

## Volunteer Internship Requirements

If you would like to formally claim a volunteer “internship” with the Office of Sustainability, you will receive additional training and experience, but will also be expected to complete a higher level of service than a regular volunteer. Please see the attached training checklists for the expected requirements as well as the table below:

Volunteer Internship Type	Hourly Commitment	Recognition/Academic Credit Value
Level 0 (Non-credit)	3-5 hours of training & minimum of 32 total hours of project work/semester  (~2 hours/week on average)	Participation Certificate Recognition Pin  Direct Service Hours reflected on transcript (MUST submit hours to SLICE the same term hours were completed)
Level I	3-5 hours of training & up to 120 hours of project work/semester  (~7-9 hours/week on average)	Participation Certificate Recognition Pin  Up to 3 units of academic credit* (Must self-enroll into an appropriate internship course and check with course advisors to qualify)
Level II	3-5 hours of training & 120-180 total hours of project work/semester  (~12-18 hours/week on average)	Participation Certificate Recognition Pin  Up to 3 units of academic credit* (Must self-enroll into an appropriate internship course and check with course advisors to qualify)
Level III	3-5 hours of training & 120-180 total hours of project work/semester  (~12-18 hours/week on average)  Must have served one or more semester(s) as Level I-II intern	Participation Certificate Recognition Pin Letter of Commendation (upon request)  Up to 3 units of academic credit* (Must self-enroll into an appropriate internship course and check with course advisors to qualify)
Research Intern (Levels I-III)	3-5 hours of training, and up to 50% of hourly project work commitment can be applied to an independent research project.  Requires research project approval from a pre-identified faculty mentor/sponsor	Participation Certificate Recognition Pin  Up to 3 units of academic credit* (Must self-enroll into an appropriate internship course and check with course advisors to qualify)

## Sustainability Internship Volunteer Intern Requirements & Information

Interested in pursuing a volunteer internship with the Office of Sustainability? Here are your next steps for applying/registering:

- 1) Fill out the **Volunteer Internship Interest form** letting us know what level and type (Sustainability vs. Farm) of internship you are interested in pursuing: <https://forms.gle/iwpT1n6UKPRU8Vvh8>
- 2) The Office of Sustainability will be in touch to arrange a one-hour orientation meeting with you based on your availability. After that:
  - a. Submit registration forms to SLICE and complete the pre-test linked in your **Training Checklist** prior to the start of your volunteer internship.
  - b. Monthly check-in meetings thereafter are mandatory for the semester of your term.
  - c. Continue filling out the appropriate **Training Checklist** throughout the semester with completion dates as you fulfill these requirements.
  - d. Also fill out your **Volunteer Intern Hours Log** on a regular basis.
- 3) At the end of the term:
  - a. You must turn in your **Hours Log** and completed **Training Checklist** for verification at the end of the semester to receive credit. Complete the post-test linked in the **Training Checklist** at the conclusion of your internship.
  - b. It is *your* responsibility to let the Office of Sustainability staff know of any additional requirements your academic programs have (e.g. timesheets, types of projects, additional forms and contracts, etc.) if attempting to apply this internship towards academic credit.
- 4) If planning to return for additional terms:
  - a. Re-submit Volunteer Internship Interest form, registration forms, and pre-test. Returning students must still re-register every semester.
  - b. Returning students may fulfill training requirements with new electives as opposed to taking mandatory training again (these options are listed in the **Training Checklist**).
  - c. If pursuing a multi-term volunteer internship as part of an academic program requirement, you must still submit an **Hours Log** at the conclusion of every term worked. These will be summed to provide verification of completion if requested. You are still responsible for notifying the Office of Sustainability about any additional requirements for your academic program.

# Sustainability Internship Volunteer Intern Training Checklist

## Classwork:

- ☐ Mandatory (for new interns only): Sustainability 101 Training- <https://youtu.be/qdh10Z4fKKQ>
  - ☐ **Date Completed:** \_\_\_\_\_
- ☐ Mandatory (for new interns only): Communications 101 Training- [https://youtu.be/f0Ts6Y\\_N4Po](https://youtu.be/f0Ts6Y_N4Po)
  - ☐ **Date Completed:** \_\_\_\_\_
- ☐ Mandatory (for new and returning interns): Elective Training (1)- Recycling, Food, Energy, Water, Transportation (from our CSUDH Sustainability Youtube Channel: [https://youtube.com/playlist?list=PLx0\\_f7JvVahvOf4hrA\\_te0Rx9qCORqcty](https://youtube.com/playlist?list=PLx0_f7JvVahvOf4hrA_te0Rx9qCORqcty)) OR AASHE Workshop on specialty topic (free log-in for any @csudh.edu e-mail address: <https://www.aashe.org/events-education/webinars/>)
  - ☐ **Topic:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_
- ☐ Mandatory for Level III only: Leadership Training- video presentation
  - ☐ **Date Completed:** \_\_\_\_\_

