

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

Public agencies and 501c3 organizations within the Santa Ana River Watershed are eligible to participate in a state-funded Community Water Internship. Through the program, students from California State University (CSU) campuses and local community colleges will be available to assist with community engagement and education projects related to water in disadvantaged communities in the watershed.

The state awarded the Santa Ana Watershed Project Authority (SAWPA) a \$6.3 million grant in 2017 to support its Disadvantaged Communities Involvement (DCI) Program over three years. The [DCI Program](#), a requirement of Proposition 1, ensures the involvement of people in disadvantaged and underrepresented communities or economically distressed areas in Integrated Regional Water Management planning.

A key part of the program is SAWPA's partnership with the CSU system to run the Community Water Internship, which CSU Water Resources and Policy Initiatives (WRPI) will administer.

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

- Applicant is a public agency or 501c3 nonprofit.
- Agency is located within the Santa Ana River Watershed. For reference, see <http://www.sawpa.net/>.
- Project serves people within the Santa Ana River Watershed.
- Project serves people who live in a disadvantaged community, an economically distressed area, or an underrepresented community in the Santa Ana River Watershed. For reference, see http://www.water.ca.gov/irwm/grants/resources_dac.cfm.
- Project is related to water resources management.
- Project involves community engagement and education or public affairs work.
- Student interns improve engagement with people in disadvantaged communities through this project.
- Project tasks are appropriate for up to 360 hours of undergraduate/300 hours of graduate work.
- 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 download the Application Form for the WRPI Community Water Internship from the WRI website and begin developing the description of the project within their agency. If you have questions or need more information, please contact Mike Antos at SAWPA (mantos@sawpa.org) or 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 be 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 (360 hrs for undergraduate students and 300 hrs for graduate students) with time included for the student to prepare a two to five page final report for WRPI.
 - 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.
 - 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.

- c. The supervisor will **review and approve** the student's final report documenting the project and its results.
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.
6. The supervisor will ensure that interns **attend all meetings** with the cohort of the Community Water Internship if the project work allows. CivicSpark: Water fellows at SAWPA will organize the meetings as well as activities for the cohort.

YEAR END ACTIVITIES of the project director, co-project director, and administrative support coordinator, who will work in collaboration with the faculty and researchers at the CSU/CCC Institutions, include the following:

1. At the end of each project, the intern's final report will be collected from participating supervisors to evaluate the program.
2. At the end of each project, the project director and co-project director will develop a **Completion Questionnaire that will be distributed** to supervisors to ascertain program strengths and areas of improvement.