Mentor’s (staff supervisor) name and department:  
Mira Michelle, Program In Community and Agroecology

Position title: Residential Coordinator

Please describe the role of the primary staff mentor: The mentor will have regular weekly check in meetings with their intern to discuss projects and provide guidance. There will be a checklist/activity board so that the intern can keep track of ongoing projects and responsibilities. There will be a quarterly goal-setting meeting with the intern. This serves as a place for the intern to express what their goals are for the internship, what skills they hope to gain and how the PSI mentor can provide support in helping the intern to reach these goals.

Please provide a brief summary of your proposed internship (1-2 paragraphs)
The Program in Community and Agroecology (PICA) is an educational and residential program located at the Village at UCSC. PICA offers a place on campus for hands on experiential education in sustainability. The PICA intern would be involved with program outreach, collaborative event planning, administrative duties, facilitating groups and educating UCSC students about ways to get involved with PICA and the larger sustainability movement.

The intern would be in a liaison and build collaborations with PICA’s partner organizations on campus, including the Education for a Sustainable Living Program, the Student Environmental Center’s, the College 8 Core Course, the Sustainability Office, Food Systems Working Group and the Center for Agroecology and Sustainable Food Systems. The intern will promote sustainability on campus through involving students in PICA’s organic gardening programs, our compost waste management system, and our sustainability related workshops.

What identifiable product or result do you expect the intern to achieve by the end of their internship?
The identifiable project will be the implementation of three collaborative events over the course of the year to educate UCSC students about opportunities to get involved in the greater sustainability movement on campus. These events will bring together students, staff, and faculty
interested in campus sustainability, community food systems, and environmental education. Additionally, the intern will host 4 events to promote the visibility of PICA and campus gardens at UCSC. This intern will also successfully run the spring housing outreach campaign for PICA.

**Statement of Duties including % of time and description of duties:**

*Coordination* 25% The PICA PSI will participate in email communication, meetings and events with PICA’s collaborative partners. *Outreach Assistance* 25% The intern will outreach to students in order to bring the opportunity to participate in experiential projects at PICA to the larger campus community. This includes tabling, flyering about upcoming events, updated newsletters, developing outreach materials (online and in print) and our website management. *Event Planning* 25% The intern will work with collaborative organizations to plan 3 sustainability events/workshops over the course of the year for the campus community. *Administrative Support* 15% The intern will do accounting and write budget reports for CSC, support student grant writing projects, assist with administrative tasks such as email and phone communication, update our listservs and support the PICA residential coordinator. *Facilitation* 10% The intern will help facilitate Saturday garden workdays, lead tours to interested groups, facilitate trainings at leadership retreats and lead community events.

**What skills will this internship strengthen?**

The primary skills that these tasks will strengthen in the PICA intern are facilitation, communication and leadership. The intern will gain professional leadership skills as they design experiential learning projects in the garden, coordinate PICA community events and workdays, organize community meals within PICA, cultivate relationships with other organizations committed to sustainable food systems and perform outreach to the UCSC campus. The intern will grow as a leader both within the PICA community and in larger campus community. The PICA intern will make decisions about the program and about collaborative events that they choose to develop throughout the year. The intern will serve as the liaison between PICA staff and students. The intern will communicate with Village residents about various community projects and opportunities available and engage residents. The intern will practice teambuilding skills through their effort to build community between the students involved with the program as well as with staff and faculty members. The necessity of good communication within the community is a vital part of our internship. The intern will develop these skills through their daily interactions with people involved with the PICA program. The intern will also improve as a public speaker and learn how to communicate effectively with large groups through their involvement with outreach efforts. Time management will be a very important part of this internship. Through weekly check-ins with the mentors, the intern will have guidance on how to properly manage their time to best accomplish their goals. They will learn how to prioritize projects and how to have effective follow through on tasks.
What value does this internship have for your unit/department and for the campus as a whole?
Through the work of the PICA intern we hope to strengthen the sustainability movement on campus by offering a place where experiential education can take place and where UCSC students can apply their knowledge to a hands-on model of ecological stewardship and appropriate technology. The projects implemented at PICA would benefit the campus as a whole by creating a living laboratory for sustainability that is accessible to students, staff, and faculty alike. PICA is also active in many student sustainability initiatives and the PICA intern would provide a vital link in collaborations with ESLP, the Food Systems Working Group, the CASFS farm, the Student Environmental Center, and the Campus Sustainability Council. PICA has also been involved in helping to support and mentor students developing other campus gardens such as the Stevenson garden, the College 8 garden, and the Kresge garden. The benefits of these collaborations for UCSC are numerous and would lead to the betterment of a campus engaged in issues of sustainability and community. The PICA intern will be an essential part of developing strong relationships between PICA, students attending the University, campus administrators and faculty in various departments interested in issues of sustainability. The PICA intern will help facilitate cooperation between all of these groups in order to advocate for sustainability on campus.

How will you evaluate your intern’s success?
The intern will be evaluated on if they have met the goals of the internship and if they have completed the assigned projects. They will receive a written evaluation at the completion of each quarter by their mentor. The intern will be evaluated on their follow-through with assigned tasks, their contributions to program development, the number of UCSC students that have been reached and the number of large collaborative projects with other sustainability organization they have helped to facilitate.

What staff, other than you, will the student intern interact with regularly and in what capacity?
In addition to their staff mentor, the intern will also interact with staff members from the other sustainability organizations on campus through collaborative meeting to support UCSC wide sustainability events. In addition, the intern will participate and facilitate weekly meetings with the student Leadership Team at PICA to plan out and evaluate collaborative events.

If there are any resources that the intern will need that your office cannot provide, please explain (i.e. computer, printer, key documents?)

We will provide a desktop computer, a printer, a phone line and copier access for our intern.

Email completed form to scasey@ucsc.edu
TEMPATE- DO NOT COMPLETE THIS FORM ONLINE. Please download to complete form and email to scasey@ucsc.edu by April 11th, 2014.

- Questions? Email psi@ucsc.edu