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.

STUDENT INTERN RESPONSIBILITIES

Student Interns:

ONGOING ACTIVITIES

1. Submitting an Application for a Water Resources Experiential Learning Internship as defined in project materials.
2. Upon acceptance into the Program, the students must conduct themselves professionally during their internship. This includes but is not limited to: starting work on time, working the entire shift scheduled, keeping accurate time attendance records, completing tasks assigned, not disclosing confidential information, treating property respectfully, dressing appropriately, and being courteous. If any issues arise during the internship, the student must contact their advisor immediately and/or Internship Manager, Christina Rodriguez, as necessary.
3. Completing the scope of work and final report as defined in the approved Water Resources Internship Application and per the requirements of the Final Report Instructions posted on our Project website.
4. This is an experiential learning internship, and as such interns should expand their research skills throughout the internship. The skill sets learned during this program, along with previous work and academic experiences, should be adequately documented in a professional resume. This is a key component when looking for a job. Completion of this internship also requires the submittal of a professional resume, which should include this internship. The Program will not do anything with the resumes without the interns' permission (see 7. below), but it is important to complete this task as it helps prepare the interns for their careers. Students may contact their career services department on their campuses for assistance.
5. As part of meeting the USDA Career Identification requirement in which a student intern selects a potential USDA career path, students will be required to ***identify any mandatory courses required as a prerequisite to submitting a***

USDA job application (after graduation) and whether the CSU/CCC campus they attend offers the necessary courses.

a. Students attending a CSU/CCC campus that does not offer the courses needed on their home campus will be required to ***identify where those classes are available***, whether that is another CSU/CCC or a nearby institution, and the date by which the student will complete those classes.

b. Job descriptions will be placed on the WRPI website, and as part of the internship program, ***each participating student will select a position of interest to develop the proper academic preparation and work experience.***

6. Prior to the end of their internship, each student will be asked to ***answer a questionnaire*** concerning their academic preparation and work experience measured against the selected job description. Additionally, each student will be asked to answer follow-up questionnaires at periods throughout the Project's performance period.
7. ***With prior student approval***, the WRPI will make available a rèsumè list of graduating students, updated twice each year (summer and winter).