

Campus as a Classroom Project Guidelines & Expectations

Program Background

Campus as a Classroom (CAC) emphasizes using the campus as a testbed for students to develop innovative solutions to sustainability challenges through experiential learning opportunities, such as student internships. In partnership with Facilities and participating departments, the University Sustainability Office seeks proposals annually for projects to be completed by undergraduate and graduate students that advance university sustainability objectives.

Students participating in the CAC internship program may be focused on meeting degree requirements, gaining professional experience, or entering the workforce with a sustainability-oriented mindset. Students may work individually or in small teams and are expected to work approximately **6 hours or more per week** depending on the position. However, students may not work more than 20 hours per week.

Participating students will be expected to not only work on their assigned projects, but also to take part in **monthly cohort meetings** and complete supplementary workshop modules. The meetings and modules, which are both hosted and/or planned by the Sustainability Office, are intended to enhance students' knowledge and skills in the areas of sustainability principles, project management, and professional development.

Project Guidelines

- Each project should have a predetermined goal(s) with target objectives but allow for student decision-making and project management
- The project should address an aspect of sustainability on campus
- The project should have context and meet an established need
- The project should help to advance the NC State's sustainability efforts by addressing a new topic or issue OR by revisiting past projects that need to be modified in order to remain impactful on campus.
- The project should be extensive enough to provide enough work for a student to complete through an academic year

Funding

In order to host a Campus As A Classroom intern(s), a department must provide funding for the student intern(s). If funding is not available within a department's budget, there are several sources on campus that may be able to assist with full or partial funding. Students will work 6 hours/week (potentially more depending on the position) for approximately 29 weeks over the course of the year. Based on that model, partners should anticipate paying **\$2,262** (\$13/hour)

for an undergraduate student and **\$2,610** (\$15/hour) for a graduate student for one academic year.

- **NC State Sustainability Fund:** Grants for projects (which could include funding for undergraduate or graduate student internships) are due in February. Funds are available to use beginning the following fiscal year. Funds are available for one fiscal year, and funding for project materials and other expenses can also be requested as part of the grant proposal.
- **Provost's Professional Experience Program (PEP):** Departments can apply in the spring to receive partial funding (75% of funding is covered) for on-campus internships. However, PEP is limited to undergraduate students.
- **Federal Work Study:** Departments can apply on a rolling basis to be a Federal Work Study Location. The program offers partial funding (75% is covered) and limits your selection of students to those who qualify to receive Federal Work Study.

Project Supervisor Expectations

- Participate in the student interview and selection process
- Develop a sustainability-related project with a defined question or objective that can be completed with reasonable effort by an individual or a small team of students
- Meet with the intern(s) at least every two weeks to provide any specialized training or guidance needed to complete the project and to evaluate progress
- Attend a final presentation of the interns' work in late April
- Complete students' weekly timesheets
- Supervisors are **not** expected to attend or coordinate the monthly cohort meetings and/or supplementary workshops, provide training in effective teamwork, or manage conflicts

Student Expectations

- Students will be expected to work approximately 5-6 hours per week (possibly more depending on the position), which includes the following:
 - Time spent on their assigned project
 - Attending monthly Campus as a Classroom cohort meetings
 - Completing supplementary workshop modules between monthly meetings
- Students should apply their own knowledge and skills to complete the project, while also conducting necessary additional research.
- Students should hold themselves accountable and others involved in the project to meet project objectives
- Students will be expected to create a final presentation to be given at the end of the spring semester
- If the project is not completed, students will be required to develop a transition document that will allow for a future intern(s) to adopt and finish the project