

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).

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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 (if you do not have a project/
advisor, please leave 40-55 blank.)**

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