

DWR AWARD No. 4600011889

Award Title: WRPI Community Water Internship

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

Award Period: 6/1/17-4/30/20

## **WRPI Community Water Internship**

**Must be enrolled as a full-time student at eligible institutions to apply and be considered for this internship opportunity**

To build and strengthen relationships with overburdened and underrepresented communities in the Santa Ana River Watershed, the Community Water Internship joins college students with public agencies and 501c3 nonprofit organizations to assist with engagement, public affairs, and education projects or programs.

The California State University (CSU) and the Santa Ana Watershed Project Authority (SAWPA) are responsible for the program, and the CSU Water Resources and Policy Initiatives (WRPI) administers it.

The Community Water Internship is supported through SAWPA's Disadvantaged Communities Involvement (DCI) Program using Proposition 1 funding from the California Department of Water Resources (DWR). The DCI Program ensures that people who live in disadvantaged or underrepresented communities and economically distressed areas are involved in Integrated Regional Water Management planning. Over three years, program team members will gather a broad understanding of communities' strengths and needs, build familiarity between water stakeholders and community members, and ensure that solutions to previously documented and newly discovered needs are identified and given opportunities for future implementation funding.

By funding students to work on projects related to community engagement and water management, the Community Water Internship provides students professional experience and connects them with career opportunities related to water management planning, environmental sustainability, and community organizing. As students are drawn from local CSU campuses and community colleges, the internship also supports members of the Santa Ana River Watershed to be engaged with watershed health and water management. Public agencies and 501c3 nonprofits located within the Santa Ana River Watershed are eligible to have pairs of interns assist with a project or program.

The DCI Program grant provides \$4,500 for undergraduate students 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 can work no more than 20 hours/week while in school and no more than 40 hours/week during breaks. Students may not work more than 8 hours/day or more than 6 days in a row. Students are allocated up to \$560 per internship for supplies and materials, including local transportation, needed to complete their projects (to be approved by advisors). No single item may exceed \$500, including tax.

Students from all academic departments can apply. Students must be in or entering their second years at a college campus to be eligible. A 3.0 grade point average is required to apply, but students may still ask to be considered if their GPAs do not meet this standard.

Before applying, all students should review the list of projects that have already been approved, although this may not be the complete list of available projects. If you are uncertain about the details of a specific project or have other internship questions, please contact Mike Antos, SAWPA watershed manager ([mantos@sawpa.org](mailto:mantos@sawpa.org)), or Christina Rodriguez, WRPI internship manager ([chrodrig@csusb.edu](mailto:chrodrig@csusb.edu)).

Interns will meet with all Community Water Internship cohort members from various agencies on predetermined dates during the internship for an orientation, trainings on topics related to water management, and a closing internship event. These meetings, as well as biweekly check-in calls, will be organized by CivicSpark: Water fellows working at SAWPA or by dedicated program staff. Each intern will submit a two-page final report in digital format to the CSU WRPI detailing the water-related community engagement, public affairs, or community education activity undertaken.

Students must submit the following **application, unofficial transcripts, the Supplies Order Form** (if applicable), **Release of Liability Form**, and the **Informed Consent for Data Collection Document** (if you agree).

### **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, including but not limited to the following:
  - A final report, approved by my advisor, documenting my project and my results.
  - 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 or 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 by completing the online Defensive Driving Course.
5. I understand WRPI requests that I let them know about any publications, presentations, conferences attended, or other official activities I participate in related to the project.
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 that may require me to 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.

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**Student Signature**

**Date**

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

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**Parent/Guardian Name**

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**Parent/Guardian Signature**

**Date**