

ENVS 491: Campus Sustainability Intern

GOAL: Follow The Illinois Climate Action Plan (iCAP) and develop a sustainability internship program (Section 6.4).

The Illinois Climate Action Plan: “strategic framework for meeting our Climate Leadership Commitments to be carbon-neutral by 2050 and build resilience with our local community”
- [iCAP Portal](#)

OBJECTIVES:

- List all local entities, including
 - Businesses
 - Nonprofits
 - Governments
 - Cultural Institutions
- Contact entities listed above and lay foundation for internships
 - Emails
 - Make sure to Cc: Erin Green (ewgreen@illinois.edu)
 - Phone calls
- Present ideas to a group of educators
- Final Report
 - 5 pages, single spaced, includes research, data, and results

TIME REQUIREMENTS:

- Weekly meeting (up to 30 min, but usually much shorter)
- # of hours of work during the week depends on the weekly tasks (2 - 3 hrs)

DUE NEXT WEEK:

- Define what a sustainability internship looks like
 - Possible options:
 - Businesses want to be more sustainable (ex: reducing waste)
 - Work/projects are sustainable
- Research current sustainability internships to mirror or businesses that promote a sustainability internship

TIPS:

- Looking for paid internships
- Other terms to research: environmental, green, etc

Week: 1/28/21

What does a sustainability internship look like?

- Definition: Sustainability is a broad term, the ability to be maintained at a certain level specifically to maintain an ecological balance. Depending on the entity (government, non profit, etc) you want to focus on, the sustainability internship will look differently.
- Sustainability: 1) the ability to be maintained at a certain rate or level 2) the avoidance of the depletion of natural resources in order to maintain an ecological balance
- Such a broad term that can be applied to many different fields of study (architecture, agriculture, engineering, business)
- I believe this type of internship should be more **based on projects that are sustainable** if the goal is to engage and form relationships within the local community
- However, if the internship was more uiuc based it would be easier to focus on reducing water and energy usage, recycling more - but we already have this type of program
 - Has potential outside of university but not as common
 - I feel that you would need a few people to change habits in a business, govt, etc

Possible mirror programs:

- Many other universities are following an iCAP program with many partnership examples, but there are many more that just focus on the school
 - Cornell: <https://sustainablecampus.cornell.edu/about/partnerships>
 - Duke: <https://sustainability.duke.edu/metrics/climate>
 - One part that was really interesting: build relationships with Duke alumni who were involved with sustainability so they can easily connect with Sustainable Duke and current students
 - However, this might extend relationships outside of the local community

School focused

- The University of Wisconsin-Madison has an Office of Sustainability Internship (<https://sustainability.wisc.edu/student-intern-program/>)
 - 1 year-long program
 - Student teams work to raise awareness of sustainable practices, influence consumer behavior, and train partners across campus in individualized strategies for implementation
 - Working closely with campus offices, departments, and auxiliary units like University Housing or the Wisconsin Union
- UIC has a similar program (<https://sustainability.uic.edu/student-experience/sustainability-internship-programs/>)

Not many businesses that promote but there are a few site that focus on internships and job that are green based

(<https://thegreenprogram.com/blog/our-top-6-sites-for-green-jobs-internships>)

- Not super easy to sort through

2/4/21

How do we form local partnerships?

Cornell University:

- Many local government partnerships
- Reach out to Cornell University, Energy Task Force, and Climate Protection Initiative
 - What does a continued relationship look like? Are there weekly/ monthly meetings?
 - What kind of internship work/opportunities has come out of this partnership?

Nutrien:

- Keep in mind
- We want great connections
- Instead of job boards they reach out to us

Time:

- As of now = open-ended
- Maybe a co-op

Tips:

- Remove “sustainability” when researching

DUE NEXT WEEK:

- Try to find more private nonprofits rather than local government institutions
 - Nonprofits are more willing to pay
- Look at current UIUC relationships (they may be local institutions)
 - Daycares, hospitals, schools

Week: 2/4/21

Cornell University: sustainability@cornell.edu

Tompkins County Energy Task Force: Email Planning And Sustainability Department on website

Tompkins County Climate Protection Initiative (TCCPI): info@tccpi.org

TO CORNELL UNIVERSITY

To Whom It May Concern:

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course (*Campus Sustainability Intern*) for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research I discovered that Cornell University has formed many connections with local partners to increase sustainability within your community. I had a few questions about these partnerships.

- What does a continued relationship look like with these partners? Are there weekly/monthly meetings?
- What kind of internship opportunities have come out of these partnerships?
- In particular, how does the university work with Tompkins County Energy Task Force and Tompkins County Climate Protection Initiative (TCCPI)?

Would you be willing to have a quick call with me about these questions? If not, then I thank you for your time.

Thanks,
Carissa Mysliwec

TO ENERGY TASK FORCE and CLIMATE PROTECTION INITIATIVE

To Whom It May Concern:

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research I discovered that Cornell University has formed many connections with local partners to increase sustainability within your community with your organization being one of them. I had a few questions about this partnership.

- What does a continued relationship look like with the university? Are there weekly/monthly meetings?
- What kind of internship opportunities have come out of this partnership?

Would you be willing to have a quick call with me about these questions? If not, I completely understand, and I thank you for your time.

