The California State University
OFFICE OF THE CHANCELLOR

Water Resources and Policy Initiatives

5500 University Pkwy, San Bernardino, CA 92407 · 909-537-7681 · FAX 909-537-7682 · www.calstate.edu/water

USDA NIFA AWARD No. 2015-38422-24058
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

Si necesita asistencia en Español por favor comunicarse con Laura Ramos a el correo electrónico lramos@csufresno.edu o numero de teléfono 559-278-2066.

Water Resources Internship Program
Experiential Learning for USDA Careers
United States Department of Agriculture
Hispanic Serving Institution (HSI) Education Grant Project

The Water Resources Internship Program is a collaborative effort between the USDA and the campuses in the California State University/California Community Colleges system. WRPI does the administration of the internship program.

The United States Department of Agriculture (USDA) provides funding to the WRPI for students to benefit from experiential learning by participating in a real-world scientific research project or a watershed management activity in the watersheds located near students' California State Universities/California Community Colleges. Students gain exposure to career opportunities related to protecting and enhancing the Nation's natural resource base and environment dependent upon the sustainability of local watersheds.

The program is aimed at the retention and graduation of underrepresented students, particularly Hispanic students. Full-time CSU/CCC students with E-Verified employment status are eligible. (E-Verification is conducted by HR upon receipt of completed Form I-9 from student during employment process).

This 4-year Regional Collaboration is aimed at preparing 80% of participants for specific USDA careers within specific USDA agencies, including the Natural Resource Conservation Service (NRCS), Agricultural Research Service (ARS) and the Forest Service (FS). The USDA's natural resource agencies are seeking graduates from populations currently underrepresented in their workforce. **In addition to a research project, students will be required to participate in a USDA career identification process that will prepare them for potential careers with the USDA after graduation**. This career process will also require the student to participate in semi-annual WRPI data collection surveys while in school and until securing a post-graduation career position.

Primary Disciplines and Subject Matter Areas include:

- Water Science/Water Resources (including Water Quality and Watershed Management); especially those disciplines involving science, technology, engineering, and mathematics (STEM) that support the above water disciplines
- Environmental Sciences/Management
- Conservation, Renewable Energy and Natural Resources (includes Forestry and Ecology/Wetlands)
- Related Biological Sciences (includes General/Basic Biotechnology, Biochemistry, and Microbiology)
- Plant Sciences and Horticulture (including Turf Sciences)
- Agricultural/Biological Engineering
- Agricultural Social Science
- Soil Science

This grant provides **$4,500** for undergraduate students to work 20 hours per week for a total internship of 360 hours at $12.50/hour. Graduate student stipends are funded at $4,500 for 300 hours at $15.00/hour. Students are allocated up to $560 per internship for supplies and materials, including local transportation, which students need to complete their projects (to be approved by advisors). No single item may exceed $500.
Before applying for an internship, students are encouraged to discuss an appropriate research project or watershed management activity for the Water Resources Internship Program with a faculty member in their major or an outside agency that has the capacity to mentor internships. WRPI staff are not eligible to act as advisors. If a student is unable to secure an advisor, contact Christina Rodriguez (909-537-3615, chrodrig@csusb.edu) for assistance.

Each intern will be required to submit a Final Report in digital format to the WRPI detailing the scientific research project or watershed management activity undertaken. It is expected that in the Final Report, as well as in any future publications, students will explicitly state their affiliation with the WRPI Watershed Management Internship Program.

All students must submit the following **Application Form** that follows, a confidential 500-word personal **Biography** (including career goals and how participating in this internship will help to achieve them. Ethnic “family of origin” history information must be included in the Biography. Also, indicate whether the student’s parents are from an underrepresented subgroup and whether the student is the first member of the family to pursue a four-year undergraduate degree), your **unofficial transcripts**, the **Supplies Order Form** (if applicable), **Release of Liability Form**, and the **Informed Consent for Data Collection Document** (if you agree).

Advisor Responsibilities:

1. I have reviewed and approve the Project set forth above.
2. In the event that I am unable to serve as the Advisor for whatever reason, I will make a reasonable effort to locate a suitable replacement in my university/agency/organization.
3. I agree to discuss concerns the student or WRPI may have about this project and student.
4. I agree to let WRPI know immediately if there is any problem or concern that arises with the intern or the project so WRPI can do their best to help.
5. I agree to mentor the intern, including training, overseeing and monitoring their work, encouraging them when appropriate to continue their education, and to be reasonably available to them as questions arise.
6. I understand I will be asked to verify the student's hours and sign off on their timesheets, being aware that CSU/CCC policy limits students to working no more than 20 hours/week while in school and 40 hours/week during breaks. Also, students may not work more than 8 hours/day nor more than 6 days in a row. Students working more than 5 hours need to be given a meal break of no less than 30 minutes and are entitled to a 15 minute break every 4 hours worked.
7. I also agree to verify and sign off on any approved supplies and/or mileage reimbursements for the student. Before the student can drive as part of their internship, they need to complete a defensive driving certificate on their campus.
8. I understand I will approve the student's final report and will be asked to complete a questionnaire at the end of the internship for WRPI evaluation purposes.
9. Additionally, WRPI requests that you let us know about any publications, presentations, conferences attended, etc. related to the project, from either yourself or the intern. We keep track of this and report in aggregate to the funding source, which helps us continue our funding.

