARIE, MI 49783
PHONE (906)635-6050 FAX (906)635-4969

Intern Evaluation Form

Student Name Jared Azevedo

Worksite: Assistant Executive Director Office

Division: Executive Office

Supervisor: Tasha Caldwell, MPA, MLS-IPL

Intern Period: June 28, 2021-August 20, 2021

(EMPLOYER EVALUATION - To be filled out by supervisor.)

The evaluating supervisor will complete this portion of the evaluation. We encourage each evaluating supervisor to review the student's performance together with him/her. Please be candid. This joint evaluation is important to the student's professional and personal development. The evaluation will be a guide for counseling the student. Additional space is provided for your comments. Please comment on any evaluation marked marginal or unsatisfactory.

CHARACTERISTICS	Excellent	Very Good	Average	Marginal	Unsatisfactory
1. Desire and willingness to take on new assignments	X				
2. Potential for further development	X				
3. Concern for the needs of fellow employees			X - opportunity has not presented		
4. Willingness to work through an assignment to completion		X			
5. Ability to communicate	X				
6. Ability to learn	X				
7. Quality of work	X				
8. Dependability	X				
9. Attitude (application to work)	X				



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CHARACTERISTICS	Excellent	Very Good	Average	Marginal	Unsatisfactory
10. Attendance	X				
11. Tardiness	X - N/A				
12. Judgment	X				
13. Imaginativeness and resourcefulness	X				
14. Cooperation-willingness to get along with others	X				

Description of Assignment:

Jared has been tasked with multiple assignments and has taken some great initiative to produce a solution for a real world issue that the Tribal government experiences. He has been assigned to produce a written process manual for how to complete assigned tasks. In addition, he has developed a standard format for Bi-weekly newsletter, quiz material, intern participation & training surveys, and text material presentations. Jared will be tasked with event planning beginning week 4-week 8.

Narrative Appraisal of Performance:

Jared has completed assigned work timely and has gone above and beyond to ask for new & challenging assignments. I would encourage Jared to begin fine tuning his presentation development skills to reduce slide numbers. Throughout his experience, he has taken feedback accordingly and applied in areas where he was uncomfortable. I would encourage him to take coursework relating to communications, leadership, and conflict resolution to gain an understanding of these concepts to develop his leadership voice.

Intern Comments:

For number 3, I would argue when I suggested Josie and Nathan should be working on the newsletter and weekly events notice would qualify under this. For number 4, we originally had a meeting scheduled for Monday, but our collective attention on that day was shifted towards my personal project and we have been unable to reschedule. Overall, I am pretty happy with the marks I have received and want to thank Tasha for conducting this performance review with me. I also want to acknowledge her role in uplifting my confidence in myself when it comes to being a leader - whether I take coursework or training related to leadership, it helps to know other people see it in me.

By signing this form, I acknowledge review and receipt of a copy of the information in this evaluation.

Tasha Caldwell, MPA
MLS-PL

Supervisor Signature

Tasha Caldwell

Supervisor Name Printed

7/21/2021

Review Date

Digitally signed by Tasha Caldwell, MPA MLS-PL
Date: 2021-07-22 10:55:26-04'00'
File: 2021-07-22_10-55-26_44905

Jared Azevedo Digitally signed by Jared Azevedo
Date: 2021-07-22 10:55:26-04'00'

Intern Signature

Jared Azevedo

Intern Name Printed

7/21/2021

Review Date

Website Project Proposal Meeting

Date: August 9, 2021

Time: 9:30 a.m.

