

USDA NIFA AWARD No.2015-38422-2408

Award Title: Water Resources Experiential Learning for USDA Careers

Lead Agency: Cal State San Bernardino University Enterprises Corporation (FF20717)

Award Period: 09/01/15-08/31/19

RESPONSIBILITIES OF FACULTY ADVISORS, RESEARCHERS, AND AGENCY SUPERVISORS

All faculty advisors, researchers, and agency supervisors are responsible for overall supervision of the intern throughout the entire period of the internship. The intern "supervisor" plays a key role in the success of each student's internship.

Natural resources and water-related agencies who want to offer an internship within their agency should download the Application Form for USDA Water Resources Internships from the WRI website and begin developing the description of the research internship. This proposed scope of work should be sent to Internship Manager Christina Rodriguez for initial review. If you have questions or need more information, please contact Christina Rodriguez at (909) 537-3615. Once an agency has completed the application process, the Agency Supervisor assumes the same responsibilities as on-campus Faculty Advisors and Researchers, which are listed below.

START-UP ACTIVITIES

1. Individual faculty and researchers at the collaborating CSU/CCC campuses will ***select outstanding underrepresented students*** for paid internships in Watershed Management in Years 1-4.
 - a. Students will be eligible for multiple internships at the discretion of faculty and researchers at the CSU/CCC Institutions.
 - b. Faculty and researchers from the collaborating CSU/CCC campuses will be encouraged to select advanced undergraduates or graduate students for internships whenever possible.
2. Water-related faculty and researchers at each campus will ***assist each chosen student in developing an individual scope of work*** for each paid, mentored watershed management internship. This scope of work needs to be shaped so that it is:
 - a. Relevant – It provides potentially useful research outcomes to the academic discipline(s) the student is interested in.

- b. Achievable
 - i. The scope of the research project is at a technical level that suits the student's knowledge, skills, and abilities.
 - ii. The scope of work must also conform to the hourly limitations of the internship (360 hours for undergraduate students and 300 hours for graduate students), with time included for the student to prepare a final Project Report to be submitted to the Water Resources and Policy Initiative (WRPI) at CSUSB. These Project Reports will be posted on both the WRPI and WRI Project websites.
 - c. Experiential, Transferable Learning – This internship program is defined as an experiential learning opportunity for students, and is intended to increase both their research and job readiness skills, especially for careers with the USDA.
3. Once the Application for USDA Water Resources Internships is completely filled out by the student, the intern supervisor must **sign and date the Application** before the final version is submitted to the WRI for approval.
 4. The intern supervisor also assists the student in **identifying whatever supplies and materials the student will need** to complete the project (including travel costs), up to a maximum of \$560 per internship. No single item may exceed \$500.
 - a. The student will fill out the Internship Supplies Order Form which the **intern supervisor must review and sign** before the student returns it to the WRPI for final approval.
 - b. The WRPI must compare the supply list against the project scope of work and also with USDA policies before approving the purchase. This happens within days generally. Please note that any equipment purchased becomes the property of the college (not the student) with final ownership addressed when the USDA closes out the award.
 5. **Every student will be individually mentored** by an identified water-related faculty member, researcher or person from a participating USDA or local agency.
 - a. Supervisors will **train, oversee and monitor the student** and their progress on the internship project and will be reasonably available to the student if questions arise.
 - b. Supervisors are asked to **provide guidance and encouragement to underrepresented interns to graduate, continue their education to graduate levels, and pursue a USDA career** whenever possible. Additionally, supervisors should encourage the student to **publish and present** their research, as applicable.
 - c. Supervisors will need to **review and approve** the student's final report documenting the project and its results.
 6. The intern supervisor is responsible for **monitoring intern hours** and signing off on the UEC Student Employee Time Sheet which students submit on a bi-monthly basis. Supervisors also need to **sign off on any purchase of supplies or travel reimbursements**.

7. The supervisor is responsible for *communicating any issues* with the student or the project to the Program management in a timely manner, so issues can be addressed and resolved.
8. Faculty and researchers will *select two outstanding interns nearing completion of their individual watershed management projects to present their research findings at each “virtual” meeting*, giving the students an opportunity to network with their peers, foster a sense of collaboration, and give them a sense of working in a professional team environment, where one’s individual work is often part of a larger effort.

YEAR END ACTIVITIES of the Project Director, co-Project Director and Administrative Support Coordinator who will work in collaboration with the faculty and researchers at the CSU/CCC Institutions include:

1. At the end of each project year in Years 1-4, *data will be collected* from participating faculty and researchers, as well as relevant data from all the collaborating USDA agencies, to evaluate the degree to which the methods employed enhanced the quality and effectiveness of teaching programs, specifically in terms of measurable gains in retention, graduation and USDA career attainment.
2. At the end of each project year in Years 1-4, the Project Director and co-Project Director will develop a *Completion Questionnaire that will be distributed* to water-related faculty and researchers, USDA agencies and other watershed partners to ascertain how much more employable the students in the project became as a result of this project.

CLOSE-OUT ACTIVITIES of the Project Director, co-Project Director, and Administrative Support Coordinator who will work in collaboration with the faculty and researchers at the CSU/CCC Institutions include:

1. The Project Director and co-Project Director will also prepare a DRAFT Final Report on the Preparing Underrepresented Students for USDA Natural Resource Careers with Multi-Disciplinary Internships during Project Year 4. *After additional input from the faculty and researchers* at the CSU/CCC Institutions, *the Final Report will be distributed digitally* to all participating USDA HSI Education Grant institutions.