I have read, understand and agree to comply with these guidelines.

_____

Primary Advisor Signature **Date**

_____

Additional Advisor Signature (if applicable) **Date**

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STUDENT INFORMATION

1. Grant Year 1, 2, 3, or 4

2. CSU Campus where currently enrolled

3. California Community College where currently enrolled

4. Date

5. Student First Name

6. Student Last Name

7. Student ID #

8. Grade Level

9. Major(s)

10. Minor(s)

11. Current Degree(s) Pursued

12. College (example - College of Natural Sciences)

13. Campus Cumulative GPA (at your current institution, not transfer GPA)

14. Expected Graduation Month

15. Expected Graduation Year

16. Current Address

17. City, State

18. Zip

19. Permanent Address

20. City, State

21. Zip

22. Cell Phone (including area code)

23. Home Phone (including area code)

24. School e-mail (ending in .edu)

25. Personal e-mail

26. Gender

27. Ethnicity

28. U.S. Citizen/Permanent Resident?

- ◯ Yes
- ◯ No

29. Are you receiving academic credit for this project, if awarded?

- ◯ Yes
- ◯ No

30. Primary Emergency Contact First Name

31. Last Name

32. Relationship

33. Primary Emergency Contact phone number (including area code)

34. Secondary Emergency Contact First Name

35. Last Name

36. Relationship

37. Secondary Emergency Contact phone number (including area code)

38. Social Media Profiles

- ☐ Facebook
- ☐ Twitter
- ☐ Instagram
- ☐ Google+
- ☐ LinkedIn
- ☐ Other

39. Previously awarded a WRI/WRPI/USDA Internship?

- ◯ Yes
- ◯ No

If "yes" all pending items due must be submitted before applying for new project.

Project Advisor(s) Information

Faculty/Research Advisor

40. First Name

41. Last Name

42. Organization

43. Phone (including area code)

44. E-mail

Other Agency Advisor

45. First Name

46. Last Name

47. Organization

48. Phone (including area code)

49. E-mail

Other Advisor

50. First Name

51. Last Name

52. Organization

53. Phone (including area code)

54. E-mail

55. Project Name

Two Professional References Required - One must be a campus faculty member.

56. First Name

57. Last Name

58. Relationship

59. Phone Number (including area code)

60. E-mail

61. First Name

62. Last Name

63. Relationship

64. Phone Number (including area code)

65. E-mail

A background check (including a criminal records check) may be required if the project manager determines that their project provides the intern with access to sensitive and/or confidential information. The background check must be completed satisfactorily before any candidate can be offered a position with the CSU.

Student Responsibilities:

1. I have reviewed and approve the Project set forth above.
2. I agree to complete any paperwork and orientations required by my advisor or WRPI as part of this Internship Program, including but not limited to:
    - a final report, approved by my advisor, documenting my project and my results
    - USDA Career Identification Form
    - regular timesheets documenting my time worked
    - questionnaires during and at the end of the internship for WRPI evaluation purposes
3. I understand that CSU/CCC policy limits students to working no more than 20 hours/week while in school and 40 hours/week during breaks. Also, students may not work more than 8 hours/day nor more than 6 days in a row. Students working more than 5 hours need to be given a meal break of no less than 30 minutes and are entitled to a 15 minute break every 4 hours worked.
4. I agree that before I can drive as part of my internship, I will need to obtain a defensive driving certificate on my campus.
5. I understand WRPI requests that I let them know about any publications, presentations, conferences attended, etc. related to the project. WRPI keeps track of this and reports in aggregate to the funding source, which helps WRPI continue their funding.
6. I agree to let WRPI or my advisor know immediately if there is any problem or concern that arises with myself, my advisor, or the project.
7. I understand, as applicable, the internship site may conduct a background check which may require that I submit fingerprints or other information and materials.
8. I understand that I may be dismissed from the Internship Program if I am in violation of the guidelines of the internship.
9. I understand and acknowledge that there are potential risks associated with this internship, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the internship site/activity, (c) the physical characteristics of the internship site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the internship site/activity, (e) any travel associated with the internship activity, (f) the time of day when I will be present at the internship site/activity, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
10. Being aware of the risks inherent in this internship activity, I nonetheless voluntarily choose to participate in this internship activity. I understand that I may stop participating if I believe the risks become too great.
11. While participating in this internship activity, I will **(a)** exhibit professional, ethical and appropriate behavior; **(b)** abide by the advisor's rules and standards of conduct, including wearing any required personal protective equipment; **(c)** participate in all required training; **(d)** complete all assigned tasks and responsibilities in a timely and efficient manner; **(e)** request assistance if I am unsure how to respond to a difficult or uncomfortable situation; **(f)** be punctual and notify the advisor in advance if I believe I will be late or absent; and **(g)** respect the privacy of the internship site's clients. For purposes of this document, "clients" are defined as including, but not limited to, the internship site's customers, agents, contractors, employees, volunteers, and representatives.

