

## **Center for Urban Resilience Participation Policies:**

In order to participate in projects through CUREs, individuals can opt to get recognition for their efforts through the following means:

### **Tier 1: Independent Research for Undergraduate Academic Credit:**

Students participating in an independent research project will work most closely with a faculty/staff mentor, but will report to the intern coordinator for course credit, scheduling, etc. Academic credit generated by independent research is most directly related to the amount of research project time on task demonstrated by the student. These time parameters are similar to the traditional time investment associated with conventional science labs. Accordingly, travel time to and from study sites is not considered a part of research project time.

#### *General Research Time/Credit Requirements*

- 1 unit of credit = 4 hours of research/week + 1 hour group/individual meeting
- 2 units of credit = 8 hours of research/week + 1 hour group/individual meeting
- 3 units of credit = 12 hours of research/week + 1 hour group/individual meeting

The consistent maintenance of research field notes is also a central requirement of independent research due to the variable and often not directly supervised nature of research projects. Research notebook entries should include a record of the date, time and general research topic addressed by the student as well as research data collected. A table summarizing the total student research time on task during the semester should be included at the rear of the notebook. A specific instructor review and comment on the status of notebook progress will be used to replace a midterm exam. Instructor mid-term review of student field notebooks should be used to directly assess student progress and adjust research activities when necessary. Instructor mid-term comments and directives should be included in the student field notebook and identified in the rear summary table of time on research tasks.

Similarly, the production and grading of a final project in the form of (or combination of) a written report, presentation or scientific poster will replace a conventional final exam. The type and format of the final project should be discussed and described as part of the mid-term instructor review.

#### *Final Independent Research Grades will be Determined Using the Following General Criteria:*

Completion of Required Research/Credit Time on Task	50%
Field Notebook Mid-Term Review	25%
Final Project	25%

### **Tier 2: Specialized Intern:**

Students involved in Tier 2 internships are qualified/ trained to be involved in specific projects. A faculty/staff mentor oversees these projects, and interns will have to coordinate with him/her specifically. These students may also participate in general intern hour activities to supplement their hours, but must be primarily engaged with the specialized project.

## **Center for Urban Resilience Participation Policies:**

When participating in an internship, individuals may opt to receive units, intern hours or payment if funding is available. In order to receive coursework credit for an internship, students must complete the following number of hours:

### *General Intern Time/Credit Requirements*

- 1 unit of credit = 4 hours of research/week + 1 hour group/individual meeting
- 2 units of credit = 8 hours of research/week + 1 hour group/individual meeting
- 3 units of credit = 12 hours of research/week + 1 hour group/individual meeting

If students are enrolling in a specific course through their major, students must comply with the requirements for this course and adhere to the internship requirements at CUREs. CUREs has the right to modify the requirements on a case by case basis depending on the course requirements in which the student is enrolled. In either case, students are required to keep a weekly journal. For course credit a final reflection paper must be written and turned in with the notebook, or a final project may be presented if there was a specific project focus of the internship. Specifics for the final project may be modified slightly depending on the final requirements for the course in which they are enrolled. Finally, at the conclusion of the internship for the semester, the intern's supervisor shall submit a written evaluation of the student's performance. This evaluation should be submitted via e-mail to the faculty member overseeing the internship course in which the student is enrolled.

Students completing the internship for payment, or intern hours rather than course credit are expected to comply to the same expectations as those getting course credit, including keeping a weekly journal, but are not necessarily required to complete a final project. These interns are expected to commit to a minimum number of hours a week, and should adhere that schedule.

### Tier 3: General Intern:

Similar to the specialized intern in regards to gaining credit hours, however, these interns are not focused on a specific project/ but rather on completing hours. These interns primarily report to the intern coordinator rather than a faculty/staff mentor. These interns will be evaluated based on their efforts by the intern coordinator if they are opting to receive credits. The requirements for the general intern are also the same as the specialized one, in that interns are required to keep a weekly journal, and must write a reflection paper, or another form of a final project in order to receive credits. For details regarding the final project and hour requirements refer to Tier 2.

### Tier 4: Volunteer:

If individuals would like to volunteer to work with CUREs they may do so and keep track of their hours. The time commitment that is made by these participants may vary based on availability, but they must commit to their hours that were decided on and must show up prepared and on time.

## Center for Urban Resilience Participation Policies:

\*\*Individuals participating at CUREs in any way stated above may either get paid or receive units for credit, not both.

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### Work Study:

Students participating in Work Study through CUREs must have designated weekly hours where they are present in the office and can perform the tasks being asked of them. These students may be given long-term projects to work on, but are not expected to work additional hours that fall outside of their weekly scheduled work time.