Location: Sault Tribe Administration Building

Participants: Jared Azevedo, Tasha Caldwell, Jennifer Dale-Burton, Julius Eggert, Jenna Killips, Christine McPherson

Goals: Pitch website project and share project details to source feedback

Details:

- Introduction & project proposal ~ 10 minutes
 - Hand out printed copies
 - Read over proposal; speak on the highlights
 - Expand on additional features
- Project Cheat Sheet ~ 10 minutes
 - Hand out printed copies
 - Read over outline; speak on the highlights
 - Connecting the proposal and outline
- Demo website against current website ~ 15 minutes
 - View page on current website
 - Compare with page on my demo website
 - Go over each page separately (there are four for the demo)
 - Allow audience to play with demo if they would like
 - Identify some of the points made in the project proposal and outline
- Questions & feedback ~ 10 minutes
 - Note feedback
 - Answer questions
 - Determine next steps

1. Executive Summary

The Sault Tribe of Chippewa Indians is the largest Native American Tribe in the state of Michigan. Ushering in the 21st century, having and maintaining a clean and clear website to communicate and correspond with tribal members would help alleviate logistical bottlenecks, increase engagement between members and the tribe, and grow outreach efforts and tribal programs. The new website would be designed for mobile devices (smart phones and tablets) as well as computers (desktops and laptops) and integrate digital bookkeeping on top of a visual redesign that draws inspiration from the existing website. I would require assistance with backend design and management for the additional features noted under solutions and approach.

2. Project Background

At the start of my time with the internship program, I was tasked with trying to think about potential issues and inefficiencies around me where I could come up with solution ideas. On top of the program itself, this would provide me with meaningful experience; the general outcome is being able to produce results and influence future coursework.

3. My Qualifications

I have been practicing website design since my sophomore year of high school. I have constructed two separate websites for high school competition, both of which advanced to state-wide level of achievement. I also have a few websites that I have started in my free time, making use of newer techniques and industry standards (such as accessibility). Unfortunately, none of these websites are currently available online.

Designing and developing websites has been a passion of mine ever since I coded my first webpage in high school – it is something I find incredibly fun and rewarding as well as overall beneficial. I believe every successful entity can attribute some of that success to managing a pleasing website (pleasing to both the Tribe and tribal members).

4. Current State

The current website is functional and serves its purpose. However, there are a myriad of components that should be upgraded for a better user experience:

- Current website has no responsiveness (i.e. it looks the same on your phone as it does on your computer)
- It makes use of too many sidebars that clutter and distract from the main content of a page
- There is nowhere for tribal member-only content (such as recorded BOD meetings)
- It has a window-within a window design which could be revamped for visual clarity
- Much of the content is buried under multiple unnecessary layers that make it cumbersome to navigate and find desired content (just doing a quick search for "internship" pulls up unrelated and outdated content before finding the latest posting)
- Main content on pages is hard to distinguish from other content and can be highlighted more effectively
- There are no electronic forms (users must download hard copies of forms then email them back, instead of applying and attaching documents within the website)
- Color usage is nice but could be enhanced (notably the text above the navigation bar)
- Accessibility needs to be fine-tuned and cleaned up (not every element that should be cataloged is currently cataloged and there are a variety of items on the website that are positioned in ways that make it difficult to discern the difference)

All of these facets can be upgraded and improved through the outline provided in the next section.

5. Solutions and Approach

The plan is to create a simple and effective website that builds off of the existing Sault Tribe brand. It will be designed with mobile devices in mind to allow for responsive, dynamic website flow that is both incredibly user-friendly and practical. The website will be made of the following pieces:

- A **Home page** that presents the most up-to-date and important news and events
- An **About Us page** that details the tribe itself
- A **History & Culture page** that describes the story of the tribe and culture it strives to maintain (one idea is to share founding documents)
- A **Membership Services page** that houses all important information and actions regarding membership in the tribe
- A **Members-Only page** where tribal members would sign in and be able to view member-specific information as well as opt in to email and text notifications [this is an additional feature]
- A **Government page** that keeps information about the governmental side of the tribe (akin to the current government dropdown menu)
- An **Enterprises page** that holds all pertinent information about tribal business ventures and associates
- A **Newsroom page** that tracks all of the latest press releases and important public announcements
- A **Community Calendar page** where the public can view all upcoming events and programs [this is an additional feature]

All of these pages will be updateable at any time with new information or changes to existing information. The website will be designed with ease of updating in mind so minimal training for existing personnel is required to properly update it. I will gladly provide support on how to use the new website during my time working for the tribe and technical assistance thereafter. Additional features are pieces that are not intended for the main project and require more resources to complete – they can be added in the future if unimplemented during this project.