12. While participating in this internship activity, I will not **(a)** report to the internship site under the influence of drugs or alcohol; **(b)** give or loan money or other personal belongings to a client; **(c)** make promises or commitments on behalf of my internship organization without prior approval from my advisor; **(d)** give a client or representative a ride in my personal vehicle; **(e)** engage in behavior that might be perceived as harassment of a client or internship site representative; **(f)** engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; **(g)** engage in any type of business with clients during the term of my placement; **(h)** disclose without permission the internship site's proprietary information, records or confidential information concerning its clients; or **(i)** enter into personal relationships with a client or internship site representative during the term of my placement. I understand that the Program may dismiss me if I engage in any of these behaviors.
13. I agree to contact the Program Administration at (909) 537-7681 if I believe I have been discriminated against, harassed or injured while engaged in this internship activity.

I have read, understand and agree to comply with these guidelines.

_____

Student Signature **Date**

Parent/Guardian information required if student is under the age of 18:

_____

Parent/Guardian Name

_____

Parent/Guardian Signature **Date**

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CSU/WRPI USDA Water Resources Internship Host Organization Project Form

1. Date

2. Name of Host Organization

3. Host Organization Address

City

State

Zip Code

4. Contact First Name

Contact Last Name

Position

Contact Phone

Contact E-mail

5. Type of Organization

6. Brief description of what your organization does

7. Is the host organization willing to mentor the student, if placed?

- ◯ Yes
- ◯ No

8. Is the host organization willing to sign the student's bimonthly timesheets and reimbursement forms?

- ◯ Yes
- ◯ No

9. Is the host organization willing to review the student's final report of the project and other student deliverables?

- ◯ Yes
- ◯ No

Student Information:

10. Preferred major(s)

11. Preferred year of study (junior, 2nd year master's student, etc.)

12. Preferred CSU or California Community College campus

13. Preferred skill sets

14. Additional requirements

Please answer all the questions below within this document. Completion of this form does not constitute a guarantee an intern will be placed with the host organization. Host organizations must work with the student to complete an Application Form during an open call for applications before a project/intern will be considered for funding.

15. Project Title:

16. Project Description (250 words maximum):

17. Identify your Internship location, including name of organization, department (if applicable), and address. Note: This will NOT be the Water Resources and Policy Initiatives at California State University San Bernardino.

18. What are the approximate start and end dates of the proposed project? Interns have up to one year to complete their internship.

Start month	Start year	End month	End year

19. What are the typical hours the intern would be working? If there is flexibility, please state as such. Graduate students have 300 hours and undergraduates have 360 hours to complete their projects.

20. Are there any special considerations the students need to know (i.e. need a background check, outdoor working conditions, ability to lift certain weight, own transportation, etc.)?

21. Describe the specific tasks the intern will perform: (maximum of ten tasks; no task should be longer than 50 words.)

22. Describe the skills and experience the intern will gain: (100 word maximum)

23. Identify the watershed(s) or service area(s) associated with the Project, and describe the benefit of the Project to the management of the watershed(s)/service area(s): (100 words maximum)

24. Identify stakeholders in the watershed/service area that the intern will contact in the course of the Project: (For example: water agencies, local governments, state and federal agencies, environmental organizations, and other.)

25. List any transportation expenses which the student will need to complete the internship: (NOTE: transportation is reimbursed at the federal rate, which is currently 54 cents/ mile.) These expenses must be approved by the WRPI.

26. List any supplies and materials which the student will need to complete this internship: (NOTE: The **total** amount of supplies, materials, and transportation [item 10] cannot exceed **$560 per internship**. No single item may exceed $500.) This list must be approved by the WRPI. All supplies and equipment are the property of the university or host organization, not the student.

