

SUSTAINABILITY INTERNSHIP PROGRAM

GUIDING DOCUMENT

I. Purpose & Mission

The Sustainability Internship Program is a student worker program under Marquette University's Facilities Planning & Management department carried out by the Sustainability & Energy Management Coordinator. Positions are paid through work-study or department funds depending on availability. Regardless of funding source, interns have the same expectations.

The mission of the program is to offer a high-quality professional development experience to students in exchange for their work to progress Marquette's sustainability goals. Sustainability Interns will work to operationalize sustainability through organizing events, developing creative programming and initiatives, conducting peer-to-peer outreach, collecting & analyzing data, and conducting research. Project content focuses on five main impact areas: academics, operations, engagement, planning & administration and innovation/leadership.

The program is open to all students and a diversity of majors is encouraged. To join the program, students must apply through a competitive application process. Positions last throughout the academic term, hiring in the fall semester.

II. Structure

The program will consist of 5 positions with students working 4-10 hours per week. As students grow within the program they will have the opportunity to be promoted into a managerial role. All Sustainability Interns will report to the Sustainability & Energy Management Coordinator and may have mentorship by other campus partners related to their specific projects.

Sustainability Manager Intern Promotion Criteria

- Completed two full semesters as a Sustainability Intern.
- Completion of one sustainability project/initiative.
- Led two team meetings.
- Completion of at least one "social responsibility" training including, but not limited to:
 - Implicit Bias Training
 - Safer Spaces Training

III. Roles & Responsibilities

Meetings

Attendance at meetings is considered mandatory outlined in the Worker Agreement (*Appendix A*). All Sustainability Interns will attend a weekly meeting that will address the following:

- Housekeeping items (notices, upcoming events, professional development opportunities, etc.)
- Progress on individual sustainability commitments
- Report out on projects to brainstorm ideas, overcome roadblocks, etc.
- 10-40 minute lesson on Sustainability learning outcomes taught by S&EM Coordinator, Sustainability Manager Intern, Sustainability Interns or guest speaker.

Additional meetings will take place with project groups, the S&EM Coordinator, or mentors on an as needed basis.

Guiding Text

All behavior-change based programs will be carried out using the methodologies of Community-Based Social Marketing. All Sustainability Interns will read and refer to the text *An Introduction to Community-Based Social Marketing: Fostering Sustainable Behavior* by Doug McKenzie-Mohr Ph.D, provided by the Sustainability & Energy Management Coordinator. Interns will come to understand how to utilize these strategies to roll out programs and outreach campaigns.

Responsibilities

All interns are expected to do the following at a minimum to participate in the program:

- Uphold the Marquette values of excellence, leadership, faith and service in all that you do to progress Marquette's sustainability goals and priorities.
- Always be punctual to work meetings, shifts, and events.
- Attend all scheduled weekly meetings and shifts.
- Communicate schedule conflicts for meetings, events, and work shifts ahead of time, when possible, per the Worker Agreement.
- Be available to work a minimum of 4 hours per week.
- Be able to work independently and a part of a team depending on the needs of a project.
- Complete one or more projects per academic term.
- Attend the SIP orientation.

Areas of Focus

- A. Academics
 - i. Project examples
 - 1. Incorporating the UN Sustainable Development Goals into curriculum; sustainability literacy assessment; hosting environmental education events and workshops.
- B. Engagement
 - i. Project examples
 - 1. Continued management of social media content creation and marketing; website assistance; promoting and creating events; integrating sustainability into orientation and campus tours; MU student groups liaison.
- C. Operations
 - i. Project examples
 - 1. Creating and managing energy dashboards; waste monitoring; sustainable food procurement policy; zero waste implementation; process improvement in various operational areas
- D. Planning & Administration
 - i. Project examples
 - 1. Assist with campus sustainability strategic planning efforts; funding sustainability-related projects.
- E. Specialty Projects
 - i. Project examples
 - 1. STARS reporting; EPA Energy Star

IV. Application and Hiring Process

Additional resources and materials for hiring can be found on the HR website as well as the Campus Sustainability SharePoint in the Student Interns folder.

- Marketing for fall positions will begin in March-April with all hiring being complete by May.
- If needed, a second hiring period will begin in mid-August with all hiring being completed by the end of September.

Recruitment

- Positions will be posted on Job Connection by FPM HR coordinator
- Positions will be shared with various departments internship coordinators and student group leaders such as SEAC, NASA, FFM, MUSG, BSA

Application Process

- Applicants will be required to submit a resume and in lieu of a cover letter, respond to the following questions:
1. What interests you most about the position and how will it help you advance in academic and professional career?
 2. What experience and/or knowledge do you possess that will help you succeed in this role?

Interviewing

- All applications will be reviewed after the deadline, ideally selecting the top 8-10 candidates to interview for a position.
- Refer to the interview questions in the Student Interns folder in the Campus Sustainability SharePoint.

