

EXAMPLE INTERNSHIP DESCRIPTION & WORK PLAN

Save the Planet Council: Revolutionary Gardens Intern Fall Semester 2012

The Revolutionary Gardens Intern will intern with Save the Planet Council to will initiate the establishment of a new Revolutionary Gardens Program in the SLC area. This grassroots program has chapters nationwide, but not in Salt Lake City. Aimed at connecting city dwellers to the land, sustainable food is grown in areas of the city that are not typically considered agricultural. Utilizing creative approaches to urban spaces, this program assists increased self-sufficiency and freedom from corporate agriculture for underserved urban populations. Ultimately, this internship is an excellent introduction into the world of non-profit advocacy groups. The student will be prepared for a career with an environmental organization focused on community organizing and transformation.

This internship will utilize coursework knowledge from the following courses: community organizing skills from FCS 5730 Community and Environmental Change; data analysis skills from PSY 3010 Research Methods; gardening knowledge from BIOL 3960 Organic Gardening; a solid understanding of current ecological issues from BIOL 3460 Global Environmental Issues; strong writing skills from WRTG 3012 Research Writing; and communication skills from COMM 5360 Environmental Communication.

The intern will work 9 hours a week for 15 weeks from August 27 – December 14. The intern will report directly to the executive director. The intern will work three hours in the morning, Monday, Wednesday and Friday, with obvious exceptions made for illness, planned leave, etc.. The intern may occasionally be asked to work part of a weekend as part of an event or field trip, but these will be optional and pre-planned.

The following work plan will guide the intern's semester tasks, although it may be revisited if projects are completed early, take unexpectedly long, or other needs arise.

The intern is encouraged to ask for help or feedback whenever needed. At minimum, the director will meet with the intern briefly each week for updates and discussion. In addition, the director and intern will meet about ½ way through the internship to revisit this work plan and adjust it as necessary. At the end of the internship, the director and intern will have an exit interview to wrap up work and discuss how things went over the semester.

Goal 1: Familiarize self with Revolutionary Gardens Program and the Save the Planet Coalition

Start Date: August 27

Due Date: Not applicable, but first several days of the internship should be spent on this.

In order to understand and enjoy the semester, the intern should spend the first few days of the internship reviewing information about the program and the agency. The executive director will provide the intern with a copy of the agency's mission, the various programs it is involved with, a history of the Revolutionary Gardens Program, materials from advocacy groups, and website information.

Goal 2: Research other Revolutionary Gardens Programs across the nation.

Start Date: August 30

Due Date: September 12

The intern will research other Revolutionary Gardens Programs across the nation in order to chronicle unique approaches to community gardening that have been successful for those specific communities. This research may include web-based research, library research, and phone interviews. Specifically, the intern will:

1. Review online listings of all national Revolutionary Gardens Programs.
2. Make a list of unique characteristics of programs in other communities that might be worth considering in SLC.
3. Contact 3-5 programs to learn more about their programs – what made them successful, what were the challenges, and what would each program do differently.
4. The intern's findings will be recorded in a word document, organized by program location. Within each location heading, the intern's findings will be organized by an overview, an assessment and recommendation. This final compilation does not need to be in the form of a formal report. Instead, bullet points, charts, and other notes are acceptable.
5. Based on the actions of other programs nationwide, the intern will create a survey to be filled out by community members.
6. The intern will file all references and organize them for easy access in the future.

Goal 3: Assess community interest and needs for a Revolutionary Gardens Program.

Start Date: September 15

Due Date: October 7

Meet with local community members interested in expanding community gardening opportunities in the Salt Lake Valley. Interviews and surveys will serve to define what the greatest needs are for the community, the level of involvement community members are willing to give, the strengths and challenges of the community, and potential starting points for creating a program.

1. Distribute surveys (paper form and electronically) to community members who have expressed interest in the Revolutionary Gardens Program.
2. Collect and analyze survey results.
3. After survey analysis, select a representative sample of 10 community members to interview for more in-depth information.
4. Compile interview results.
5. Create a report utilizing information from the surveys, interviews, assessment of national programs, as well as any academic research that addresses the importance of community gardens. This report should be no more than 10 pages and will be used for future community council meetings, as well as grant proposals.
6. The intern will file all references and organize them for easy access in the future.

Goal 4: Present findings to community councils

Start Date: October 10

Due Date: November 15

The Intern will obtain additional community support through presentations at meetings.

1. Create a 3 page report and presentation for community council meetings. Materials will be selected and created by the intern (slideshow, handouts, whatever!) for the meetings
2. The intern will help set up a series of meetings with various community councils This presentation will serve as an initial step in obtaining community support from various community councils in Salt Lake City whose residents may want to participate in the Revolutionary Gardens Program.
3. The intern will write a summary of the successes, failures and challenges of working with a variety of community councils.
4. The intern will file all references and organize them for easy access in the future.

Goal 5: Grant Solicitations

Start Date: November 20

Due Date: December 14

The intern will research potential grant funding for the Revolutionary Gardens Program and will then begin the grant application process for 1-3 grants (depending on time).

1. Intern will research potential grant funding and will create a spreadsheet with this information.
2. Based on grants available and deadlines, the intern will select 1-3 grants to apply for and will complete the application process for each grant. The number selected will be based on time availability and ease of application process.
3. The intern will file all references and organize them for easy access in the future.

Goal 6: Miscellaneous work with the Council

The intern will assist with mailings and occasional copying as needed. This work will be a small portion of the intern's time, but as all Council staff chip in on these needs, so will the intern. The intern may also be assigned to represent the Council at outreach events, solicit businesses for in-kind donations, and assist with planning Council events.