Thanks,
Carissa Mysliwicz

University relationships (local institutions)

- Daycares
- Hospitals
 - Carle
 - Information through UIUC College of Medicine
 - Christie Clinic (not that I saw)
 - OSF Medical Center (not that I saw)
- Schools
 - Champaign Unit 4 School District
 - Campus Middle School for Girls
 - Urbana School District #116
 - <https://istem.illinois.edu/partners/partners.html>
- Possibly police department
 - Sustainability could paint local police in a more positive light

Private nonprofits:

- Habitat for Humanity
 - Campus chapter and local organization
 - Affordability and sustainability work together
 - I have connections with the school and local chapter if needed
- Champaign County Health Care Consumers?
 - All people should have access to health care at an affordable price. The health and well-being of all people is dependent upon a decent standard to living
- PACE - center for independent living
 - An organization run by and for people who have disabilities
 - Board of directors must be made up of 51% persons with disabilities, to ensure our services are designed by people who have disability experience and understand what our services need to be.
- Urbana Park District
 - “Green Initiative” - a leader in implementing programs and practices that demonstrate the value and of responsible environmental practices

- Possibly connections with “Green Team” - committee implements and oversees environmental initiatives district-wide.
 - <https://www.urbanaparks.org/about-us/green-initiatives/>
 - They state their practices
- Champaign Park District
 - No initiatives
 - Could start a similar initiative to Urbana Park District?
- Citizens Climate Lobby?
 - Sustainable Climate Environment Advocate Champaign IL
(<https://www.volunteermatch.org/search/opp2254712.jsp>)
 - Work with concerned Illinois citizens to slow the effects of climate change.
Together we can protect our beautiful ecosystems, livelihoods and way of life
- Salt & Light
 - At-risk community members gain access to food, clothing, and household goods
 - Reuse of these items is a sustainable way of living

2/11/21

Meeting with iSEE staff about internship iCAP objective

Urbana- Scott Tess

Champaign- Lacey Rains

Savoy-

SWATeam Recommendation:

- Recommends developing a **sustainable communities paid internship program**
- Program allows students to devise a plan with their interests and sustainability

How to fund an internship program?

- Clemson
 - Share (university and organization) the cost of wage for internships
 - More compelling for organizations

City agencies that have hired interns?

- Urbana Community Development
- Engineering & Planning & Development
- Feed the Thing (Nichole Millage)

Local government problems:

- Budget
- Looking for interns with a background in the category (planning, engineering, etc)

Natalie B Bosecker - finds internships for grad students

- Eventually reach out to her

Another limiting factor - supply of internships

Who offers internships?

- Set up a website to match people to organizations
- Possibly look into Handshake
 - Is there a sustainability tag on internship opportunities in the existing system?
 - Reach out to Jean Drasgrow (ACES) - helpful for Handshake
- Possibly create our own university based website

Could a "project" be considered an internship?

- Replaces daily supervision with a once a week check in

Meeting after with Eric Green

- Tompkins County Climate Protection Initiative (TCCPI) responded to the email about partnership with Cornell University
 - Response:
 - “Representatives from the university join these meetings regularly and make presentations to the group from time to time”
 - “Engineering school have assisted in collecting and analysing energy and water performance data for the Ithaca 2030 District”
 - Interns are paid through grant
 - What we’re looking for
- **Model vs \$**

DUE NEXT WEEK:

- Investigate Handshake
 - See if it’s possible to search for sustainability internships
- Research/background report
 - Interdisciplinary Health Sciences Institute (IHSI)
 - How to make connections and continue to make connections?
 - What marketing is used to bring in connections?
 - How do we set up where people come to us?
 - Where does \$ come from - grants/donors?
 - <https://healthinstitute.illinois.edu/research-support-translation/community-academic-partnerships-health/community-academic-scholar>
 - Minnesota Green Corps & Greenest Region Corps
 - How is a project identified/decided?
 - How is a sustainability internship identified?
 - What are the sustainability pieces of a project?
 - What do projects look like?
 - <https://www.pca.state.mn.us/waste/minnesota-greencorps>
 - [https://mayorscaucus.org/greeneest-region-corps/#:~:text=The%20Greene%20Region%20Corps%20\(GRCorps\)%20is%20a%20partnership.federal%20CNCS%20and%20the%20Serve%20Illinois%20Commission%20](https://mayorscaucus.org/greeneest-region-corps/#:~:text=The%20Greene%20Region%20Corps%20(GRCorps)%20is%20a%20partnership.federal%20CNCS%20and%20the%20Serve%20Illinois%20Commission%20)

Future steps:

- Reach out to Illinois Green Business Association

Week: 2/11/21

Handshake

Questions after signing in:

- What are you looking for?
 - Option: Internship
- What types of jobs will you be searching for?
 - Option: Type any role
 - Sustainability Advocate
 - Chief Sustainability Officer
- Where would you like to work?
 - Option: Type any area

After submitting these filters:

- Profile > Career Interests: able to change/add answers
 - What industries interest you?
 - Which kinds of job, or job functions, interest you?
- Jobs: able to search sustainability internship & filter locations
 - As of now: nothing in the area

Other:

- There are events student can join - unsure if this could be helpful
- Unsure how the platform would change if an employer?
- No specific sustainability internship hashtag? Doesn't seem to be a thing

Interdisciplinary Health Sciences Institute (IHSI)

Contact: Emily Stone,

Research Development Manager

(217) 300-6360

ers@illinois.edu

Hello Ms. Stone,

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course (*Campus Sustainability Intern*) for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research I discovered that IHSI's Community-Academic Scholars Initiative focuses on community collaboration through research projects to improve public health. I have a few questions about these community collaborations.

- How did you form connections with local partners and how do you continue to make these connections?

- What specific marketing tools are used to bring in partners?
- How do community-based organizations become a part of this partnership program? Do they fill out an application?
- How are expenses covered (grants/donors/other)?

Would you be willing to have a quick call with me about these questions? If not, then I thank you for your time.

Thank you,

Carissa Mysliwicz

630-802-0588

carissa5@illinois.edu

Minnesota Green Corps

Overall goal: “preserve and protect Minnesota’s environment while training a new generation of environmental professionals”

How is a project identified/decided?

- Opportunity to apply as a ‘host site’
 - Very detailed form
 - Defining the project falls on the organizations that want to be involved
 - Requirement: “projects must align with at least one performance measure outlined below”

How is a sustainability internship identified?

- Pick a specific topic to work towards that is sustainability related
- Sustainability question in the ‘host site’ application but also as mentioned above - each project has to fit into a sustainable topic

What are the sustainability pieces of a project?

