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.

How CSU/CCC Students Apply for USDA Water Resources Internships

(Except for CSUSB Students)

1. Students should review the **Eligibility Requirements** and download the **Application Form** for *2016 Water Resources Experiential Learning for USDA Careers* program found on both of the following websites:

   Water Resources Institute (WRI) http://wri.csusb.edu/
   Water Resources and Policy Initiatives (WRPI) http://www.calstate.edu/water/

2. Students should also review the **USDA Career Identification Requirements** that describe how students selected for internships must complete mandatory process learning about USDA career opportunities that align with the degree being sought, and identify any requisites necessary to apply for those USDA jobs upon graduation.

3. Any student with initial questions about the program (after reviewing the documents listed above) should contact Internship Manager Christina Rodriguez at (909) 537-3615.

4. Students should examine the WRI and WRPI websites (listed above) for any internships being sought by USDA agencies in the vicinity of their home campus. Students qualified to apply for these internships are encouraged to submit an Application.

5. Students are encouraged to contact USDA agencies in the vicinity of their home campus listed below to inquire about any potential internships opportunities that may be available.

   California District Offices of the Natural Resource Conservation Service (NRCS),
   Pacific West Area Offices of the Agricultural Research Service (ARS),
   California National Forest Service Recreation Areas (NFS)

6. Students are also encouraged to contact the Chair of the Department in which they are majoring to inquire whether faculty members may be engaged in watershed-related research projects that a student researcher could assist with. If an internal research project is available, the student

should identify which faculty advisor would supervise the watershed-related research project and submit an Application.

7. Students are also encouraged to contact researchers at any CSU water-related centers and institutes in the vicinity of their home campus. If an internal research project is available, the student should identify which researcher would supervise the watershed-related research project and submit an Application. Note: WRPI staff are not able to serve as advisors on the internships.

8. Students submitting an application are **required to submit a 500-word confidential personal biography** that describes their career plans and provides information about their family of origin to determine underrepresented status.

9. **Completing the Internship Application Form**: Fill out all parts of the form; don't leave anything blank.

10. Students also need to download, review, and submit the **Intern Informed Consent for Data Collection** document, provided students are willing to consent. Signing this permits the lead CSU agency to collect academic data and intern performance data required for USDA reporting purposes. This is optional for the students. Send this document when you submit the application form and personal biography.

11. Students should submit their **unofficial** transcripts and **Release of Liability Form** with their application.

12. Once an Application is complete, if electronic signature capabilities are not available for all required signatures, students can send either a PDF of the pages requiring signatures, or FAX the signed pages to Christina Rodriguez at (909) 537-7682, chrodrig@csusb.edu.

13. Determination of whether application is awarded or denied will be emailed to the student and advisor with further information about setting up your Watershed Management Internship.

14. Students must complete their internship **by September 1, 2017**.