

WRPI Internship

Public agencies and 501c3 organizations are eligible to participate in a state-funded WRPI Internship. Through the program, students from California State University (CSU) campuses and local community colleges will be available to assist with projects related to water in disadvantaged communities. The state awarded the WRPI Proposition 1 funding in 2017.

Organizations and projects must meet the criteria listed below to qualify:

- Applicant is a public agency or 501c3 nonprofit.
- Project is related to water resources management.
- Project involves community engagement, project support with engineering resources, education or public affairs work.
- Student interns improve engagement with people in disadvantaged communities through this project.
- Project tasks are appropriate for the intern hours indicated in the approved work plan.
- Project tasks are clearly defined.
- Project stakeholders from disadvantaged and underrepresented communities are clearly identified.
- Advisor at the agency is committed to this project.
- Project is valuable experience for a graduate seeking a career in water management, public affairs, or community engagement and organizing.

Responsibilities of Supervisors

Advisors are responsible for overall supervision of the intern(s) throughout the internship. The intern supervisor plays a key role in the success of each student's internship.

Government agencies and nonprofits that want to offer an internship should complete the on-line Application Form for the WRPI Internship found on the WRI website and begin developing the description of the project within their agency. If you have questions or need more information, please contact Christina Rodriguez at WRPI (chrodrig@csusb.edu). Once an agency has completed the application process, the agency supervisor assumes the same responsibilities as on-campus faculty advisors and researchers, which are listed below.

START-UP ACTIVITIES

1. The agency supervisor will assist each intern in **developing an individual scope of work for his or her project**. The scope of work must include the following:
 - a. Relevant. It must describe useful outcomes of the project to the disadvantaged community involved.
 - b. Achievable. The scope must suit the student's knowledge, skills, and abilities. It must also conform to the hourly limitations of the internship as indicated in the approved work plan.
 - c. Include experiential, transferable learning. This program is an experiential learning opportunity for students and is intended to prepare them for future work in environmental justice and water management.
2. The supervisor will assist the intern in **identifying supplies and materials needed** to complete the project (including travel costs), up to a max of \$560 per internship with no single item exceeding \$500, including taxes.
 - a. The student will fill out the Internship Supplies Order Form, which the **intern supervisor must review and sign** before the student returns it to the WRPI for final approval.
 - b. WRPI must compare the supply list against the project scope of work and also DWR policies before approving the purchase. This happens within days generally. Please note that any equipment purchased becomes the property of the organization (not the student) with final ownership addressed when DWR closes out the award.
3. A supervisor will **individually mentor** each student.
 - a. The supervisor will **train, oversee, and monitor the student** and his or her progress on the project and will be reasonably available to the student if questions arise.
 - b. The supervisor will **provide guidance and encouragement to underrepresented interns to graduate, continue their education to graduate levels, and pursue a career** in a related field. The supervisor should encourage the student to **publish research and give presentations on projects** as applicable.
4. The supervisor is responsible for **monitoring intern hours** and signing off on the UEC Student Employee Time Sheet, which students submit on a bi-monthly basis. The supervisor will also **sign off on any purchase of supplies or travel reimbursements**.
5. The supervisor is responsible for **communicating any issues** with the student or the project to WRPI or program managers in a timely manner, so issues can be addressed and resolved.