

## Call for Proposals for CAHNRS Undergraduate Internships for Spring and Summer 2019

CAHNRS Academic Programs, the Agricultural Research Center, and Extension have pooled funding resources to create opportunities for CAHNRS undergraduate students to have an immersion-based teaching, research or extension internship experience with CAHNRS faculty located at the Pullman, Spokane, Vancouver, or Tri-Cities campus, at a Research and Extension (R&E) Center, or in a County Extension Office during the summer or fall of 2019. The goal of this program is to support students in gaining research or extension experience by having access to, and guidance from, a CAHNRS faculty mentor. This is an outstanding opportunity for students from communities in close proximity to one of the branch campuses, an R&E Center, or a WSU Extension office to become involved in research or extension activities, especially while living at home during the summer. Internships can also be executed on the Pullman, Spokane, Vancouver, or Tri-Cities campus during the semester. The college will provide up to **\$2500 in the spring or summer** to each selected faculty mentor in partial support of these internship experiences. Summer interns will also receive additional funding for an internship credit at \$500 up to 1 credit, with CAHNRS reimbursing the student through their my.WSU tuition account. Faculty desiring to mentor interns are required to submit a compelling internship title and experience description that includes overall project objectives that the internship will be associated with as well as specific contributions to be made by the intern and the skills and experiences/proficiencies to be acquired by the intern.

**How should the proposal be formatted?** *This semester, to ensure consistency, please complete the attached [CAHNRS Internship Proposal Application](#), for examples please see the [CAHNRS Internship Faculty Proposals](#) page.*

### What are the guidelines for funding consideration?

1. The project must align with the CAHNRS mission (see <http://cahnrs.wsu.edu/overview/>).
2. The project must expand beyond a time-slip or hourly worker experience. The intern is expected to have a mentored experience that expands their expertise in a discipline while strengthening their interest in a career in this area.
3. Mentor must agree to manage the project and complete the assessment process as described in the [CAHNRS Internship Handbook](#).
4. Mentor must agree to provide additional resources for salary, supplies, etc. for the intern as needed.
5. Mentor and interns must agree to participate in SURCA: The WSU Showcase for Undergraduate Research and Creative Activities\*. Abstracts are due in mid-February and the poster/oral presentation contest will be held in March of 2018 on the Pullman campus. Off-campus students may make virtual presentations (for details visit the [SURCA website](#)). \*Interns are required to participate in SURCA the following spring, if the intern has not yet graduated.
6. Only one internship project may be submitted per faculty member each funding cycle, and only one internship project per faculty member will be funded per school year.

**What can the funding be used for?** Funding will be placed in the faculty member's operating account and resources may be used to provide salary for the intern, supplies required to execute the project, and/or for project related travel by the intern. Since funding is from state resources, it may not be used for student scholarships or applied directly to the student's account. Funding must be expended by **April 29, 2020**. This deadline extends through the following spring to accommodate funding needs for participating in SURCA. More specific instructions on payment will be provided upon the acceptance of the faculty member's proposal.

### What are the requirements for a student to be considered for an internship?

1. Students must be certified in a CAHNRS major with a cumulative minimum **GPA of 2.75** to qualify for consideration.
2. Students must have a record of consistent enrollment at WSU.
3. Students must enroll in and pay for 1 internship credits or 1 credits in a special problems course (495, 499, etc.) during the time the internship experience occurs. Spring interns will be expected to enroll in spring credits, and summer interns will be expected to enroll in summer credits, etc. **There will be no exceptions to this policy.** Please note that if the student's credit hour load exceeds 18 per semester, the student will incur additional credit fees. We discourage students from exceeding the 18-credit load limit per semester.
4. Interns must agree to follow the guidelines, reporting and assessment processes outlined in the CAHNRS Internship Handbook.

### What is the timeline for this process? *(All deadlines are at 5 pm on the date listed unless otherwise noted.)*

1. **Oct. 18:** Request for proposals distributed to CAHNRS faculty.
2. **Nov. 02:** Proposals due electronically **at 11:59pm** to **Herb Lengel**([herbert\\_lengel@wsu.edu](mailto:herbert_lengel@wsu.edu))
3. **Nov. 08:** Faculty will be notified of outcome of proposal review process.
4. **Nov. 09:** Accepted proposals seeking interns will be posted on website for student review.
5. **Nov. 29:** Student applications must be submitted through the website by 11:59pm.
6. **Nov. 30:** Faculty will receive applications for qualified students interested in their position.
7. **Dec. 19:** Intern matching and selection process will conclude.
8. **Dec. 21:** Internship offers will be made by this date.