- help communities increase resilience to climate change by:
 - Reducing solid waste and increasing recycling
 - Reducing greenhouse gases and other air pollutants
 - Reducing water runoff and improving water quality
 - Encouraging eco-friendly behavior

What do projects look like?

- Clear and detailed list of projects depending on the year
- Depends on the topic (air pollutant reduction, community readiness and outreach, green infrastructure improvements, waste reduction, recycling, and organics management)
- Examples: retrofitting public buildings to save energy, improving public lands, educating community members, preventing waste, and recycling or composting

Extra: funding?

- AmeriCorps and ServeMinnesota
- Federal funding supports Minnesota GreenCorps members' living allowances and health insurance during service, and includes an educational stipend following successful completion of service

Should I email them?

How have they established credibility and gotten host sites to reach out to them?

Greenest Region Corps

Overall goal: “a partnership between the Mayors Caucus and AmeriCorps that pairs volunteers with GRC communities to lead sustainability projects”

How is a project identified/decided?

- Application to be a ‘host’
 - Not as detailed
 - More about interest rather than confirmation

How is a sustainability internship identified?

- 49 high level goals in 10 different categories
- The Compact then expands upon each goal by offering objectives and strategies that municipalities can employ to work towards their desired goals

What are the sustainability pieces of a project?

- 10 different categories: climate, economic development, water, energy, land, leadership, mobility, sustainable communities, municipal operations, waste and recycling

What do projects look like?

- Detailed list of projects and specific case studies
(https://mayorscaucus.org/wp-content/uploads/2018/11/GRCorps_2018-19_Report.pdf)
- Sustainability Plans
- Created a Natural Area Management Plan and a Wetland Management Plan
- Sustainable business recognition program and created resources and checklists for businesses
- Researched local backyard chicken-keeping ordinances

Extra - funding:

- partly funded by the federal CNCS and the Serve Illinois Commission

2/18/21

Received 2 emails:

- Lacey Rains
 - City of Champaign
- Natalie Bosecker
 - Graduate internship advisor

IHSI funding:

- ½ internal institution
- ½ partners

Handshake

- Verbal report about experience using the website and how it could help finding sustainability internships

Overall question:

- **Should we build our program like the other example programs have built it?**

DUE NEXT WEEK:

- Chart comparing different programs
 - Categories: name, funding source (from where), budget (how much), staff, how do they market to get applicants, time, sustainable categories
- Reach out to green programs about missing information
 - Minnesota Green Corps
 - Greenest Region Corps
- Reach out to Lacey Rains, Scott Tess, Savoy person about internship opportunities in their towns

Eric:

- Reach out to Illinois Green Business Association to start a convo about adopting an intern

Week: 2/18/21

Champaign, Urbana, Savoy

Contacts: Lacey Rains (Lacey.Rains@champaignil.gov)

Scott Tess

Savoy representative

Hi _____,

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I'm working with Eric Green to collect information about existing sustainability internships, working towards creating our own definition of a sustainability internship.

During the iCAP meeting February 11th, there was a discussion about internship opportunities in your towns. Would you all be able to expand on these opportunities? / What are these specific opportunities? If it would be easier, I'd be happy to have a phone conversation to discuss.

Please let me know if you have any questions.

Thank you,

Carissa Mysliwec

630-802-0588

carissa5@illinois.edu

Minnesota Green Corps

Contact: mngreencorps.pca@state.mn.us

To Whom It May Concern:

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course (*Campus Sustainability Intern*) for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research I discovered that the Minnesota Green Corps program focuses on community collaboration through environmental projects to increase resilience to climate change. I have a few questions about these community collaborations.

- What specific marketing tools are used to bring in host organizations?
- Do some host organizations apply every year? If so, how do you continue these connections?
- What is the budget for this program? Cost per member?
- How many people are a part of the staff?

If it would be easier, I'd be happy to set up a phone or Zoom conversation to discuss in person.

Thank you,

Carissa Mysliwec

630-802-0588

carissa5@illinois.edu

Greenest Region Corps

Contact: through website > email

To Whom It May Concern:

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course (*Campus Sustainability Intern*) for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research I discovered that the Greenest Region Corps focuses on community collaboration through local sustainability projects to help increase environmental awareness and further the region's commitment to sustainability. I have a few questions about these community collaborations.

- What specific marketing tools are used to bring in host organizations?
- Do some host organizations apply every year? If so, how do you continue these connections?
- Can you expand on how expenses are covered with federal AmeriCorps, Serve Illinois Commission, and the AmeriCorp grants?
- How many people are a part of the staff?

If it would be easier, I'd be happy to set up a phone or Zoom conversation to discuss in person.

Thank you,

Carissa Mysliwec

630-802-0588

carissa5@illinois.edu

2/25/21

Update: Illinois Green Business Association

- Anthony hasn't responded

DUE NEXT WEEK:

- Email back
 - Scott Tess
 - Interested in all Urbana internship opportunities not just sustainability related
 - Minnesota GreenCorps program
 - Time for a meeting?
 - IHSI
 - Set up a meeting
 - Questions:
 - How much time does staff put in to make connections with organizations?
 - For Community-Academic Scholars, if the faculty isn't a part of connecting w agencies how much time does staff put in?
- Follow up
 - Organizations (Greenest Region Corps)
 - Dennis Donaldson
- Update Chart
 - IHSI
 - TCCPI
 - MGCP
- Investigate each counties Chamber of Commerce
 - Useful tool for outreach
 - Hosts list of all businesses
 - Possible questions:
 - Know of any sustainable internships?
 - Is there a list/member directory?
 - How to reach out to them?
 - <https://www.champaigncounty.org/>

Options for following up:

- Reference boss - put pressure on them to respond
 - Bcc: Eric
- Be polite
 - " I'm not sure if you saw my previous email."

