

CLIMATE CORPS INTERNSHIPS

reset and reconnect

Agenda

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Overview

Connecting SUNY students to environmental opportunities at NYS agencies

- Empire State Development grant
- Program launch 2024 with 36 students
- 2025 program 38 students
- NYS mandates: EO22 & CLCPA



Impact

from students' POVs

Skills Gained:

- policy research
- interpersonal communication
- time management
- goal setting
- sustainability knowledge
- teaching
- report writing
- technical writing
- plant identification
- government structure
- working in an office environment
- hiking skills
- outreach
- public speaking
- leadership

“It opened my eyes to a path that I didn’t know I needed to follow“

“Nothing can teach you more about what you want to do with your day-to-day until you experience things for real!”

“I think it will help me make a more informed decision about what kind of work I would like to do.”

MOU Agreements

renewed annually

SUNY

- review and approve job descriptions
- promoting the program as a whole
- Providing reimbursement for intern salaries
- Gathering data through surveys

Agency/Authority

- Meaningful internship experience
- Posting job descriptions
- Hiring process
- submitting invoices for reimbursement of intern salaries
- provide mentorship for students
- provide a training/onboarding for students

Feedback & Challenges

- Student recruitment
- Communication and organizing 9 processes
- Budget announcements
- Incomplete data collections for ESD

Student Recruitment



Agency responsibility

- Handshake (highly recommended!)
- Regular posting and recruitment methods
 - note: internships can be advertised as for-credit!
- Sending descriptions to SUNY

SUNY responsibility

- Posting descriptions on website
- Email blasts out to career offices, sustainability network
- Career fair tabling

Communication & Organization

Agency responsibility

- Fill out communication form:
<https://forms.office.com/r/axXmPnHvAN>
- Attend regular meetings (2x yearly)
- Contact Juliana with questions/concerns

SUNY responsibility

- Administrator website
- Regular email communication
- Hosting meetings
- Communicating surveys & forms



Budget Announcements



Agency responsibility

- Budget request form
 - budget process is rolling until March
- Invoices due quarterly

SUNY responsibility

- Budget approval within 14 days of form submission
- Invoice reminders
- Reimbursement for expenses paid

Data Collection



Agency responsibility

- Administering quarterly student surveys
- Completion of new hire student survey within 30 days of hire date

SUNY responsibility

- Making forms available and easy to access
- Transparent data collection
- Reminders of what is due

Please share past intern contact information if you have it!

Budget & hiring timeline

1. Gather interest/capacity from supervisors
2. Submit budget request form
3. Receive approval within 14 days, contingent upon job descriptions
4. Submit job descriptions for approval, hear back within 1 week
5. Post and advertise jobs, hire candidates
6. Have intern submit New Hire Survey within 30 days of hire date
7. Ongoing: student pulse surveys, professional development webinars

In-person event

- May 2026
- Getting the word out through communication channels

Questions

- other resources needed?
- clarifications?