

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE
(Expires 10/01/2021)

Bureau of Reclamation Resource Assistant Internship Project Proposal Template

(Instructions for completing this template can be found on page 6 of this appendix)

Region\Directorate:			
Field Station/Office address:			
Supervisor (Supv) of Record:			
Supv Phone:		Supv Email:	

PB No. 12-15 (12/18/2012) Direct Hire Authority for Resource Assistant Internship (DHA- RAD)

Program

It is the responsibility of the Bureau to confirm that each resource assistant internship program meets the definition of a rigorous internship program. A rigorous internship program **must meet** the following criteria:

- have a clearly defined deliverable or work product with clear expectations and outcomes (experience-based internships, such as job shadowing, are not sufficient);
- include a minimum of 11 weeks of full time summer work;
- focus on critical thinking and real-world problem solving;
- provide presentations on findings to key decision makers; and • address certification of high performance in the internship from the internship supervisor.

In addition, a qualifying internship must include **most** of the following elements:

- Intense and rigorous projects - focus skills and reveal the work qualities of candidates;
- Structured projects - have clear paths to success for candidates and obvious assessment opportunities for supervisors;
- High degree of autonomy - create space to develop or apply personal responsibility;
- Defined deliverable - rewards productivity and provides for a clear goal;
- Demanding schedule - develops project management skills; and/or
- Exposure to multiple stakeholders (internal and/or external) - provides an opportunity to demonstrate communication skills and the skills to navigate organizational hierarchies.

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Project Title:	
Project Description:	

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Project Objective(s):	
Project Deliverable(s):	
Stakeholder Exposure:	
Project Work Plan & Timeline (11 weeks):	
Estimated Project Budget	

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Student Information/Desired Qualifications	
Select the minimum degree level that is desired for the student to successfully perform the work of the project:	
<input type="checkbox"/>	Undergraduate
<input type="checkbox"/>	Enrolled graduate student (recently accepted into graduate school)
<input type="checkbox"/>	Graduate student who has completed their first year of graduate school
Describe the education/degree area desired to carry out this project.	
Describe any special knowledge or specific background desired to carry out this project. (This may include coursework, training, and/or certification.)	
Describe any training you would recommend for the student to obtain prior to the start of the internship.	

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List or describe any other relevant information or desired qualifications not mentioned above.

Additional Information	
If your field site or office will have funding to support a permanent position upon the intern's completion of all program requirements, indicate the grade that you anticipate would be funded:	
<input type="checkbox"/>	GS-05
<input type="checkbox"/>	GS-06
<input type="checkbox"/>	GS-07
<input type="checkbox"/>	GS-09
<input type="checkbox"/>	GS-11
<input type="checkbox"/>	Other (Specify):
Does your site have housing for the intern during the duration of the internship, approximately May- September? If so, is there a cost to the Resource Assistant? How much?	

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Reclamation DHA-RAI Review Board:

Approval _____	Signature _____ Reclamation's DHA-RAI Program Coordinator
Disapproval _____	Date _____

Approval _____	Signature _____ Reclamation's Learning Officer
Disapproval _____	Date _____

Approval _____	Signature _____ Diversity and Inclusion Specialist
Disapproval _____	Date _____

Approval _____	Signature _____ Subject Matter Expert
Disapproval _____	Date _____

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Project Proposal Template Instructions

These instructions are provided to assist Supervisors in completing the Bureau of Reclamation Resource Assistant Internship Project Proposal Template.

Region/Directorate: List the region(s) or directorate(s) in which the Resource Assistant Intern (RAI) will be working.

Field Station/Office address: Street, city, state, and zip code of the field station or office the RAI will be assigned to.

Supervisor (Supv) of Record: The individual who will have supervisory authority over the RAI. This individual is responsible for assigning work, evaluating the RAI's performance, and certifying program requirements have been met. This individual may also serve as the project manager. **Supv**

Phone: The Supervisor's work phone number (e.g. (303) 445-5555).

Supv Email: The Supervisor's work email (e.g. john_doe@usbr.gov).

Project Title: The title of the RAI's project. Indicate if this is an independent project or part of a larger project.

Project Description: Provide a descriptive project proposal (narrative or task-based format), the need, and how it supports service priorities. Project descriptions should describe how the proposed project will provide opportunities for RAIs to develop strong communication skills, the skill to navigate organizational levels, critical thinking and problem solving skills and abilities; and allow for a high degree of autonomy and personal responsibility. Projects should provide longer-term benefits to the public; instill good work ethic and a sense of public service; be labor intensive; be planned and initiated promptly; and provide academic, experiential, or environmental education opportunities. **NOTE:** Work performed must meet nondisplacement requirements of 42 USC 12637.

Project Objective(s): Provide clearly defined, measurable objective(s) that the project should achieve. Describe how the objective(s) will be measured.

Project Deliverables: Identify and define deliverables and/or work products the RAI should produce during the duration of or upon completion of the project and the method for presenting the deliverables or work products to key decision makers.

Stakeholder Exposure: Describe the forum in which the RAI will gain interaction and/or exposure to stakeholders. For example, weekly meetings with internal stakeholders, development and delivery of presentation(s) to external stakeholders, etc. Identify the stakeholders and indicate if they are internal or external. Explain how the interaction with the multiple stakeholders emphasizes development of communication skills and the ability to navigate organizational levels.

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Project Work Plan and Timeline: Include a week by week work plan/timeline for the proposed project that indicates: action items/milestones, measurable objectives, responsible parties, and approximate due dates.

Estimated Project Budget: Provide the approximate budget for the proposed project using this information to measure the overall scope of the project.

Student Information/Desired Qualifications:

Select the minimum degree level that is desired for the student to successfully perform the work of the project: This will establish the baseline educational requirement for successfully performing the work of this project.

Describe the education/degree area desired to carry out this project. List and/or describe the desired educational/degree area (examples: Wildlife Biology, Fisheries Biology, Business Administration, etc.) required to perform the work of the project.

Describe any special knowledge or specific background desired to carry out this project. (This may include coursework, training, and/or certification.) List and/or describe any technical knowledge or background (may include coursework, training, experience, and/or certification) desired to perform the work of the project.

Describe any training you would recommend for the student to obtain prior to the start of the internship. Include a description of any specific training you would like your Resource Assistant to obtain before they begin the internship program.

List or describe any other relevant information or desired qualifications not mentioned above. Describe any other relevant information and/or desired qualifications that would be beneficial, but not necessary to successfully perform the work of the project. This may include knowledge of languages, specific certifications, etc.

Additional Information:

If your field site or office will have funding to support a permanent position upon the intern's completion of all program requirements, indicate the grade that you anticipate would be funded: Provide information on the current/existing and/or planned funding support. This information is collected to understand the capacity of the field station/office and whether or not the receiving duty station has the funding to support a direct hire appointment of a Resource Assistant upon project completion.

Does your site have housing for the intern during the duration of the internship, approximately May-August? If so, is there a cost to the RAI? How much? Provide a list of available housing (on or near the duty station) or any other options available for housing that can be provided by the field station.