

## Center for Food Systems and Sustainability (CENFOODS)

### Undergraduate Internship Program 2019-2020

#### **Purpose and Priorities of the Center for Food Systems and Sustainability Internship Program**

The purpose of the Center for Food Systems and Sustainability Undergraduate Internship Program is to provide opportunities for current undergraduate students or recent graduates to engage in research projects or extension efforts that align with CENFOODS goals.

**Eligibility.** Applicants must be current undergraduate students or recent graduates (class of 2018 or later) from the University of Delaware, Delaware State University, Wesley College, or Delaware Technical Community College with a GPA of 3.0 or above.

**Funding rates and duration.** Internships will be supported at a rate of \$10 per hour. It is anticipated that students will work 30-40 hours per week in Winter or Summer Sessions and between 10-20 hours per week during Spring or Fall Semesters. A maximum of \$6000 will be awarded per student.

Internship must occur between January 1, 2019 to May 31, 2020 and may take place over the Winter Session, Spring Semester, Summer Session, Fall Semester or a combination of those.

Students wishing to intern for consecutive terms (Winter to Spring, Spring to Summer, or Summer to Fall) need only apply once by the deadline for the session/semester for which the internship will begin.

Contingent upon accepting an internship offer, the applicant will need to pass a background check and complete University of Delaware hiring forms, which includes being paid by direct deposit into a bank account.

#### **To Apply:**

1. The student must identify a mentor at the University of Delaware who will help them develop an internship project. The mentor must be affiliated with CENFOODS and may be full-time faculty, extension staff, or research staff at the University of Delaware.
2. Students must write a project description (1 page maximum) that details the project or program they will be working on, with whom they will be working, how the project or program relates to CENFOODS goals, and how the experience will help them achieve their professional and/or educational goals.
3. Students must provide their resume or CV, unofficial transcripts, and request two letters of recommendation. One of these letters must be from their internship mentor at UD. Recommenders should be told to email their letter by the same application deadline to [cenfoods@udel.edu](mailto:cenfoods@udel.edu), including the student name in the subject line.

#### **Links to Application Forms and Deadlines for internships starting:**

[Winter Session 2019](#): December 15, 2018 at 5:00 pm

[Spring Semester 2019](#): January 30, 2019 at 5:00 pm

[Summer Session 2019](#): April 15, 2019 at 5:00 pm

[Fall Semester 2019](#): August 15, 2019 at 5:00 pm

[Winter Session 2020](#): December 15, 2019 at 5:00 pm

[Spring Semester 2020](#): January 15, 2020 at 5:00 pm

**Application Review and Award Selection.** Applications will be reviewed by a panel of faculty and staff including the Center director, and award decisions will be made on or before December 30, 2018 for Winter Session 2019; February 4, 2019 for Spring 2019; April 30, 2019 for Summer 2019; August 30, 2019 for Fall 2019; December 30, 2019 for Winter Session 2020; and January 30, 2020 for Spring 2020. All applicants will be notified of award status via email.

**Project Accountability and Reporting.** By receiving an award, the student and mentor agree to:

1. Ensure the quality of the project and expend all monies within the time frame specified in the funding agreement;
2. Create a poster of their project and present at the UD's celebratory undergraduate research symposium or other appropriate venues. Complete posters should be submitted electronically as a pdf document to [cenfoods@udel.edu](mailto:cenfoods@udel.edu); and
3. Present the impact of their work at undergraduate research event(s) and in news venue(s) such as UDaily that highlights the impact of CENFOODS on extension, community engagement and outreach projects

**Solicitation and Oversight of Proposals and Projects.** The Director of the Center for Food Systems and Sustainability will be responsible for soliciting and receiving applications, and facilitating a selection process to identify and determine funding eligibility for the applications. The Department of Plant and Soil Sciences will be responsible for ensuring that funds received are properly accounted for.