## Reporting:

- ☐ *Must attend monthly check-in meetings with the Office of Sustainability (schedule will be provided to you after registration).*
- ☐ Pre- test (SLICE) before starting internship: <https://www.surveymonkey.com/r/KFDGXWP>
- ☐ Post-test (SLICE) after completing internship: <https://www.surveymonkey.com/r/KDTFJ6T>
- ☐ Project Evaluation Form: List all projects worked on this semester and name your favorite/least favorite. Name one sustainability idea you think would make CSUDH greener and name one way this internship has changed your sustainability behavior in your daily life (<https://www.surveymonkey.com/r/KJGLX32>)

## Hands-on Experience:

- Mandatory: Table at least 3 hours or outreach events per semester (1 hour minimum each event OR table 1 event for three hours)
  - ☐ Tabling event (date/time/hrs served): \_\_\_\_\_
  - ☐ Tabling event (date/time/hrs served): \_\_\_\_\_
  - ☐ Tabling event (date/time/hrs served): \_\_\_\_\_
- Mandatory: Assist with 1 food recovery event (either existing or do your own)
  - ☐ Event date/food recipient: \_\_\_\_\_
- Sustainability Project Assistance- any combination
  - ☐ TOTAL HOURS (including time spent on mandatory requirements above): \_\_\_\_\_ (attach Hours Log for verification- either use provided template or supply own)

# Campus Urban Farm Internship

## Volunteer Training Checklist

### Classwork:

- ☐ Mandatory (for all interns every semester): Farm Orientation (20 minutes), e-mail [dhurbanfarm@gmail.com](mailto:dhurbanfarm@gmail.com) to schedule
  - **Date Completed:** \_\_\_\_\_
- ☐ Mandatory (for new Farm Interns only): Sustainability 101 Training- <https://youtu.be/qdh10Z4fKKQ>
  - **Date Completed:** \_\_\_\_\_
- ☐ Mandatory (for new Farm Interns only): Communications 101 Training- [https://youtu.be/f0Ts6Y\\_N4Po](https://youtu.be/f0Ts6Y_N4Po)
  - **Date Completed:** \_\_\_\_\_
- ☐ Mandatory (for new Farm Interns only): Sustainable Food 101 Training- <https://youtu.be/AjMU4Rnlwf0>
  - **Date Completed:** \_\_\_\_\_
- ☐ Optional (up to 1 hour credit): Recycling, Energy, Water, Transportation (from our CSUDH Sustainability Youtube Channel: [https://youtube.com/playlist?list=PLx0\\_f7JvVahvOf4hrA\\_te0Rx9qCORqcty](https://youtube.com/playlist?list=PLx0_f7JvVahvOf4hrA_te0Rx9qCORqcty)) OR AASHE Workshop on specialty topic (free log-in for any @csudh.edu e-mail address: <https://www.aashe.org/events-education/webinars/>)
  - **Topic:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_
- ☐ Optional (up to 8 hours credit): Farm Docent Training- online course
  - [https://www.csudh.edu/Assets/csudh-sites/sustainability/docs/campus-urban-farm/Farm%20Docent%20Training%20Syllabus%20\(Online\).pdf](https://www.csudh.edu/Assets/csudh-sites/sustainability/docs/campus-urban-farm/Farm%20Docent%20Training%20Syllabus%20(Online).pdf)
  - Must show completion certificate (successfully pass Final Exam)
    - **Date Completed:** \_\_\_\_\_

### Reporting:

- ☐ *Must attend monthly check-in meetings with the Office of Sustainability (schedule will be provided to you after registration).*
- ☐ Pre- test (SLICE) before starting internship: <https://www.surveymonkey.com/r/KFDGXWP>
- ☐ Post-test (SLICE) after completing internship: <https://www.surveymonkey.com/r/KDTFJ6T>
- ☐ Project Evaluation Form: List all projects worked on this semester and name your favorite/least favorite. Name one sustainability idea you think would make CSUDH greener and name one way this internship has changed your sustainability behavior in your daily life (<https://www.surveymonkey.com/r/KJGLX32>)

### Hands-on Experience:

- ☐ Farm Project Assistance- any combination
  - TOTAL HOURS (including time spent on mandatory requirements above): \_\_\_\_\_ (attach Hours Log for verification- either use provided template or supply own)



## **Center for Service Learning, Internships, and Civic Engagement**

### **Internship Packet Cover**

#### **PREFACE**

California State University, Dominguez Hills (CSUDH) recognizes that there are important elements of career preparation which cannot adequately be taught within the confines of the classroom. CSUDH offers service learning internship opportunities through many of its degrees and certificate programs. The goal of the internship is to provide students with the necessary real-life, experiential, on-the-job employment experiences that will prepare them for a future in their chosen career.

