

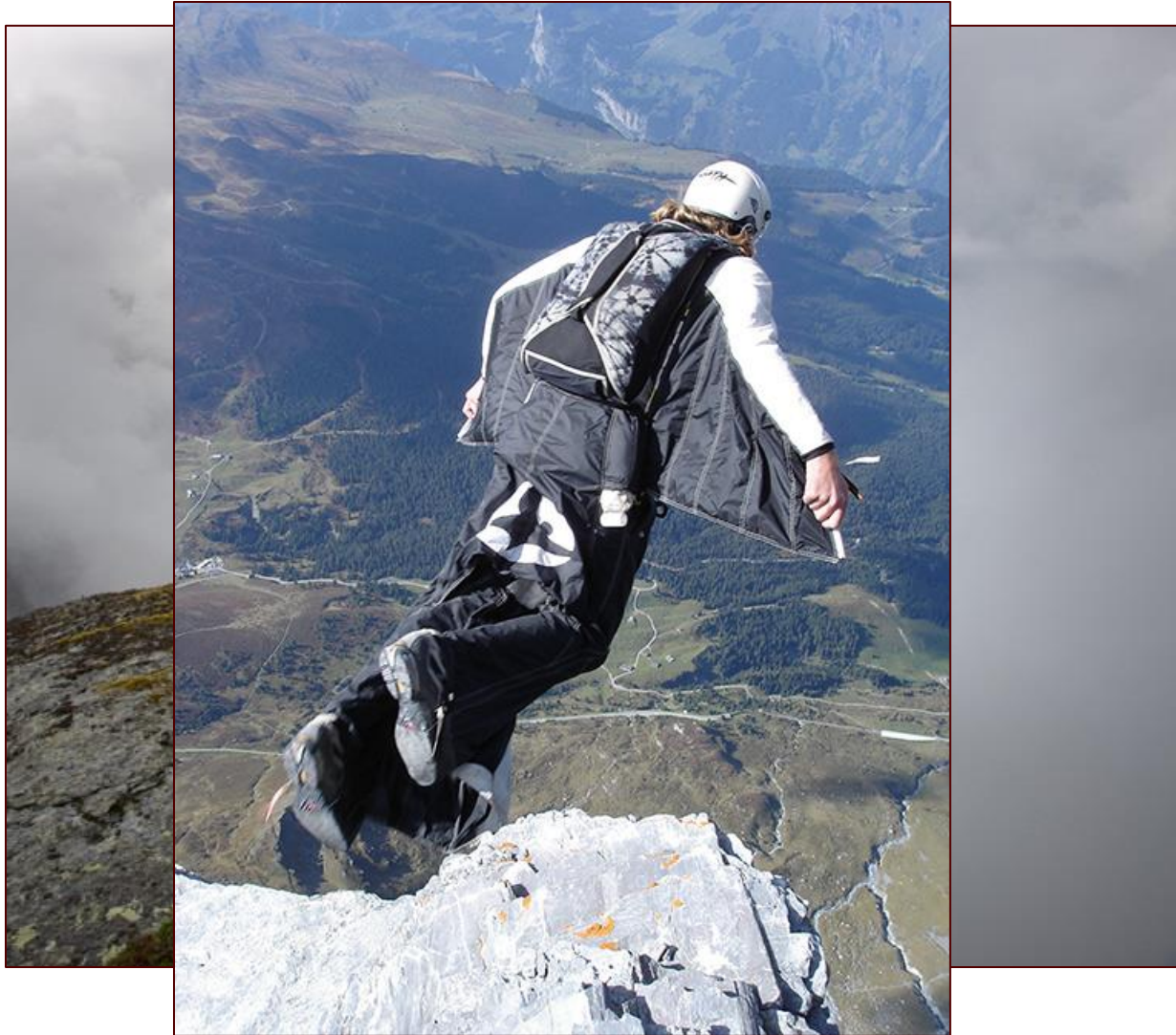


SUSTAINABILITY
RESPECT. PROTECT. PRESERVE.

CRAFTING A COMPREHENSIVE STUDENT INTERNSHIP PROGRAM

Ben Kalscheur – Sustainability Assistant Manager

WHAT IS ON THE OTHER SIDE?





HOW DO WE SUSTAIN?





LAUNCHED INTERNSHIP PROGRAM

Holly Smith
Student Intern
Office of Sustainability





IMMEDIATE GROWTH





GOAL OF PROGRAM?