6. Finances

While I require no extra payment for this initial project, there are several costs innately in the website that should be documented:

- Server hosting
- Domain registration
- Subscription or license to any existing software that would be migrated over

I will also be available for technical support at \$30/hour rounded to nearest half-hour

Any new software required for additional features will also factor into cost.

7. Time Projection

This project will take a minimum of four weeks and could take up to three months. Most of the time will be spent on designing the new website (colors, images, and layout) and transferring content over from the existing site. Additional features (such as e-forms, member-only page, email/text signups, etc.) will add to the minimum timeframe.

8. Collaboration

To complete the project, collaboration between the following departments will be required:

- MIS
- Telecommunications
- Security Administration
- Communications
- Other departments as deemed necessary

9. Other Documentation

Accompanying this document you can find my resume (including my current position with the Executive Office and this project)

10. Conclusion

By the end of this project, I plan to have created a brand new website that will represent the Sault Tribe of Chippewa Indians. The website will be able to support a variety of devices and can be easily updated with new information as necessary. I anticipate this website will drastically improve readability and engagement with the community.

Proposed by:

Jared Azevedo

Date

Proposal Outline

A. Project Tasks

- i. Select color palette for website
- ii. Adopt design direction (do we want lots of multimedia like videos and images or a simpler approach that will not overwhelm users accustomed to current site)
- iii. Acquire image license or source (somewhere we can take images from)
- iv. Choose which content will have its own standalone page
- v. Decide whether content needs to be updated/which content to cut (there is a lot of redundant, unnecessary pages on the current website)
- vi. Develop navigation bar and footer (standard across entire website)
- vii. Develop standard page for standalone content
- viii. Develop standard forms layout
- ix. Embed Outlook calendar or use calendar service (would have to pay for it, but it will come out so much nicer on the website) to create community calendar page
- x. Update content that was identified in step iv
- xi. Migrate content from old website over to new one (i.e. make sure all the information from the history tab can be found in the new one and so on)
- xii. Create custom forms for each program that requires them (some might require which school someone attends while another might require someone's home address)
 - Forms can easily be sent to email addresses, but ideally we will want to set it up so it can utilize some sort of software to automatically store and manage all submitted data (such as OnBase)
- xiii. Set up signup for email newsletter
- xiv. Testing will be done throughout each step (it is impossible to whip up an entire website without testing and expect it to be a finished product right away)
- xv. Conduct site-wide testing once all core features are implemented
- xvi. Determine which features need to be added in future additions
 - Full implementation of form software, email newsletter, community calendar, members-only content, etc. could be completed during initial phases of website overhaul, but will most likely require further work and assistance for best results

B. Project Timelines

- i. To complete visual remake and content clutter removal will take a minimum of four weeks
- ii. Each additional feature will add one week to minimum timeframe

C. Estimated Costs

- i. To predict an accurate cost for the project, I need to know more about
 - The current domain name
 - The current website hosting service and hosting type
 - The website's current traffic data (how many visitors a month/how many standalone webpages)
 - Current software being used on the website (perhaps some of the new, fillable forms)
 - Which additional features you would prioritize to be included during initial development
 - Current multimedia licensing and copyrights (mainly for images)
- ii. I am willing to provide technical support at \$30/hour rounded to nearest half-hour

D. Lifecycle

- i. The entirety of the code I write will uphold and be easily adaptable for the next several years

E. Website Maintenance

- i. Maintenance should look similar to what is currently be done
 - Renewing the domain name
 - Update any software used in website
 - Test for broken links and proper content (no weird formatting or grammatical mistakes)
 - Run tests for search visibility (search Google and make sure the correct pages are appearing at the top)
 - Keep track of website analytics to inform future decisions
 - Download local backups in case of emergency
 - Validate accessibility and keep up-to-date with latest standards (meta descriptions and meta data on element tags)

F. Website Updating

- i. The overall theme and layout of the website should not have to be updated unless a redesign is desired
- ii. Updating and pushing new content onto the website will actually come out less complicated than updating the current site, but might take some time to get used to new environment
- iii. I will provide help with this task when necessary, including long distance support into the new year