Participation in Work Study and an internship is not mutually exclusive, but requirements are different for both and all expectations must be upheld if a student is doing both.

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## REGULATIONS AND POLICIES:

*(Adapted from The Bay Foundation Internship Handbook)*

### A) DEFINITIONS (For the purposes of this handbook)

**a. INTERN:** An individual who is responsible for completing a specified number of hours and/or project(s) in exchange for course or service hour credit. Compliance with the requirements and expectations set forth here is required to receive credit.

**b. VOLUNTEER:** An individual who volunteers their time and labor to TBF for experience only and is not planning on receiving credit (monetary, scholastic, or otherwise). This individual is not held to the entirety of the rules set forth for interns, but nonetheless must follow some of the subsequent requirements. Letters of completion of the internship are available to both interns and volunteers. Both interns and volunteers will have their time committed and activities tracked and recorded.

**c. INTERN COORDINATOR:** TBF staff member who is responsible for the shift activity coordination. This person may vary based on the activity of the proposed shifts and the project or specific tasks of the internship. If unspecified, the default intern coordinator is Viktoria Kuehn (viktoria.kuehn@lmu.edu). Rod is also responsible for all students completing general internship requirements with TBF.

**d. ADVISOR:** The university faculty member assigned to represent the student through their internship or coursework requirements. This advisor is determined by the student's home university and is not set by TBF. The advisor must be notified by the student in advance of the internship and approved by the student's home university. Contact information for the advisor must be given to TBF in advance of the internship start date.

### B) HOURS AND SHIFTS

**a. SIGNING UP FOR SHIFTS:** Monthly shift calendars are sent by email in the first week of every month. Interns are required to sign-up for their minimum weekly hours either by

## Center for Urban Resilience Participation Policies:

email or in person within 3 business days of the date the monthly calendar was mailed. A maximum number of individuals needed is specified for each shift. Sign-ups are handled on a first-come first-served basis.

**b. MISSING SHIFTS:** If for any reason an intern or volunteer has signed up for a shift but is subsequently unable to attend that shift, they must inform the intern coordinator 48 hours (or more) prior to the proposed shift. Even further advanced notice is appreciated. If the shift in question is a \*high priority\* shift, the intern or volunteer is required to find someone else to fill the proposed shift.

\*High priority\* shifts are those outlined in red on the shift calendar and include, but are not limited to, water quality sampling, benthic invertebrate sampling, ichthyofaun sampling, and other time sensitive and/or labor intensive field activities.

**c. PARTIAL/INCOMPLETE SHIFTS:** If an intern or volunteer is only able to make a portion of an allocated shift, the new time commitment (outside of the setshift time) must be approved by the intern coordinator at the time of sign up for the shift.

Leaving early will not be excused without prior approval.

**d. EMERGENCIES:** Family emergencies, car accidents/breakdowns, and hospital stays/serious illnesses will be excused (but the intern coordinator must still be informed with as much advanced notice as possible). Emergencies do not include term paper deadlines, midterm/final examinations, social obligations, etc. Interns and volunteers are not required to sign up for shifts that conflict with their religious or family obligations. In addition, these events are determined in advance, and as such do not ordinarily fall under this category.

## C. INTERNSHIP ASSESSMENT (FOR COURSEWORK OR UNIVERSITY CREDITS ONLY)

**a. UNITS:** Students can sign up for one unit during their first semester working with TBF. Any hours completed in excess of those required for one unit may be rolled over to the following semester and can be applied towards another unit (pending University and advisor approval).

Students can sign up for a maximum of 2 units per semester following their first semester (or summer) interning or volunteering with TBF (pending intern coordinator and advisor approval). To be eligible to receive 2 units in one semester, the student must have completed volunteer hours or a single internship unit with TBF in a previous semester. Acceptance for participation in the internship is assessed each subsequent semester, and is based on previous satisfactory performance and completion of units in a timely manner. TBF will accept a maximum of 10 internship units per semester for all students combined (i.e. if 4 interns have signed up for 2 units each, then there is room for either 1 more intern completing 2 units, or 2 interns completing 1 unit each). This number may be less depending on TBF need, schedule and shift allocations, and project availability. Eligibility for the internship is based on the order of receipt of the internship application and interview and previous history with the organization.

## Center for Urban Resilience Participation Policies:

**b. INTERN NOTEBOOK:** Interns are required to complete a brief reflection and/or description of the events they attend in a notebook. To track hours, students will record the event information, number of hours participated, and obtain a staff signature to verify participation. The hours will then be recorded by the intern coordinator at the end of each month.