Create a Culture of Sustainability at A&M

- Diverse thinkers
- Holistic Sustainability
- Mutually beneficial



CHALLENGES

- Background of candidates
- Quality of candidates
- Level of commitment from candidates
- Environment and learning opportunities of internship program



TOOLBOX

- Diversify recruitment
- Interview selection process
- Course Agreement
- Office policies and procedures
- Teambuilding
- High impact learning





DIVERSIFY RECRUITMENT

- Modify Position Description
 - Inclusive language
- Changed Title
 - Sustainability Intern v. Outreach Specialist
- Targeted specific emails to advisors
- Social media





INTERVIEW SELECTION

OFFICE OF SUSTAINABILITY INTERN - CRITERIA EXPLANATIONS

| CATEGORY | ASSIGNED RATING EXPLANATION |
|--|--|
| COMPLETE APPLICATION Application must include: <ul style="list-style-type: none"> Cover Letter, resume and references Failure to complete the application in its entirety will result in disqualification | COMPLETE APPLICATION 9 – N/A 3 – Complete 1 – Incomplete |
| MINIMUM REQUIREMENTS <ul style="list-style-type: none"> Currently enrolled as undergraduate GPA ≥ 2.5 | MINIMUM REQUIREMENTS 9 – N/A 3 – Meets 1 – Meets some but not all criteria |
| SKILLS & EXPERIENCE <ul style="list-style-type: none"> Relevant coursework Computer skills/software proficiencies Relevant experience/volunteer experience Campus and community activities/Current extracurricular activities Skills (communication & analytical, database management, public speaking, Photoshop, social media, etc.) | SKILLS & EXPERIENCE 9 – Exceeds expectations (strong skills in 2+ areas) 3 – Meets expectations 1 – Meets some but not all expectations |
| PREFERRED EXPERIENCE <ul style="list-style-type: none"> Public Speaking Adobe Photoshop Video and/or photography experience | MINIMUM REQUIREMENTS 9 – Exceeds expectations (two or more skills) 3 – Meets expectations (at least one skill) 1 – Did not meet expectations |



INTERVIEW SELECTION

APPLICATION QUESTION #1

Your rating on how well the applicant answered the question.

Why are you interested in interning with Texas A&M's Office of Sustainability?

APPLICATION QUESTION #1

- 9 – Exceeds expectations
- 3 – Meets expectations
- 1 – Did not meet expectations

APPLICATION QUESTION #2

Your rating on how well the applicant answered the question.

Describe which skills you would bring to the office that would enhance our education and outreach efforts.

APPLICATION QUESTION #2

- 9 – Exceeds expectations
- 3 – Meets expectations
- 1 – Did not meet expectations

APPLICATION QUESTION #3

Your rating on how well the applicant answered the question.

Why do you think social justice and diversity are important to sustainability?

APPLICATION QUESTION # 3

- 9 – Exceeds expectations
- 3 – Meets expectations
- 1 – Did not meet expectations



INTERVIEW SELECTION

| APPLICANTS | | Complete Application | Minimum Requirements | Skills & Experience | Preferred Experience | Question # 1 | Question # 2 | Question # 3 | Question # 4 | APPLICATION SCORE |
|-----------------|--------------|----------------------|----------------------|---------------------|----------------------|--------------|--------------|--------------|--------------|-------------------|
| Assigned Weight | | 1 | 3 | 3 | 3 | 9 | 9 | 9 | 9 | |
| 1 | A. Fort | 1 | 3 | 1 | 1 | 9 | 3 | 3 | 3 | 178 |
| 2 | A. Harp | 1 | 3 | 9 | 3 | 3 | 9 | 9 | 3 | 262 |
| 3 | B. DuBois | 1 | 3 | 3 | 3 | 1 | 3 | 1 | 3 | 100 |
| 4 | E. Carol | 1 | 3 | 9 | 3 | 3 | 9 | 9 | 3 | 262 |
| 5 | E. Peterson | 3 | 3 | 3 | 9 | 9 | 1 | 1 | 1 | 156 |
| 6 | E. Fernandez | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 1 | 70 |
| 7 | H Sanders | 1 | 3 | 9 | 3 | 9 | 9 | 3 | 9 | 316 |
| 8 | H. Smith | 1 | 3 | 9 | 3 | 1 | 1 | 1 | 3 | 100 |
| 9 | J. Alton | 1 | 3 | 3 | 3 | 9 | 9 | 9 | 3 | 298 |
| 10 | J. Hillier | 1 | 3 | 9 | 3 | 3 | 9 | 3 | 3 | 208 |
| 11 | K. Thomas | 3 | 3 | 9 | 9 | 9 | 9 | 9 | 9 | 390 |
| 12 | K. Miller | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 136 |
| 13 | K. Hogs | 1 | 3 | 9 | 3 | 3 | 3 | 3 | 9 | 208 |
| 14 | L. Ferrer | 3 | 3 | 9 | 3 | 3 | 3 | 9 | 9 | 264 |
| 15 | M. Justin | 1 | 3 | 9 | 3 | 9 | 3 | 9 | 9 | 316 |
| 16 | R. Evans | 1 | 3 | 3 | 3 | 9 | 9 | 9 | 9 | 352 |