G. Who

- i. The person currently updating the website should be more than capable of completing the same tasks on the new website
- ii. Their skill level will need to be intermediate at best
 - Basic understanding of HTML and CSS or how to navigate it and reuse it as needed
 - Again, I will provide help for any questions or difficulties faced during this process

JARED AZEVEDO

ASPIRING CHIPPEWA INDIAN SOFTWARE ENGINEER & SUSTAINABILITY ADVOCATOR
WITH A MULTIDISCIPLINARY AND MULTICULTURAL BACKGROUND

EDUCATION

STANFORD UNIVERSITY, Stanford, CA — Class of 2023, Junior
SEPTEMBER 2019 - JUNE 2023

MAJOR: COMPUTER SCIENCE
(Stanford Program in Science and Engineering)

SPECIALIZATION: ARTIFICIAL INTELLIGENCE

JOB EXPERIENCE

SAULT TRIBE OF CHIPPEWA INDIANS, Sault Ste. Marie, MI
Executive Office Intern

JUNE 2021 - PRESENT

- Preparing brand new internship program materials and processes to be used in future installations of the program
- Working on multiple internal projects to improve service to tribal members in a series of areas

SAULT TRIBE OF CHIPPEWA INDIANS, Sault Ste. Marie, MI
Freelance Website Designer & Developer

JULY 2021 - PRESENT

- In the process of pitching a project to executives across multiple departments to overhaul the outdated website
- The goal is to modernize the website for responsiveness across devices as well as add forms, email newsletter, and community calendar

BALDPATE INN, Estes Park, CO
Rotator

JUNE 2020 - SEPTEMBER 2020

- Functioned alone or with a small team to maintain a high level of customer satisfaction through housekeeping duties and food service
- Distributed work amongst team when demand was high

LOCKSIDE MINI GOLF, Sault Ste. Marie, MI
Course Attendee

JUNE 2018 - AUGUST 2018

- Maximized customer throughput by keeping registration shack clean and efficient
- Enhanced user experience by ensuring course was in pristine condition and conducting cleaning duties and maintenance as needed
- Improved revenue by handling cash transactions and upselling additional products and nearby attractions

LAKE SUPERIOR STATE UNIVERSITY, Sault Ste. Marie, MI
Kitchen Porter

JUNE 2016 - SEPTEMBER 2016

- Contributed to successful operations throughout each shift, consistently completing opening and closing duties.
- Minimized delays by keeping dishwashing area clean and organized.
- Cared for levels of tableware for kitchen and dining room needs.
- Maintained clean and efficient kitchen with daily checklists such as washing out garbage cans and cleaning equipment.

REFERENCES

Mrs. Diane Harrington
Retired Teacher
Sault Area High School and Career Center
3219 Sherman Park Drive
Sault Ste. Marie, MI 49783
(906) 630-4679
dianejharrington@gmail.com

Mrs. Brandi Pretlow
Director of LSP
Stanford University
590 Escondido Mall
Stanford, CA 94305
(650) 497-2922
bpretlow@stanford.edu

Sault Ste. Marie, MI 49783

(906) 630-1119

jaredssm@stanford.edu

COURSEWORK IN

Computer Organizations
Digital Systems
Programming Abstractions
Networking
Project Operations
Environmental Sustainability

SOFT SKILLS

Team Player
Punctual
Analytical
Time Management
Situational Leadership

CODING EXPERIENCE IN

C, C++, Python, Arduino
HTML, CSS, JavaScript, PHP

STRENGTHS

Empathetic listener
Multidisciplinary background
Team-success oriented
Multiculturally experienced

OTHER SKILLS

Bootstrap, Linux
Microsoft Office Suite
Project Planning

FUN FACTS

Grew up on a rural island
Spent a summer in the Colorado mountains
Best spreadsheet creator in the country
I can speak English and some French

CERTIFICATIONS

Microsoft Office Specialist Excel 2016
Microsoft Office Specialist Word 2016
Microsoft Office Specialist PowerPoint 2016
Microsoft Office Specialist Word Expert 2016
Microsoft Office Specialist Outlook
Entrepreneurship and Small Business