**c. MINIMUM HOURS:** Each intern is responsible for completing a minimum number of hours each week (this does not apply for those individuals who are volunteers only). The number of minimum weekly hours will be assigned by the intern coordinator based on the total number of hours to be completed by the intern. If a student must skip a week or will be unavailable, hours for that week must be completed prior to the absence. In the case of unforeseen emergencies, completion of said hours must be discussed with the intern coordinator.

**d. MID-INTERNSHIP ASSESSMENT:** A mid-term assessment will be made based on the satisfactory and timely completion of weekly minimum hours. If the minimum weekly hour requirements have not been completed, the student will be required to drop the internship for credits. Pending internship coordinator satisfaction, the intern may remain on a volunteer basis and reapply for the course credits the following semester. In the case of LMU students, the assessment will coincide with the university's deadline for withdrawing from classes.

**e. PROGRESS REPORTS:** A progress report containing a total number of hours worked to date will be emailed to interns twice every term (once mid-semester, and once late semester).

**f. GRADING:** The internship coordinator does not grade students, but she or he does complete a University-provided evaluation form for each student at the conclusion of their internship (usually end of semester). The coordinator must be given a minimum of one week to complete and submit the evaluation form. Informal updates to the student advisor of an individual student's progress may be submitted throughout the semester either verbally or via email. Final grades may be suggested to the advisor based upon the student's overall participation, reliability, enthusiasm, and other factors outlined in this document.

## D) INTERN AND VOLUNTEER RESPONSIBILITIES

**a. PUNCTUALITY:** It is imperative that interns and volunteers arrive at the start of the scheduled shift. If an intern or volunteer must leave early or arrive late due to scheduling conflicts, this must be discussed and approved by the intern coordinator at the time the intern or volunteer signs up for the shift, or a minimum of 48 hours prior to the beginning of the shift in question.

## **Center for Urban Resilience Participation Policies:**

**b. FOLLOWING DIRECTIONS:** To ensure safety and efficiency, interns and volunteers are required to follow directions issued by any staff of TBF. When in the field, interns and volunteers must follow the directions of the field team leader, and are expected to comply in a timely manner.

If an intern or volunteer is uncomfortable conducting the requirements of a shift, the intern must follow the rules and regulations in place for dropping that shift (e.g. advanced notice, etc). The intern or volunteer will not be asked to complete tasks that are outside of their physical capabilities; however, this must be determined before the start of the shift time through questions asked by the intern or volunteer. Detailed shift requirements can be provided in advance if requested.

**c. RESPECTING OTHERS:** Common courtesy and respect for other individuals is an imperative. The Ballona Wetlands Restoration Project team seeks to foster a community focused on the pursuit of scientific knowledge and data collection in which interns, students, and volunteers can feel comfortable asking questions and learning about field methods, data collection protocols, and technologies in a working environment. Teaching our interns and volunteers how to share knowledge in a collegial spirit is one of our goals.

**d. RESPECTING THE WETLANDS:** The Ballona Wetlands Ecological Reserve (BWER) is a restricted access ecological reserve owned by the State of California and managed by the California Department of Fish and Game. TBF, and specifically the Ballona Wetlands Restoration Project, has a permit to conduct scientific monitoring. Human presence without a permit is forbidden, as is collection or destruction of any natural resources on or within the reserve. All field work and monitoring activities are governed by the guiding principle of minimizing human impact to the wetland. All interns and volunteers are expected to behave accordingly. Inappropriate behavior will lead to expulsion from the wetlands and from TBF intern program.

**e. PARTICIPATION:** Interns and volunteers are expected to participate fully (in all aspects and tasks) in any activity that they have signed up for.

**f. PREPAREDNESS:** Interns and volunteers are required to present themselves for their shifts in appropriate dress and with appropriate gear. Interns and volunteers are required to wear clothing that can get wet or dirty and that will provide appropriate support and protection for the shift activities. Interns and volunteers are welcome to leave a gear bag (labeled with their name) in the office during a shift.

Appropriate dress or gear may include but is not limited to: hat, swim suit/shorts, sunscreen, towel, tennis shoes or hiking boots, neoprene booties, water bottle, back pack, jeans or long pants, wetsuit, sweatshirt, and snacks.

**Center for Urban Resilience Participation Policies:**

**E) TBF RIGHTS AND RESPONSIBILITIES**

a. TBF has the right to terminate the internship or volunteer participation at any time for failure to observe the rules and guidelines stated in this handbook, inappropriate behavior, or lack of commitment

b. TBF has the responsibility to treat all interns and volunteers with respect and courtesy irrespective of creed, nationality, sexual orientation, disability, or gender.