INTERVIEW SELECTION



COURSE AGREEMENT

Course Agreement for Sustainability Outreach Specialist Internship
Office of Sustainability
Texas A&M University
1801 General Services Complex
Phone: (979) 845-1911; Fax: (979) 845-1247
Email: sustainability@tamu.edu



Student Name: Click here to enter text. **Semester:** Click here to enter text. **Credit Hours:** Click here to enter text. **UIN:** Click here to enter text.

Major: Click here to enter text. **Classification:** Click here to enter text. **Student Email:** Click here to enter text.

Advisor Name: Click here to enter text. **Advisor Email:** Click here to enter text. **Advisor Phone:** Click here to enter text.

Credit requirements for internship:

1. Students must earn course credit for their internship with the Office of Sustainability. To earn course credit, students must contact their academic advisor and register for an internship course. Credit cannot be given for an internship after it is completed without prior arrangements made.
2. The student, Office of Sustainability supervisor, and academic advisor shall all sign this form. Complete and return this form to the Office of Sustainability. A fax copy is also acceptable.

Internship Requirements:

1. The student is required to work for a set amount of accumulated supervised hours during the internship to qualify for 1 to 4 credit hours. The hours may vary based on department, but generally 1 credit hour = 5 hrs/wk.
2. A student can receive no more than 4 total credit hours per semester.
3. The student will work with their academic advisor to determine the total number of hours required to receive the credit hours taken. This information is required at the top of the form (Total Hours).
4. The student's work will be supervised by the Sustainability Assistant Manager.
5. The student must work all assigned shifts, unless the absence is approved by the Sustainability Assistant Manager.
6. The student will abide by all rules and policies as outlined in the Codes of Conduct, and Sustainability Cam and Pledge policy documents. Documents have been attached to this contract.
7. Failure to meet the duties and responsibilities agreed upon in this contract will result in the recommendation of a failing grade and/or termination of the internship.
8. The student is required to submit a 7 to 10 page reflection paper about the internship experience. Guidelines to write the report are provided below. The report must be submitted to the Sustainability Assistant Manager on the Monday of the last week of class.

Guidelines for the Sustainability Outreach Specialist Internship Paper

The internship paper is required to help inform us on how the internship experience was for each student. The paper must be seven to ten pages, double spaced with twelve point font, and answer the questions below. Please elaborate on your experience and provide feedback so we may improve the program for future interns. All internship papers will be due on the Monday during the last week of classes.

- 1) Describe your experience as an Intern in the Office of Sustainability.
- 2) What does sustainability mean to you?
- 3) How has your understanding of sustainability evolved/changed/developed over the course of the internship?
- 4) What did you enjoy most about your time as an intern? Why and provide examples.
- 5) What did you enjoy least about your time as an intern? Why and provide examples.
- 6) What do you wish you learned that you didn't?
- 7) How would you improve the internship experience?
- 8) How do you anticipate applying what you learned this semester to your future career and personal life?

Internship supervisor name: Ben Kalscheur

Supervisor Title: Sustainability Assistant Manager

Email: benkalscheur@tamu.edu

Internship supervisor name: Kelly Wellman

Supervisor Title: Sustainability Officer

Email: kwellman@tamu.edu

I agree to my responsibilities according to the instructions and requirements described above. I have read all attached documents and agree to abide by the Office of Sustainability Course Agreement.

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____

Office of Sustainability signature: _____ Date: _____

POLICIES & PROCEDURES



Codes of Conduct

Revision Date: Jan. 4, 2013

The following Codes of Conduct must be followed at all times:

1. You represent the Office of Sustainability at all times. When you are in the field, all business must be focused on the assigned task, e.g. the Sustainability Cam, the Sustainability Pledge and other duties as assigned.
2. Maintenance of dress and appearance:
 - Employees will maintain personal hygiene.
 - All clothing must be appropriate (e.g. no revealing clothing) and contain no outside advertising or inappropriate language or imagery.
 - Sustainability nametag or identifying article of clothing must be worn at all times in the field.
 - Dress for the occasion, e.g. comfortable walking shoes is a must in the field.
3. Respect must be shown to every person you encounter, even if they have a differing point of view than you or the Office.
4. A positive attitude with a smile is essential in the field.
5. The use of foul language is prohibited.
6. For every 3 hours in the field, one 15 minute break may be taken. The 15 minute break can be broken into smaller breaks, but should not exceed 15 total minutes.
7. Recording hours worked
 - Interns shall report to the Assistant Manager when they arrive at the office and when they leave. Arrival and departure times will be noted.
 - Interns are responsible for reporting their hours worked on the provided electronic timesheets.
 - Timesheets must be printed and turned in to the Assistant Manager every two weeks on the Monday immediately following the reporting period, or the first day worked after the close of the reporting period.
8. You must work all assigned shifts, unless the absence is approved by the Assistant Manager.
9. If you will be late or are unable to make your shift, please notify the Assistant Manager as soon as possible, but no later than 30 minutes before assigned shift. Preferred means of communications in order of preference are:
 1. Phone (979.845.1911)
 2. Email (benkalscheur@tamu.edu)
 3. Text

