# 2021 CSU Extension Internship Application

# for Campus-Based and Experiment Station Faculty and Staff

## Announcement & Instructions

We are pleased to announce that funding will be available to support student CSU Extension internships in the summer of 2021!

Students will apply to specific internships, based on the needs of faculty/staff and Extension agents. This call is to solicit internship ideas and opportunities from regular faculty and staff so that a database can be created with the internship opportunities. To learn more about last year’s Extension Internship opportunities please see: <https://intern.colostate.edu/internship-opportunities/>

The internship must be based in Colorado, include applied research, and support stakeholder engagement with regional or county-based Extension agents, including significant time in the field (as allowable under County and State health recommendations). If you need help connecting with someone in Extension we can help! Please contact Becca or Rebecca (contact information below).

### Deadlines

* Proposals will be accepted until **January 8th, 2021**
* Subsequently, students will be asked to apply by **February 5th, 2021**
* Mentor teams (made up of someone from Extension and campus) will then have an opportunity to interview and select their student intern. Mentor teams must send student selections to Becca Jablonski and Rebecca Hill by **February 26th, 2021** so that offers can be made the first week of March.

To apply, send your one-page proposal (see application instructions on the last page of this announcement) to: [Becca.Jablonski@colostate.edu](mailto:Becca.Jablonski@colostate.edu). Contact Becca Jablonski will any questions: 970-491-6133.

## More information about the internship program and expectations

### Internship proposals must contain the following criterion:

1. Applied research that supports campus-field engagement;
2. Opportunity for student professional development and engaged learning;
3. Connection to identified Colorado stakeholder(s) need and one or more of Extension’s programmatic areas (learn more: <https://extension.colostate.edu/docs/staffres/program/pru-leaders.pdf>);
4. Willingness of a field-based Extension agent/specialist to serve on mentorship committee (Becca and Rebecca can help you identify a relevant Extension agent/specialist).

*Extension internship program will provide:*

* Advertisement of internship opportunity;
* Template MOU’s to coordinate expectations across mentor team and intern;
* Support with hiring and payroll;
* Coordination of monthly virtual networking meetings for student interns;
* Dissemination of results throughout campus, done as part of a student poster event at CSU Extension’s Annual Forum (https://extension.colostate.edu/forum/);
* Program evaluation.

#### Campus and field-based mentor responsibilities (lead mentor can either be campus or field-based)

* Provide on-site orientation to introduce member to host site and potential partner site(s);
* Work with intern to set up a daily work schedule, including appropriate number of hours in the office;
* Establish internship goals and objectives, including ‘stage gates’ to assess whether the intern is moving at appropriate pace;
* Introduce intern throughout the community and to stakeholders as appropriate. Provide training and information to partners/external stakeholders about intern expectations;
* Provide opportunities for professional development that are in-line with the intern’s stated goals/objectives;
* Provide intern with the tools and resources they need to meet goals and objectives;
* Provide continued mentorship throughout the internship as well as guidance in the preparation of a poster for the Extension Internship session at Forum, supervisors are expected to attend the poster session and support the intern;
* Complete online survey and performance evaluation at the close of the internship.

### Funding

Student interns will be provided a $4,000 award by college leadership. There is no match requirement from the mentorship team. However, if there is funding to support student travel and/or housing, this is appreciated and will be added to the total stipend provided to the student.

## Application

*The one-page proposal is meant to attract a student to your position.* ***Accepted proposals will be posted on the CSU extension internship website and are what students will use to decide whether to apply to your internship.*** *Accordingly, write your application such that a student can glean information about what they will be doing/learning. Note that the goal of this internship program is to foster engaged/applied research and build bridges across campus and throughout Extension.*

The application should contain the following information:

1. Faculty mentor name, department, college, and contact information.
2. Are there any other identified mentors (e.g. field-based Extension agent) associated with this project?
3. In what region(s) will the student be working (county/region)?
4. Please describe the proposed internship goals, scope, and objectives.
5. How was this applied research project identified?
6. With which stakeholder group(s) will the intern work?
7. What student learning outcomes do you anticipate and are there opportunities for professional development?
8. Do you have a specific mentor style that you would like to share with potential interns?
9. Are travel funds available? Opportunities to provide student assistance with housing?