CAL STATE SAN BERNARDINO
University Enterprises Corporation

Sensitive Position Determination Form

(Determination of "Sensitive" position status by HR is required prior to selecting any employees or candidates for employment and volunteers). See UEC website at http://uec.csusb.edu/HR/recruit.html for additional details on hiring/recruitment procedures or call UEC Human Resources at 909-537-7589. **NOTE: This Determination form must be completed and approved by HR *PRIOR* to any offers of employment. The final signed determination must be attached to all Personnel Transactions Forms (PTR's) and or Volunteer Agreements.** Final determination will be made within approximately 3 days of receipt of this fully executed form.

Job Title: _____ **Date of Request:**_____

Department/Project Name: _____

Account	Fund	Dept	Project
601826	S0868	C0126	FF21127

Hiring Manager Name:_____**Email:**_____ **Phone/Ext:**_____

1	Will this position have regular and direct contact with minors, the mentally or physically disabled, the elderly or animals? If yes, please attach a brief explanation.	☐ Yes	☐ No
2	Will this position have authority to commit financial resources of more than $10,000 for programs or projects? (Approves contracts, bid/RFP's, Vendor or Products or Payments in excess of $10,000?). If yes, please attach a brief explanation.	☐ Yes	☐ No
3	Will this position handle transfers, withdraws and/or deposit money or use a company issued credit card to make purchases or handles receipt of cash? If yes, please attach a brief explanation.	☐ Yes	☐ No
4	Will this position have access to any Master or Sub Master Keys to a building? If yes, which building and for what purpose:	☐ Yes	☐ No
5	Will this position have access to hazardous or controlled substances? If yes, please attach a brief explanation.	☐ Yes	☐ No
6	Will the position have access to and responsibility for detailed personally identifiable information about students, faculty, staff or alumni that is protected, personal or sensitive? If yes, please attach a brief explanation.	☐ Yes	☐ No
7	Will the position have access or control over ability to modify employee, student financial databases? If yes, please attach a brief explanation.	☐ Yes	☐ No
8	Will the position require a license, degree, credential or other certification in order to meet the minimum job qualifications or to maintain continued employment in a particular occupation? If yes, list professional license, degree, credential or certification required and expectations of renewals:	☐ Yes	☐ No
9	Does this position require regular and frequent driving as a required duty of their job? If yes, please attach a brief explanation:	☐ Yes	☐ No

If position designated sensitive, background check will be required and may take 10 or more days to complete.

Authorized Signer Name: _____ **Signature:** _____

HR Use Only (Circle One)
☐ Sensitive Position ☐ Non-Sensitive Position

Determined by: _____ Date_____

WRPI/USDA Water Resources Internship Program
Guidelines for Approval of Projects

1. Project Description
   - *Is this Project clearly defined? If not, what is missing?*
   - *What primary USDA Discipline (Water Science/Water Resources [Water Quality, Watershed Management], Environmental Sciences/Management, Conservation, Renewable Energy, and Natural Resources, Related Biological Sciences, Plant Sciences and Horticulture, Agricultural/Biological Engineering, Agricultural Social Science, or Soil Science) does the Project address?*
   - *Will the Project produce valuable information and for whom?*
   - *What is the merit of the Project on a scale from 1 (low) to 5 (high)?*
2. Describe the specific tasks the intern will perform: (maximum of ten tasks; each task should be no longer than 50 words)
   - *Will the tasks as written result in completion of the Project?*
   - *Are the tasks appropriate for 360 hours of undergraduate/300 hours of graduate work?*
   - *Are there missing, repetitive or redundant steps?*
3. Describe the skills and experience the intern will gain: (100 word maximum)
   - *Does it appear the intern will gain new skills and knowledge?*
   - *Will this Project be valuable experience for a graduate seeking a job? If so why?*
   - *Would this Project be valuable experience for a graduate seeking a career in the USDA's workforce that protect and enhance the natural resource base and environment?*
4. Describe the benefit of the Project to the management of the named watershed(s)/service area(s): (100 word maximum)
   - *Is the benefit claimed legitimate?*
   - *Are there other benefits?*
   - *Does the Project meet the Project Criteria on the Fact Sheet?*
5. Identify stakeholders in the named watershed(s)/service area(s) that the intern will contact in the course of the project:
   - *Are the appropriate stakeholders identified? Are others missing?*
6. Describe the product the Project will deliver to the WRPI upon completion for inclusion in the WRPI's information technology (IT) system that shares knowledge gained about the watershed over the Internet.
   - *Is this product clearly defined?*
   - *If not, what is the product?*

☐ ***Yes, this Internship should be funded***
- ***Priority Level: High (3) to Low (1)?***
- ***Comments***

☐ ***No, this internship should not be funded***
- ***Reason for rejection***
- ***Comments***
- ***Any suggestions for revision?***

_____ _____

Christina Rodriguez, Internship Manager Date