Week: 2/25/21

Call with Shelby from MPCA

- More of a volunteer program rather than internship
- Professional development program
- Shelby's job - select host sites, members, train members, lots of admin

Marketing:

- No specific marketing tools

Recruitment:

- Pick up the phone and call a bunch of organizations (2009 when this started)
 - Because of very low budget
- Word of mouth
 - Ask organizations to share with their contacts (even if they aren't partaking)
- Send flyers
- Lots of newsletters - reach many people
 - MPCA has one that is sent to private citizens
 - Anything remotely environmental (state agency has connections)

Organizations:

- Required to work with nonprofits or universities so they targeted those groups (cities, counties, universities, etc)
- 40% returning host sites (automatically get an email when registration opens)

Budget:

- \$400,000 from Americorp (competitive federal grant)
 - Once accepted in the funding cycle - secured for 3 years
- \$600,000 from NPC (state funds)
 - Don't need to reapply
- Members receive a stipend / living allowance
 - Not a payment - 0 income
 - Set amount across the board (around 25,000 / member)
- Host sites don't pay anything
 - Ensures smaller organizations have the same opportunities
 - Host sites are required to have an office space, email, internet, a supervisor that works 3 hours/week

Staff:

Past

- Started with 18 people

Currently

- 3 NPC employees (could be 4)
 - Full time
- 8 more employees
 - 10% of time donated to program

- Technical experts

Separate from host site organizations

Application:

- Host sites submit project proposal
- Work plan, why project is important, capacity, community need, also admin information

Projects:

- Needs to align with 1 of 4 topic areas
- Cities/counties = forestry projects, waste reduction
- Universities = campaigns waste reduction, all over the place (same as nonprofits)

Member experience (Shleby's):

- Dependent on host site
 - If the supervisor doesn't know the content of the member's proposal to help it becomes frustrating/feeling of loneliness
- Professional development = really great
- Dependent on project (sometimes it falls through so admin needs to reassess with the member)

Chamber of Commerce

Directory > Search

- Sustainability > 1 result by religious affiliation
- Green
 - EZ Green Home
 - Help you reduce energy consumption and save money while providing a comprehensive look at your business and home's current energy usage
 - Green View Companies
 - Landscape contractors

Possible categories:

- Agriculture, Fishing & Forestry
- Business & Professional Services
- Employment & Staffing
- Government & Education
- Industrial & Manufacturing
- PUBLIC UTILITIES & ENVIRONMENT
 - I think a lot of these companies would be interested in internships
 - Electricity, Disposal, Recycling, Water,
- Real Estate & Construction

Should I email them to see if they can help?

Other:

- When I talked to Shelby - newsletters really helped
 - Maybe we can reach out to state agencies like MPCA
 - Also word of mouth
 - If IGBA knows of connections that could pass on information even if they aren't interested

3/4/21

Updates:

- Shelby from MPCA
- Chamber of Commerce
 - Wait to reach out
- IGBA
 - Eric will follow up with Cassie and Anthony
 - Try to explore their connections
- Dennis Donaldson
 - Give him a week before following up

DUE NEXT WEEK:

- Emails
 - IHSI - follow up with Emily
 - Scott Tess - 2 referenced connections
 - Greenest Region Corps - follow up

Week: 3/4/21

Lacey Rains

Forward email to Eric

IHSI

Emily responded to my email

Hi Emily,

We are just collecting as much information as we can about existing sustainability internships, working towards creating our own definition of a sustainability internship. I will be presenting our findings to a SWATteam in April, so March 18th should give us plenty of time.

Thanks,
Carissa

Greenest Region Corps

Edith Makra - Director of Environmental Initiatives

Hello Ms. Makra,

I'm sure you're very busy and might not have had a chance to look at my previous email, but I just want to follow up with you.

My name is Carissa Mysliwiec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course (*Campus Sustainability Intern*) for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research I discovered that the Greenest Region Corps focuses on community collaboration through local sustainability projects to help increase environmental awareness and further the region's commitment to sustainability. I have a few questions about these community collaborations.

- What specific marketing tools are used to bring in host organizations?
- Do some host organizations apply every year? If so, how do you continue these connections?
- Can you expand on how expenses are covered with federal AmeriCorps, Serve Illinois Commission, and the AmeriCorp grants?
- How many people are a part of the staff?

If it would be easier, I'd be happy to set up a quick phone or Zoom conversation to discuss in person. I don't want to take too much of your time, but I would really appreciate your help!

Thank you,
Carissa Mysliwec
630-802-0588
carissa5@illinois.edu

Scott Tess

Kevin Garcia, kjgarcia@urbanailinois.us

- Planning division interns - sustainability related

Hello Mr. Garcia,

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I'm working with Eric Green to collect information about existing sustainability internships, working towards creating our own definition of a sustainability internship.

I reached out to Scott Tess about sustainability-related internship opportunities in Urbana and he referred me to you. Would you be able to expand on these opportunities? If it would be easier, I'd be happy to have a phone conversation to discuss.

Please let me know if you have any questions.

Thank you,
Carissa Mysliwec
630-802-0588
carissa5@illinois.edu

HR office?

- Information about general internships

To Whom It May Concern:

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I'm working with Eric Green to collect information about existing sustainability internships, working towards creating our own definition of a sustainability internship.

I reached out to Scott Tess about internship opportunities in Urbana and he referred me to the HR office. Would you be able to expand on these opportunities?

Please let me know if you have any questions.

Thank you,

Carissa Mysliwiec
630-802-0588
carissa5@illinois.edu

3/11/21

DUE NEXT WEEK:

- Look at Chamber of Commerce
 - Look at volume of participants not specific companies
 - Rate
- Follow up email
 - Kevin Garcia - would HR be better to reach out to?

