



## **Scope of Work**

### ***Phase One: Identifying Energy/Green Organizations***

The project will begin upon establishment of a contract between California University of Pennsylvania and the Private Industry Council. Cal U will work with current internship partners in the green industry to determine internship opportunities. Additionally, it is expected that new opportunities will be established through contacts of the Private Industry Council and the Internship Center's network of employers/organizations. Existing partnerships and new internship partners will be reviewed and approved by the Internship Center and the Private Industry Council. Internship job descriptions will be secured from the organizations and promoted to the university community through InternLink ( Cal U's online database), targeted emails, campus newspaper, promotion to faculty members, and meetings with students.

### ***Phase Two: Identifying and Establishing Internships for 24 Fayette and Washington County Students***

The Internship Center will secure a list (from University Technology Services) of Fayette and Washington County students by major in their sophomore, junior or senior years. The energy/green internship opportunities will be promoted to these students via InternLink, the campus newspaper, targeted e-mails, and through faculty in the relevant departments. It is expected that this project will involve a variety of majors, such as environmental science, geology, biology, geographic information systems, chemistry, and marketing. Student internships will go through an approval process which includes the faculty advisor, department chair, and the dean of the college. The number of credits awarded to the student will be determined through discussions with the student, faculty supervisor for the internship, and the site supervisor. Other details include the following:

- Internships generally are a minimum of 12-15 weeks in length and total anywhere from 10-40 hours per week.
- Internships generally run concurrently with California University academic semesters: Fall (September-December); Spring (January-May); and Summer (May-August).
- Students earn academic credit for internship arrangements and are expected to complete academic assignments concurrent with the work experience.
- Students are supervised by a faculty member throughout the duration of the experience.
- Internships for this project will be paid at least a minimum of \$10.00 an hour and will be paid through Cal U's Student Payroll department.
- The number of credits will range from three to 12 credits per internship.
- An internship agreement establishing the relationship between the internship site and Cal U will be completed.

A status report will be provided to the Pathways Project Manager on September 30, 2010, December 17, 2010, March 31, 2011, June 30, 2011, and September 30, 2011. These reports will include information that needs to be submitted to the U.S. Department of Labor on a quarterly basis concerning participants. A final report will be submitted by December 31, 2011. This report will summarize all activities conducted and results for the project.

## Project Deliverables

Upon conclusion of the project, the Project Manager will deliver the following to the Private Industry Council:

- Number of student participants by major and class rank
- List of participant organization and descriptions of internships
- Student and employer evaluations
- Description of activities

All data and results are property of California University of Pennsylvania. Any dissemination of results will reference California University of Pennsylvania, the Internship Center, and Karen Primm, Director.

## Budget

Compensation		
Internships (minimum of 24)	Hourly Rate = a minimum of \$10/hr. times number of hours worked	\$63,360