Hiring and Onboarding

- All students who are hired will read through this guiding document and sign a Worker Agreement.
- Once hired, students will go through a mandatory training offered by the Sustainability & Energy Management Coordinator
- Students will go through any employee training required by MU Human Resources

V. Learning Outcomes & Opportunities

The purpose of the learning/teaching aspect of this program is threefold:

- To increase the marketability of a Sustainability Internship position by providing students with a deeper set of skills that can look stronger on a resume.
- To increase satisfaction and meaningfulness for students in the Sustainability Internship Program, which we will lead to greater retention, shift community culture, and increase project quality.
- To provide students with foundational knowledge of climate science, environmental communication, sustainable food cycling, sustainable material management, and energy management that is essential to succeeding in the sustainability field.

Professional Development Opportunities

- Give one presentation on a Learning Outcome at a team meeting.
- Attend at least one professional meeting, training, workshop, conference, or tour.
- Write an Op-Ed for the Marquette Wire

- Workshop resume, cover letter and interview skills with S&EM Coordinator or with Career Services contact.
- Participate in a community engagement event/program on or off campus.

Learning Outcomes to Explore

- Ability to describe Marquette's 2025 sustainability goals and various initiatives currently underway.
- Know the 5 affirmations of the Saint Francis Pledge
- Understand what carbon neutrality is and ways to achieve this in higher education.
- Ability to describe various sustainability reporting tools and methods.
- Understand the pros and cons of major energy sources.
- Ability to name and describe the most commonly used energy metrics.
- Describe how the greenhouse gas effect works.
- Describe the components of a greenhouse gas inventory (scopes 1,2, &3)
- Describe the basic methods of measuring climate change.
- What are the primary anthropogenic greenhouse gasses and what are their sources.
- Explain the link between economic growth and material use.
- Explain material resources as commodities. Know what is recyclable and what is not and why.
- Understand attitudes about waste and recycling and waste pollution.
- Be able to draw the complete waste hierarchy.
- Be able to draw the complete food waste hierarchy.
- What are methods of curtailing upstream waste creation?
 - Behavioral change
 - Purchasing policy
 - Economic growth paradigm
- Understand what an ecosystem is and what the four types of ecosystem services are.
- Be able to list the pros and cons of the various green building framework and certification processes available.
- Understand what greenwashing is and how to identify it.
- Have a deep understanding of what community-based social marketing is and how it can be utilized to foster sustainable behavior change.

APPENDIX A

Worker Agreement

Marquette Sustainability Worker Agreement

The following expectations apply to anyone who works with Marquette Sustainability. The expectations outlined serve to inform you how Marquette Sustainability operates. It's not about being strict; it's about being efficient, so that we can accomplish as much as possible to make the world a better place. And, it's about being respectful of each other's time, so that we don't waste your time and you don't waste ours. We believe every student, regardless of experience level, can advance their career by being punctual, prepared, reliable, and professional. If you put forth the personal effort to master those skills, we will do our best to help you along in your career and realize your dreams.

- **Punctuality.** Above all else, we value punctuality and showing up for all of your work shifts. One minute late is late and you will be given formal warnings for every time you're late even if it's just a couple of minutes.
- **What if I need to call out? Follow the 2-2-2 rule.** If you have a scheduling conflict with your work shift, like a class field trip or a study session you want to attend, please give us *two days* or more warning. If you get sick and can't come in, please give us *two hours* or more warning. If you have a family emergency or something comparable, give us *two minutes* warning (in actuality, you may not be able to uphold the 2-2-2 rule because circumstances happen beyond our control—the point is to let us know as soon as possible when you know you're not going to be able to make it into work. If no prior warning was possible because of an emergency, then please let us know as soon as you can afterward once you and the others around you are safe.
- **Talking on personal cell phones, or texting should be limited to less than two minutes per hour while working.** If you are waiting for an important phone call, or are dealing with an emergency, just let your supervisor know and reasonable accommodations can be made.
- **Using social media is prohibited while you are working,** unless you are working on a social media project or documenting work for Marquette Sustainability purposes.
- **Doing homework while you are working is prohibited.** If you have trouble balancing academics and this internship, we can discuss adjusting your schedule.
- **Confidentiality.** You may be handling confidential information for the University. You must keep this information confidential and not share files with other people outside of our department without prior permission (For example, you may be exposed to contract information, survey data, energy prices, proposals, energy or waste data, or other confidential items). If you have any questions about sharing information, please feel free to ask.

- **Harassment and/or bias in any form is not tolerated at Marquette University.** This includes sexual misconduct, discrimination, bullying, hateful speech, and other similar behavior.
- **Consequences.** If you don't uphold these expectations, you may receive up to three warnings: one oral and two written. Following the second written warning, you may be terminated. However, termination may occur without any prior warning for egregious behavior such as harassment, stealing, illicit drug use or other dramatic actions.
- **If you do uphold these expectations, we will work hard to help you develop your professional skills and improve your resume.** We care a lot about our students and want you to have a rewarding career.

Student Worker—

I _____ (print name) understand these expectations for my work study position.

Signature

Date

Supervisor—

As a supervisor in the office of sustainability, I _____ (print name), will do my best to provide professional development opportunities to you, including offering hands-on work experience, expanding your knowledge areas, giving feedback on work strategies, helping to build your resume, helping to build your professional network, offering tips for job searches, and serving as a reference for future jobs and educational endeavors.

Signature

Date

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