Week: 3/11/21

Champaign Chamber of Commerce

Advertising & Media (24)
Agriculture, Fishing & Forestry (31)
Arts, Culture & Entertainment (10)
Automotive, Aviation & Marine (23)
Business & Professional Services (109)
 - Air conditioning
Communications (11)
 - Cellular telephone service
Computer, IT & Technology (20)
Employment & Staffing (12)
Family, Community & Nonprofit (54)
Finance & Insurance (110)
Government & Education (52)
 - schools
Health Care (66)
Home & Garden (34)
 - Landscape architects
Industrial & Manufacturing (38)
Lodging, Travel & Tourism (31)
Ownership Type (73)
 - Minority Owned Businesses
Personal Services & Care (19)
Pets & Veterinary (4)
Public Utilities & Environment (12)
 - Energy, Water, Recycling
Real Estate & Construction (130)
 - Building materials, construction materials (architecture-related)
Religious Organizations (3)
Restaurants, Food & Beverages (68)
Shopping & Specialty Retail (77)
Sports & Recreation (11)
 - Parks (3)

Results:

- If based solely on quantity of participants:
 - Real Estate & Construction (130)
 - Finance & Insurance (110)
 - Business & Professional Services (109)
 - Shopping & Speciality Retail (77)
 - Ownership Type (73)

- Restaurants, Food & Beverages (68)
- Health Care (66)
- Family, Community & Nonprofit (54)
- Government & Education (52)

- If based on sustainability possibility:
 - Public Utilities & Environment (12)
 - Agriculture, Fishing & Forestry (31)
 - Business & Professional Services (109)
 - Real Estate & Construction (130)
 - Government & Education (52)
 - Government - low budgets
 - Industrial & Manufacturing (38)
 - Sports & Recreation (11)
 - Parks (3)
 - Home & Garden (34)

3/18/21

Meeting with IHSI (Emily & Kelsey)

Programs:

- We CU - more than health related
- Community Academic Scholars - health focused
- Seminar series - anything
 - Professional development
 - Grad students can speak to the community

ENVIRONMENT & HEALTH is what they'd mostly be looking for

We CU program:

- Katie Shumway - Director of the Community Learning Lab (CLL) in the School of Social Work
- CLL - connections with hundreds of local agencies
- Match units all across campus with community partners

Time - depends on students and projects

- Past: 40 hours / summer & 20 hours / semester
- Now: 400 hours / 4 years

Funding

- We CU
 - Overall unpaid but could be a part of the student's degree
- Us
 - We don't know the budget from the SWAT (Sustainability Work Advisory Team) team yet
 - If unpaid internship isn't a problem, we could partner with We CU for their connections to local organizations

Marketing

- We CU
 - CLL knows organizations one-on-one
 - Emails to all organizations
 - Can reach out about a specific need (sustainability)
 - Can ask if organizations have any general projects available

Meeting with Eric

Dennis Donaldson - let it be

- We want to focus on Urbana & Champaign

We CU - helpful to have their connections because we don't think we'll get far with outreach on our own

Final presentation: TBD (possibly April 19th)

DUE NEXT WEEK:

- Eric - set up meeting with IGBA
- Start writing up models
 - a. Structure
 - b. Pros/Cons
 - Include summary and table
 - c. Make recommendations
- Write internship for us

Example: We Cu

- Emily - students, CLL - partnership with the community
- Partner for volunteer hours
- Hours vary
- Pro - partnership with them if we don't have to worry about funding
- Con - unpaid

Due eventually:

- Chamber of Commerce - paragraph at the end of my report about potential community organizations / partnerships
- Eric - send survey to businesses about funding

Week: 3/18/21

Interdisciplinary Health Sciences Institute (IHSI) - We CU program

1. Structure
 - a. Katie Shumway - Director of the Community Learning Lab (CLL) in the School of Social Work
 - i. CLL has connections with hundreds of local agencies
 - b. Emily Stone - Co-director of this program
 - i. Mostly works with students
 - c. The goal of this program is to match units all across campus with community partners for volunteer hours and they can count towards the student's degree. The amount of time depends on the students and their projects. In the past, this program usually requires around 40 hours in the summer and 20 hours per semester. However, now they are considering changing the requirement to a total of 400 hours over 4 years. In terms of marketing, CLL knows all of the organizations one-on-one so they can reach out about a specific need, such as a sustainability project or send a mass message about any general projects available.
2. Pros
 - a. Partnership with them if we don't have to worry about funding
 - i. It would be helpful to have their connections to local organizations because we don't think we'll get far with outreach on our own
 - ii. This specific program is more than just health related - works with our sustainability goal
3. Cons
 - a. Unpaid - not an ideal situation/internship for students
 - b. Specific project for us would combine environment & health
4. Recommendation
 - a. I think it's a great opportunity to connect with another university organization and local organizations, but the payment situation is holding me back. As a student, I'm trying my best to find paid internships because without some sort of financial compensation (salary, stipend) it feels like free labor, which is hard if you need to pay for housing, food, bills, etc.

Minnesota Green Corps

1. Structure
 - a. Shelby Gamache - State Program Administrator (Minnesota Pollution Control Agency - MPCA)
 - i. Selects host sites, members, trains members, lots of administration duties
 - b. 3 NPC employees (including Shelby Gamache) - Full time
 - c. 8 more employees (technical experts) - 10% of time donated to program
 - d. The overall goal of this programs' projects is to increase the resilience of Minnesota communities to the impacts of climate change. Although it is more of a volunteer program rather than internship, members still receive a stipend (living

allowance) of around \$25,000 for 11 months. All of their funding comes from Americorp, which is a competitive federal grant (\$400,000) and NPC, state funds (\$600,000). This allows host sites not to pay anything, ensuring smaller organizations have the same opportunities as larger organizations. These local organizations are recruited through two major marketing tools: word of mouth and newsletters. In terms of the specific projects, they need to align with 1 of the 4 topic areas, including reducing air pollution, community readiness and outreach, green infrastructure improvements, or waste reduction.

