

DWR Award No. W2684

Award Title: DWR LA-V DACIP

Lead Agency: University Enterprises Corporation at CSUSB

Award Period: 4/12/18-4/12/21

## **STUDENT INTERN RESPONSIBILITIES WRPI LA-V DACIP 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 disadvantaged and underrepresented communities in the Los Angeles-Ventura Integrated Regional Water Management Planning (IRWMP) Area, the Community Water Internship joins college students with local agencies to assist with engagement, public affairs, and education projects or programs.

The California State University (CSU) and West Basin Municipal Water District/LA County Dept. of Flood Control run the program, and the CSU Water Resources and Policy Initiatives (WRPI) administers it.

The Community Water Internship is supported through the LA-Ventura IRWMP Disadvantaged Communities Involvement Program (DACIP) with Proposition 1 funding from the California Department of Water Resources (DWR). The internship, a core component of the three-year DACIP, provides students opportunities to learn about water management and community engagement through professional experience. It also connects students with career opportunities related to water management planning, environmental sustainability, and community organizing. Finally, as students are drawn from local CSUs and community colleges, the internship brings in and benefits members of the IRWMP who may otherwise be disconnected from the overarching DACIP.

The DACIP is intended to ensure the involvement of disadvantaged communities, economically distressed areas, or underrepresented communities in Integrated Regional Water Management planning. Over three years, the program team will gather a broad understanding of strengths and needs of these communities; they will build a bridge of familiarity between water stakeholders and community members; and they will ensure that solutions to previously documented and newly discovered needs are identified, advanced, and given every opportunity to achieve future implementation funding.

Public agencies and 501(c)3 non-profits will be eligible for the Community Water Internship and students will work on a project or program starting in summer 2018. Using the form below,

your agency or non-profit can apply for funded interns to assist with a project or program. Eligible projects must include activities related to community involvement with water. This is a broad definition. The key to it is the involvement, as that is the chief goal of the funding that supports the DACIP. If you are uncertain if a particular project would qualify, you may contact Kathleen Firstenberg, Project Manager ([kfirstenberg@csusb.edu](mailto:kfirstenberg@csusb.edu)), or Christina Rodriguez, Internship Manager at WRPI ([chrodrig@csusb.edu](mailto:chrodrig@csusb.edu)).

Students from all academic departments can apply. Interest in natural resources management, public policy, environmental science, sociology, and similar fields is necessary for success in the program for both the student and the organization.

The DACIP grant provides **\$4,500** for undergraduate students to work 20 hours per week for a total internship of up to 360 hours at \$12.50/hour. Graduate student stipends are funded at \$4,500 for up to 300 hours at \$15.00/hour. (For UEC employees with prior CalPERS membership, the total number of hours will be reduced to allocate for CalPERS contributions.) 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, including tax.

All students must complete an **Online Application** and submit **unofficial transcripts, résumés** and the **Release of Liability Form** prior to completing a formal application from our Human Resources office.

### **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:
  - Regular timesheets documenting my time worked.
  - Questionnaires during and at the end of the internship for WRPI evaluation purposes.
3. I understand that CSU/UC/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**