10. If you have more than 3 unapproved absences over the course of the semester, you will receive a negative evaluation with a recommendation of a failing grade and/or will be relieved of your internship duties.

- Approved absences include: sickness (a doctor's note is required), a death in the immediate family, or any other reason approved in advance by the Assistant Manager.
- 3 unapproved late arrivals count as 1 unexcused absence.

11. Personal business such as cell phone use, checking email, and web browsing should be kept to a minimum during working hours.

12. Completing homework or other personal business during working hours is only permitted with prior approval from the Assistant Manager on a case by case basis.

13. Personal use of the copier and fax machine is discouraged. However, if you use office resources, you must track and report the number of pages printed and/or faxed. For long-distance faxes, please record the date, time, and number faxed and submit to your supervisor. Below is the fee schedule:

| | |
|----------------------|--|
| Black & white copies | \$.01/page |
| Color | \$.06/page |
| Local fax | No charge |
| Long distance fax | Based on amount billed by phone service provider |

14. Romantic relationships among members of the Office of Sustainability Team are prohibited.



TEAM BUILDING

- Structured environment
- Orientation
- Weekly meetings
- Nacirema
- Generation Waking Up





HIGH IMPACT LEARNING

Field Trips





HIGH IMPACT LEARNING

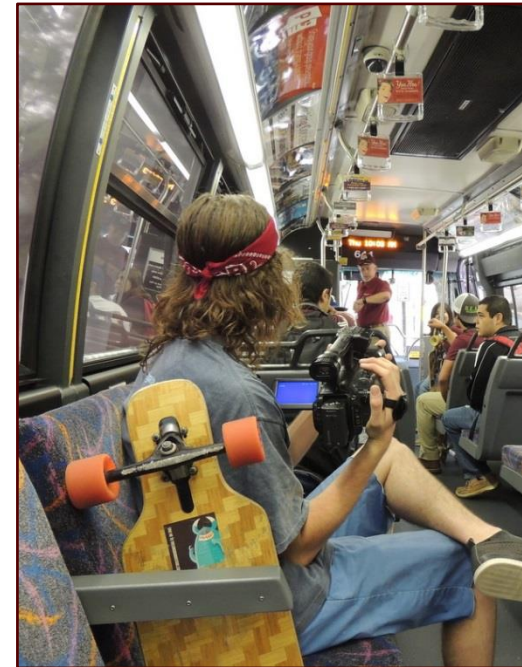
Leadership & Planning



Campus
Sustainability Day



Sustainability Scavenger Hunt



Video Development

HIGH IMPACT LEARNING

Campus Engagement





HIGH IMPACT LEARNING

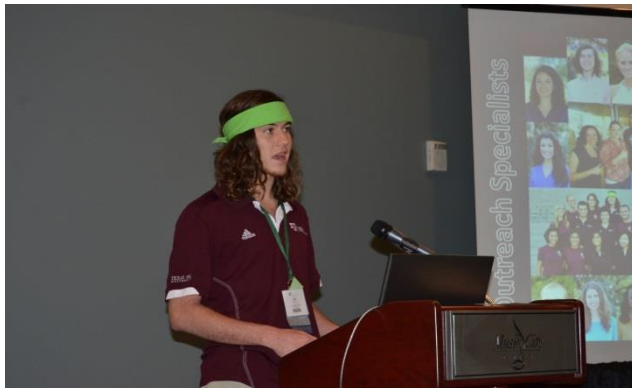
Regional and National Engagement



Texas Regional Alliance for Campus Sustainability (TRACS) 2013



AASHE 2011



AASHE 2013



AASHE 2012

Outreach Specialists



QUESTIONS?



SUSTAINABILITY
RESPECT. PROTECT. PRESERVE.

Creating a Culture of
Sustainability



Texas A&M Sustainability



@SustainableTAMU

<http://sustainability.tamu.edu>

benkalscheur@tamu.edu