2. Pros
 - a. Members are paid for their work through outside agencies (federal grant and state funds)
 - b. Specific sustainability areas of study for the projects
 - i. Somewhat easy to follow
3. Cons
 - a. Created their own connections with local organizations (more work)
 - i. Also, they don't have a specific marketing plan to guide our efforts
4. Recommendations
 - a. This program has a clear, straightforward sustainability goal and plan, which would be easy to follow, but finding the partnerships would be difficult and time consuming. Also, I'm in favor of the payment aspect of this program.

Tompkins County Climate Protection Initiative (TCCPI)

1. Structure

University of Illinois at Urbana-Champaign - Sustainability Internship

- Go through the same criteria as the chart? Include the structure? Who would be in charge of these parts? Student interaction, organization connection?

1. Structure

- Wasn't exactly sure what to do? I know what aspects I like from the programs, do I just write about that? Do I recommend figuring out a partnership with IHSI?

Goal, time, marketing, funding

3/25/21

UIUC Sustainability Internship:

- What would I recommend?
- Highlight pieces that would work for us:
 - Students (vague)
 - Funding
 - Project partners
 - Would we need a coordinator?
 - Connect students & partners
 - Scale
 - If we're rooting for 5 students, do we need a coordinator?

Models:

- IHSI - Community Academic Scholars
 - \$3,500 stipend
 - 8 weeks
 - Faculty
 - Emily - her time is a hidden cost
 - Possibly reach out and ask: If you only had 5-10 students how much time would it take to connect them to partners?

General info:

- Funding
 - Use my own research and knowledge
 - University or business or combination?
- No faculty
- Coordinator - part time position for now
- How many opportunities are out there?
 - We've already looked at areas through Chamber of Commerce
- Not tied down in mechanics
- Some data may not be available

Report:

- Doesn't need to be too descriptive
- Choose the easiest way to represent information
 - Table?
 - Descriptive paragraph?
 - Architecture infographic?
 - Could be used in portfolio

Google Drive:

- Share with Eric Green only and he can pass on the information if needed

DUE NEXT WEEK:

- Investigate resources IGBA proposed for the meeting
- Follow up with people I've talked to already (if necessary)

- Continue compiling information

Week: 3/25/21

IGBA resource suggestions:

- Loyola University
 - School of Environmental Sustainability (SES) - hands-on internship opportunities for students to get deeply involved in our environmental initiatives.
- CU Volunteer
 - No longer operating
- Gies College of Business
 - Not sustainability focused
 - Might have insight into outreach or maintaining partners/opportunities
 - Reach out to IBC
- Greenest Region Corps
 - Another way to contact them?

4/1/21

Loyola University - School of Environmental Sustainability: Internship Program

- Outside of school or within school?
- Set # of internships
- # of students
- Funding
- Collaboration possibly?
 - We are a bit farther away so it wouldn't necessarily be local

IBC

- Similar to our capstone course
- Any focus locally?
- Maybe partnership?

(Ignore for the time being - until after IGBA meeting)

DUE NEXT WEEK:

- Reach out to Loyola
- Continue looking at structures
- Finish logistics for our internship (present ideas - more complete)

Week: 4/1/21

Loyola University - Sustainability Internship Program

<https://www.luc.edu/sustainability/get-involved/fellows/index.shtml#Timeline>

- Goal: hands-on opportunities to get involved in our environmental initiatives
 - Initiatives:
 - Climate change conference
 - Biodiesel program
 - Biodiversity
 - Ecological restoration
 - Farmers market
 - International Jesuit ecology project
 - Solutions to environmental problems
 - Urban agriculture
 - Funding
 - Payment depends on the internship
 - Time
 - Depends on the internship opportunity (during summer/semester)
 - Members/staff/marketing
 - No information
 - External internships
 - Handshake
 - Job search sites
 - Specific categories
- https://www.luc.edu/sustainability/get-involved/student_act/internshipsjobs Careers/jobsearchsites/

Email

Contact: SES@luc.edu

To Whom It May Concern:

My name is Carissa Mysliwec and I'm a junior at the University of Illinois at Urbana-Champaign studying architecture and minoring in sustainability. This semester I am taking a capstone course (*Campus Sustainability Intern*) for my minor, working one-on-one with my instructor Professor Eric Green. Our goal is to develop a sustainability internship program by building relationships with sustainably-minded organizations in the community.

Through my research, I discovered that Loyola University Chicago has a School of Environmental Sustainability internship program that focuses on collaboration with local partners to address the school's environmental initiatives. I have a few questions about this program.

- How did you form connections with local partners and how do you continue to make these connections?

- What specific marketing tools are used to bring in organizations?
- Are interns paid? If so how are expenses covered (grants/donors/other)?
- How many people are a part of the staff?
- Are all intern positions filled every year?

If it would be easier, I'd be happy to set up a phone or Zoom conversation to discuss in person.

Thank you,
 Carissa Mysliwicz
 630-802-0588
carissa5@illinois.edu

UIUC Sustainability Internship Recommendations

Structure

- 2 Co-directors (similar to IHSI WeCU or CAS)
 - 1 - focus on reaching out to students
 - 1 - focus on reaching out to local community
- If we partner with WeCU, could we have our own form of payment?
 - It would just be helpful to have their reliable connections

Members

- The goal would be to have 5-10 students

Staff

- 2 - full time once partnerships are established
 - We will need more at the beginning - reaching out and developing connections with local organizations
- 1 coordinator - part time
 - Do you think we need this position?

Funding

- University
 - I liked the idea from the Minnesota Green Corps that organizations shouldn't have to pay because it ensures that smaller organizations have the same opportunities

Budget

- Some sort of financial compensation (stipend) is important because it shows students their time and work is valued and helps pay for housing, food, bills, etc.