**1000 East Victoria St. SCC 300 - Carson, CA 90747 - (310) 243-2438**

## OVERVIEW OF AN INTERNSHIP

**What is an internship:** Practical learning experiences that apply academic education to on-the-job practice. Learners participate in relatively short-term work placements, paid or unpaid, tied to classroom projects, and guided by a learning plan that targets specific competencies.

**Academic Credit:** Internship credit hours will be negotiated based on the fulfillment of a contract. Each three credit hours requires the completion of a minimum 120 hours of on-the-job participation. Maximum credit hours earned for internships is three.

**Assessment:** Students will complete a project mutually agreed upon by the internship faculty member of record and the student to ensure the outcomes of the internship are met.

**Financial Considerations:** Students must pay tuition and any placement-related expenses and/or requirements for credit internships based on the semester hours attempted. Financial Aid may be applied in the same manner as credit hours for traditional courses, as long as student has eligibility for financial aid. Some credit internship positions are paid a salary or stipend by the placement organization, while others are unpaid. Students should be prepared to pay for any costs associated with the internship such as travel, meals, tools and/or uniforms and childcare.

**Course Outcomes:** If the course requires it, a learning contract including course content, specific outcomes and evaluation procedures must be agreed to by the internship faculty and the student prior to the start of the work program. Placement sites will agree to support course outcomes and to complete a student evaluation at the end of the internship.

**Please contact students directly to set up interview, answer questions, or to complete additional application paperwork.**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

1000 E. Victoria St. Carson, CA 90747 (310) 243-2438

Center for Service Learning, Internship and Civic Engagement (SLICE)  
Internship Proposal Form

Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Class Level: Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Overall GPA \_\_\_\_\_

Semester: Spring ☐ Summer ☐ Fall ☐ Winter ☐ Year: \_\_\_\_\_

Major: \_\_\_\_\_ Class: \_\_\_\_\_

Hours Requirement: Yes ☐ No ☐ If yes, how many hours \_\_\_\_\_

Citizenship Status: U.S. Citizen \_\_\_\_\_ Permanent Resident \_\_\_\_\_ Student Visa: ☐ F-1 ☐ J-1

Brief description of the type of internship you are looking for:

Top three sites you are interested in contacting (See Job Description)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Referral Name/Agency: (If applicable) \_\_\_\_\_

**NOTE:** Once you submit this form, you must submit a resume, a release of information form and attach your availability for the internship. No interview or meetings with staff are necessary, although it is highly recommended. The Center for Service Learning, Internships and Civic Engagement will act as the "Middle Person" between you and the community organization. It is the student/interns responsibility to attend the interview and land the internship. In Addition, all additional forms required by the department upon acceptance should be given to your site supervisor at the agency to complete.  
**(Placement NOT Guaranteed)**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

1000 E. Victoria St. Carson, CA 90747 (310) 243-2438

Center for Service Learning, Internship and Civic Engagement (SLICE)  
Emergency Contact

Last Name: \_\_\_\_\_ Frist Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Please list the people you would like to be notified in case of emergency. (Include local contacts)  
Emergency Contact 1:

Last Name: \_\_\_\_\_ Frist Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

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Emergency Contact 2:

Last Name: \_\_\_\_\_ Frist Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

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Are you allergic to anything? If yes, please list all allergies

Do you have any medical, mobility, or other health concerns of which we should be aware of? If yes, please list any medical, mobility, or other health concerns of which we should be aware of

The information requested on this form is confidential and for emergency use only. In the event of a medical, mobility or other health emergency, this information will be used by authorized emergency personnel. Please be honest when completing all pertinent information.

In the case of emergency, I give permission for my information to be released to emergency personnel. I also agree that any of my emergency contacts listed on this card may be notified in an emergency as needed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

1000 E. Victoria St. Carson, CA 90747 (310) 243-2438

Center for Service Learning, Internship and Civic Engagement (SLICE)  
Student Availability Form

Last Name:

First Name:

Student ID #:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							

Example:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00 am	NA	Available	Class	Available	Available	Available	NA
11:00 am	NA	Available	Class	Available	Available	Available	NA

**Activity:**

**Activity Date(s)  
and Time(s):**

**Activity  
Location(s):**

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, Dominguez Hills and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant's Signature:

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Participant's Name (Print):

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Date:

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***If Participant is under 18 years of age:***

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity.** I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Minor Participant's Parent/Guardian Signature:

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Minor Participant's Parent/Guardian Name (Print):

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Minor Participant's Name (Print):

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Date:

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