

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 I (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 2	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 3	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 4	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 III 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)
Level 5	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.office.com/r/N9aVrUGKSE?origin=lprLink>
- 2) The Office of Sustainability will be in touch to arrange a 30-minute interview with you based on your availability. After that:
 - a. You will be contacted if you received the position or not.
 - b. Submit registration forms to SLICE and complete the pre-test linked in your **Training Checklist** prior to the start of your volunteer internship.
 - c. Monthly check-in meetings thereafter with Sustainability Coordinator are mandatory for the semester of your term.
 - d. Continue filling out the appropriate **Training Checklist** throughout the semester with completion dates as you fulfill these requirements.
 - e. 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
 - **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) *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:

- Once you are accepted as a volunteer, a mandatory one-hour meeting with the Sustainability Coordinator will be scheduled. During this meeting, we will develop a project plan based on your focus area.
- You will receive a log to document your hours and provide a description of your activities for each project (NOTE: It's very important that you keep track of your hours and activities using this document, as this will be the proof of your service)