Marketing

- Similar to Minnesota Green Corps - use as many platforms as you can
 - Phone calls/emails - bring in organizations
 - Newsletters
 - Flyers
 - Word of mouth
 - Social media - could be highly effective / easiest way to connect with college

students (for the most part)

Partners

- Chamber of Commerce - specific number of opportunities
 - We have categorized them based on “Quantity of participants” and “Sustainability possibility”
- As of now - we don't have any local partnerships, unless we work with WeCU

Sustainable Categories

- I like the idea of having specific categories that internship goals need to fall under, but starting out our focus should be on just forming connections and seeing what kind of sustainable opportunities are available

4/8/21

IHSI Programs

WeCU - 800 students

CAS - 35 students

Report

Not the same flow as the presentation

More than a few pages

Outline:

- Goal (paragraph)
- Methods
 - Programs
 - How we reached out
 - Ideas from SWAT Team
- Terms
- Table
 - Explain info in the table
 - Location
 - Representative
- Recommendations
 - Pull from organizations
 - Who's in charge

4/15/21

Meeting with Illinois Green Business Association (IGBA)

University contacts:

- ISU
 - Contact reaches out - Form - Send to students - Respond with applicants - Interview
- IL Wesleyan

Other possibilities:

- Greenest Region Corps (Mayor's Caucus)
 - If scale is larger we could lead students to their application
 - 7 staff (2 manage core: Ian & ?)
 - **Ask Cassie to get me in touch with them**
- Champaign County Economic Development Corporation
 - Contact: Carly?
 - <https://www.champaigncountyedc.org/>
- IL College of Business
 - Group of people interested in sustainability
- Entrepreneurial Center
 - Valarie ____
- IL EPA
 - Promote training of students to organizations
 - Manufacturer is most common area for projects
 - Businesses apply
- Randolph Street Garden
 - Look into their organization
 - Need help now
- Environmental Defense Fund
 - Energy efficiency
 - Contact: Ellen Bell

Their program:

- Time
 - Students - minimum of a year
 - Ensures the time spent training and getting comfortable with the relationship is worth it
- Payment
 - If unpaid, try to align with seminar for class credit
- Staff
 - Recruit
 - Promote
 - Application reviewer
 - Relationship with business

- Relationship with students
- Projects
 - Broad, mostly what client needed
 - Common categories: waste, energy, packaging
- Other positions (business side)
 - Sustainability business consultant
 - Marketing / outreach
 - Campaign
 - Research

Tips:

- Someone needs to tend to relationships with people//partnerships
- 2 way street - both the intern and partner need to value the partnership and benefit from the project
- Quality vs quantity
- Someone needs to manage the relationship / keep track of progress but not hand holding
- IGBA will help if we need
- Shadowing other programs is helpful
- Be aware of labor laws

Our staff possibilities:

- 1 full time / 1 part-time : manage
- 1 person: face of program / build relationships with businesses

Questions:

- Scale:
 - Danville, Rantoul, Effingham?

5/13/21

Meeting with Greenest Region Corps (Edith Makra & Katie Friedman)

- 2018 - present
- Follow the Greenest Region Compact
- Their programs focuses on working with municipalities
 - When students join as interns, they work on many different projects throughout their 11 months

Structure:

- Edith Makra - director of environmental initiatives
- Katie Friedman - works with the students
 - Helps with cohesion between administration, members, and community organizations
- Both - core of this program, part of the application review process, work on other projects outside of this organization
- Would another staff member be helpful? Yes, reporting takes a lot of time. It would be beneficial to hire someone to do this task, but budget is a concern

Funding:

- AmeriCorps - not a fan
 - Poorly planned
 - Very bureaucratic, which takes time away from making this program better
 - Require each municipality to sign their document (unnecessary)
- Private funding through organizations is always the goal

Organizations:

- Variety of organization sizes
- \$20,000 is usually worth it for a full time staff employee
- Some organizations have put together a sustainability saving fund, which pays for the employee
- Outside grants also support smaller organizations
- However, they have rarely found that money is an issue

Marketing:

- Direct emails (start of their program)
- Word of mouth (currently)

Members:

- Usually recent grads

Sustainable Categories:

- 10 categories
- Before the program began, Edith Makra studied communities and analyzed their current initiatives
 - From there she asked what each community wanted and tried to look for overlap with what they needed

Future projects:

- Possibly creating a co-op program with undergrads and grads

Involvement throughout the year?

- There are certain parts of the year that are more stressful than others, such as reviewing applications and applying for grants
- Katie tries to meet weekly with members via Zoom meetings
 - This allows students to express any concerns they have as well as learn about the projects other members are working on
 - You become a part of a professional network and a community
- Also, Katie tries to have quarter check ins with the organizations, but this doesn't always happen

In general:

- Municipalities do more with less
- Leverage staffing

Partnership with UIUC:

- If we're looking for a longer internship, they would be interested in partnering with us
- They are more than willing to answer any questions we may have

	IHSI - Community Academic Scholars	IHSI - We CU	Minnesota Green Corps
FUNDING SOURCE	<p>½ internal institution ½ partners</p>	<ul style="list-style-type: none"> N/A 	<p>\$400,000 from Americorp (competitive federal grant)</p> <ul style="list-style-type: none"> Once accepted in the funding cycle - secured for 3 years <p>\$600,000 from NPC (state funds)</p> <ul style="list-style-type: none"> Don't need to reapply <p>Host sites don't pay anything</p>
BUDGET	<p>\$3,500 per applicant</p> <ul style="list-style-type: none"> The purpose is to offset the cost of housing and/or other living expenses during the program 	<p>Unpaid</p> <ul style="list-style-type: none"> But could be a part of the student's degree 	<p>Members receive a stipend</p> <ul style="list-style-type: none"> \$25,000 / member
TIME	<p>10 weeks (summer)</p>	<p>Past: 40 hours / summer & 20 hours / semester Now: 400 hours / 4 years</p>	<p>11 months (mid-September through mid-August)</p> <ul style="list-style-type: none"> Full time
MEMBERS	<p>16</p>	<p>800</p>	<p>48</p>
STAFF	<ul style="list-style-type: none"> Emily Stone - student interaction Kelsey Hassevoort - faculty interaction 15 faculty mentors 	<ul style="list-style-type: none"> Katie Shumway - local agencies Emily Stone- students 	<p>3 NPC employees (could be 4)</p> <ul style="list-style-type: none"> Full time <p>8 more employees (technical experts)</p> <ul style="list-style-type: none"> 10% of time donated to program
MARKETING	<p>Listening tour in the community</p> <ul style="list-style-type: none"> Meet many leaders of local organizations Understand public health priorities and find areas of mutual need and interest <p>Attend community coalition meetings</p>	<p>Connection to Community Learning Lab (CLL) - knows organizations one-on-one</p> <p>Emails to all organizations</p> <ul style="list-style-type: none"> Can reach out about a specific need (sustainability) Can ask if organizations have any general projects available 	<p>Nothing specific:</p> <ul style="list-style-type: none"> Beginning - phone calls Newsletters Flyers <u>Word of mouth</u>

