



Mission Statement

To collaborate with qualified students in creating meaningful internship experiences; combining academic knowledge with hands-on restoration and project management skills; preparing students for careers in ecological restoration and natural resource management.

Goals

- **Provide** orientation, training, guidance, support, evaluation and inspiration to allow interns to achieve their goals.
- **Encourage** interns to support and help each other in a spirit of collaboration and teamwork.
- **Enable** interns to identify, develop, and implement a project in their area of interest and education.
- **Engage** interns with hands-on restoration activities, working with volunteers and fellow interns to properly and safely implement projects.
- **Improve** interns' future employment opportunities by offering opportunities for work experience and to develop teamwork and leadership skills and discover career options.
- **Apply** interns' energy, creativity and academic knowledge to assist Cotati Creek Critters in achieving goals of expanding outreach and educational activities, implementing restoration projects, acquiring data and serving the community.

Objectives

CCC can offer a **wide variety of program opportunities** including stewardship/restoration, native plant propagation, vegetation monitoring, community outreach, environmental education, and videography.

1. **All interns** will be asked to assist in at least 3-5 Creek Stewardship Days and/or "Prep Days," including setting up, hosting, and clearing up.
2. **Stewardship Interns** will assist the Stewardship Coordinator with additional tasks in the nursery and restoration project site as needed.

Interns will gain experience in hands-on stewardship/restoration activities, both as part of a team on regular volunteer Creek Stewardship Days, and with additional opportunities for independent work on the restoration site and in the native plant nursery.

Outreach/Education Interns will assist the Outreach Coordinator with community outreach/education, and/or work independently to develop outreach and educational materials, and when appropriate, with the agreement of the Outreach Coordinator, may table at events, give presentations, etc.

3. Students wishing to develop their own **independent project** may do so subject to discussion with the Stewardship or Outreach Coordinator, as appropriate. Projects could include vegetation monitoring or surveys, GIS mapping, developing publicity or educational materials, organizing workdays for specific groups, etc. depending on the intern's interests and abilities.

4. All interns will complete a daily log documenting date, time, total hours, and tasks accomplished.

Expectations

General: We expect the same level of professionalism, dedication and productivity as if this were a “real job”. Interns are asked to schedule within your means, show up on time and stay for as long as you have committed. Email/call if you are unable to attend at the last minute. Engage in teamwork and be mindful of the safety of yourself and others when working with tools. Be honest, admit mistakes, propose resolutions and ask for help if needed.

Communications: Use appropriate language for the situation. Be professional when working with our partner agencies. Speak positively amongst volunteers. Simplify language for instructing a child how to plant and make it fun. Write all reports and emails with complete sentences, and remember to spell and grammar check before sending email or printing reports. We will keep our communications to interns as brief and concise as possible. Please read our emails completely and respond as appropriate or needed.

Dress for the job: Wear appropriate clothing and footwear for outdoor work and weather. Wearing the right clothing is critical to keep you comfortable and so you get your job done. Light-weight outdoor clothing that may be fine for hiking in the rain may not be durable for outdoor work for hours at a time.

Acquire good clothing and boots if your career goal includes working outdoors. Thrift stores are a great place to find a deal. New outdoor gear stores may have close-out racks or special sale days when they unload returned or used merchandise. Ask other workday participants who look comfortably dressed what they wear and why. The material something is made out of may be more important than anything else. We will discuss this more over the course of the semester.

Reporting: Keep a work log that includes date, time in, time out, and brief description of work. Example: *“Assisted in planting day, set up/prep, planting demo, helped three volunteers planting 15 trees, tool cleanup and storage.”* Tally the total hours in each category of your time budget. Example: One unit of credit (45 hours) may be divided into 20 hours of work on Creek Stewardship Days (CSD) and 25 hours doing plant surveys. Tally those hours separately.

Internship hours: Include all hours spent in assisting us on CSD’s or time spent implementing your individual project.

Hours that do not apply toward the credit total include time spent reading our website, the Laguna Foundation website, and attending our educational events, etc. You are encouraged to do the additional research to familiarize yourself with the local ecology. Please read our website completely. Consider checking out links to past articles in the local paper or partner organizations to further your understanding of CCC, our project and goals, and our partners.

Career Development

Optional: Coordinators will support interns’ career goals, by offering feedback on resumes and providing job leads and letters of reference if requested and appropriate.

Reporting & Evaluation

Monthly Report: At the end of each month, turn in a copy of your hourly log, with dates, time in and out, hours, and work achieved. At the end of your internship, you will be required by ENSP to submit a 2-3 page paper describing your internship experience to your advisor; please include a copy of your paper with your final monthly report as described below.

Schedule

Due by second week of the semester (exact date to be determined):

Time budget for the semester. (What are your total internship hours and how will you pace yourself over the course of the semester?) Example: 45 hours total.

Creek Stewardship Days = 5 hours (including 1 hour preparation and 1 hour clean up).

5 CSD's = 25 hrs. Individual project = 20 hrs. total. Then plan for those 20 hrs. as well. Time budget should cover how much per month. Example:

Month	CSD	Project	total
Sept.	5	5	10
Oct.	5	5	10
Nov.	10	5	15
Dec.	5	5	10
Total	25	20	45

The monthly report should include 1-2 sentences about your progress with your internship and if you are on track. If you are behind, how will you make up the time?

Due by the last day of the semester:

1. Hour log for entire semester until completion of work.
2. Report summarizing your experience (one-half to one page per 45-hour unit).
3. An evaluation of the CCC internship program (half-page). Include what you liked, what you did not like and any suggestions for improvement. Your feedback will help us improve the experience for future students.
4. A copy of your 2-3 page paper required by ENSP to complete your internship.

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Cotati Creek Critters
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