PARTNERS	<ul style="list-style-type: none"> ● Champaign Urbana Public Health Department (CUPHD) ● Champaign County Forest Preserve District ● Urbana Park District 	https://socialwork.illinois.edu/community-partnerships/student-focused-partnerships/community-learning-lab/community-partners/ Few from list of many: <ul style="list-style-type: none"> ● Champaign Unit 4 School District ● Carle ● Champaign-Urbana Public Health District ● Champaign County Children's Advocacy Center 	Any public entities (local, regional, state, tribal), school districts, higher education, nonprofit organizations <ul style="list-style-type: none"> ● Many counties, cities, and universities ● Metro Blooms ● Grandma's Marathon Duluth, Inc
SUSTAINABLE CATEGORIES	N/A - heavily health related	ENVIRONMENT & HEALTH is what they'd mostly be looking for (more than health related)	<ul style="list-style-type: none"> ● <u>Reducing air pollution</u> (including energy conservation, green transportation) ● <u>Community readiness and outreach</u> (including public engagement, education, volunteer mobilization) ● <u>Green infrastructure improvements</u> (including stormwater, urban forestry) ● <u>Waste reduction</u>, recycling, and organics management
PROJECT EXAMPLES	<ul style="list-style-type: none"> ● Addressing COVID-19 Health and Educational Disparities ● Improving Health and Access for Disadvantaged Communities ● MOVE MS and Beyond: Fostering physical activity through community programs 	Summer 2020: <ul style="list-style-type: none"> ● Creating programs for seniors with Circle of Friends ● Running a needs assessment by phone with local artists with Urbana Arts and Culture ● Sewing cloth masks for community groups in need with Krannert Center for the Performing Arts 	<u>Green infrastructure</u> Raise awareness and lead equitable engagement to nurture community resilience through stormwater management, urban forestry initiatives, pollinator habitat creation <u>Waste Reduction</u> Help reduce the amount of food waste generated in the retail and food service sector while providing quality, fresh, wholesome food to the hunger-relief system.

	TCCPI	Greenest Region Corps	IGBA
FUNDING SOURCE	Grant - from local foundation	<ul style="list-style-type: none"> • \$16,000 - AmeriCorps • \$20,000 - Host community (cover all other expenses, including the remainder of the living allowance, health insurance, payroll taxes, travel, training, etc) 	Depends on the business
BUDGET	?	\$18,500 / member - for 10 months of service	Depends on the project <ul style="list-style-type: none"> • If unpaid, try to align with seminar for class credit
TIME	1 year Organization - monthly meetings <ul style="list-style-type: none"> • sometimes university students present at them Ithaca 2030 District <ul style="list-style-type: none"> • No specific amount of hours/week • Separate from monthly meetings 	11 months (October - September)	1 year (minimum) <ul style="list-style-type: none"> • Ensures the time spent training and getting comfortable with the relationship is worth it
MEMBERS	1 (engineering students at Cornell University)	12 (usually recent grads)	?
STAFF	7 full time positions: - Business, Education, Local government, Nonprofit, Youth, Coordinator, Intern	Edith Makra <ul style="list-style-type: none"> • Director of Environmental Initiatives Katie Friedman <ul style="list-style-type: none"> • Student interactions 	Anthony Santarelli <ul style="list-style-type: none"> • Directs and maintains the Technical Advisory Groups Cassie Carroll <ul style="list-style-type: none"> • Develops partnerships with businesses
MARKETING	<ul style="list-style-type: none"> • Newsletters • Social media 	<ul style="list-style-type: none"> • Direct emails • Word of mouth 	Certification brings businesses in <ul style="list-style-type: none"> • Focus on keeping those relationships

PARTNERS	<ul style="list-style-type: none"> ● Cornell University ● City of Ithaca 	<p>10 sites total</p> <ul style="list-style-type: none"> ● Village of Park Forest ● City of Evanston ● Rockford Region 1 Planning Council ● Metropolitan Mayors Caucus 	<p>A few examples from an extensive list: Marriott, Busey, Green Home Experts, Loyola University, Oak Park Township</p>
SUSTAINABLE CATEGORIES	<p>N/A - Anything related to reducing greenhouse gas emissions and accelerating the transition to a clean energy economy</p>	<ul style="list-style-type: none"> ● Climate ● Economic development ● Water ● Energy ● Land ● Leadership ● Mobility ● Sustainable communities ● Municipal operations ● Waste and recycling 	<p>Relies on what the client needs</p> <ul style="list-style-type: none"> ● Common categories: waste, energy, packaging
PROJECT EXAMPLES	<p>Collect and analyze energy and water performance data for the Ithaca 2030 District</p>	<ul style="list-style-type: none"> ● Wrote sustainability plans ● Created a natural area management plan and a wetland management plan ● Sustainable business recognition program and created resources and checklists for businesses ● Researched local backyard chicken-keeping ordinances 	<p>Within IGBA:</p> <ul style="list-style-type: none"> ● Sustainability business consultant ● Marketing / outreach ● Campaign ● Research