

2019 INTERNSHIP MANUAL



NOLO CONSULTING, LLC



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Introduction

Congratulations on having been selected as one of the 14 finalists to receive a paid internship in the United States in the field of agriculture. We, at Nolo Consulting, are excited to be able to offer you this opportunity and look forward implementing this component of our *Hispanic Talent Development and Recruitment Program*, a grant agreement between Nolo Consulting and the United States Department of Agriculture – Natural Resources Conservation Service (USDA-NRCS).

Successful completion of this project will establish working and long-lasting opportunities for Hispanic communities and recruitment priorities to attract talented individuals from Hispanic-serving institutions and other secondary education programs. Our goal is to build and grow new partnerships in Hispanic communities across the nation and Puerto Rico, establish a pool of talented bilingual professionals that could help satisfy the agency's strategic goals to reach a growing number of U.S. Hispanic/Latino farmers and operators, and develop a proactive plan to serve Hispanic students in states with the fastest percentage growth of Hispanic residents.

This manual is intended to provide basic guidance and answer questions you may have about the internship program in general. Please note, this manual does not answer specific questions about your unique internship assignment, you will be assigned a point of contact and/or supervisor who will explain local policies and procedures.

Again, congratulations and good luck!

Best,

Nolo Consulting, LLC Team



General USDA-NRCS Intern Job Description

POSITION: USDA-NRCS Bilingual Summer Internship (full time; 8 weeks)

ORGANIZATION: USDA Natural Resources Conservation Service

CONTRACTOR: Nolo Consulting, LLC, Southeast Hispanic Farmer Outreach Program

CONTRACTOR'S CONTACT AND OFFICE ADDRESS:

Dr. H. Nolo Martínez, nolomartinez@gmail.com

Telephone: 336-501-3421

3813 Birchwood Court, Raleigh, NC 27612

POSITION LEVEL: Full-time position; 40 hours per week, 6 to 8 weeks

OVERVIEW OF NEED AND PROJECT DESCRIPTION: According to the USDA Census and data analysis conducted by the *Southeast Region Hispanic Farmer and Operator Outreach Program*, all categories of minority-operated farms increased since 2007. During that period, Hispanic-operated farms had one of the most significant increases. There are many more Hispanics/Latinos actively owning, managing and operating farms. Hispanic farmers are the largest ethnic minority group of farmers in the United States, with over 67,000 farmers nationwide. Hispanic farmers tend to be slightly younger than the average American farmer with the average age of 57.1 compared to 58.3 years old. Moreover, in recent years and according to the agricultural census, the number of Hispanic female farm operators also increased significantly.

In 2017, [Nolo Consulting LLC](#)., produced the most comprehensive report with a wide-ranging analysis of key indicators of Hispanic/Latino farmers in the Southeast Region. The data analysis and findings helped the Southeast Hispanic Farmer and Operator Outreach Program establish a baseline and delineate a successful outreach strategy to connect socially disadvantaged Hispanic farmers and operators in the Southeast Region of the U.S. with USDA programs.

Traditionally, U.S. Hispanic farmers are most heavily concentrated along the Gulf Coast, Southwest, and West Coast, with Texas, New Mexico, and California having the highest numbers of Hispanic farmers. However, based on the most recent demographic growth of Latinos in the United States, the Southeast Region has the most distinctive upsurge. The Southeast Region has almost 11,000 farms with a Hispanic/Latino operator, with more than 1.6 million acres of land in those farms. Hispanic farmers and operators are involved in all types of commodities and crops, beef cattle ranching, greenhouses, nursery, floriculture production, poultry and egg production, hog and pig farming, and tobacco farming in the Southeast Region states.

One of the strategic limitations of NRCS leaders and offices in the Southeast region is how to increase the pool of qualified and skilled bilingual agricultural professionals to outreach, educate and support the growth of Hispanic farmers. It is feasible to close outreach and educational



gaps in the Southeast Region and across the nation, if and when more bilingual agricultural sciences students and young professionals from accredited educational institutions are hired and continuously exposed to jobs and opportunities supporting local agricultural conservation efforts that are reaching only a limited number of Hispanic farmers.

The NRCS, with nearly 3,000 offices in communities nationwide, provides local job opportunities in every U.S. state and Puerto Rico. The 2019 NRCS opportunity for bilingual interns is for both, indoor and outdoor work, based on students' diverse career goals. Bilingual interns will be assigned to conservationists and work hand-in-hand with producers, landowners and partners to implement, review or recommend voluntary conservation practices that work for all agricultural operations and the environment. There are many careers in conservation and the 2019 summer internship invites students with a variety of majors, including but not limited to: soil science, general field crops, engineering, biology, farm management and animal sciences. The qualifications include knowledge in farm operations, familiarity with conservation practices, minimum of 15 semester hours in subjects such as soil sciences or a related agricultural or natural resource discipline including agronomy, forestry, agricultural education, or agricultural engineering.

GENERAL DESCRIPTION OF INTERNSHIP: Qualified and selected Hispanic students from 4-year colleges/universities will be hired at the following USDA-NRCS state offices: Florida, Georgia, Indiana, Louisiana, Mississippi, North Carolina and Puerto Rico through third-party internship that provides pay and stipends. Students will be working closely and under the supervision of NRCS scientists, from wildlife biologist to GIS specialists, that develop the tools to implement conservation that is rooted in science and based on cutting-edge technology.

USDA-NRCS STATE LIAISONS:

Florida, Craig Prink - MLRA Soil Survey Office Leader

Georgia, Charles Lagoueyte, MLRA

Indiana, Andrew Pursifull, P.E. - Area Engineer

Louisiana, Randolph Joseph, Jr., Assistant NRCS State Conservationist

Mississippi, Kevin Kennedy, Acting NRCS State Conservationist

North Carolina, Rafael Vega, NRCS State Resource Conservationist

Puerto Rico, Frank Velázquez, NRCS Assistant Director for Field Operations

COMPENSATION: Salary is \$15.00/hr as well as housing and travel stipends.

TRAINING AND SKILL DEVELOPMENT RESULTS OF BILINGUAL INTERNSHIP: As an NRCS employee, the interns' work will support NRCS' conservation mission. NRCS offices supporting this program are eager to develop strong long-term and, in most cases, permanent relationships between the NRCS staff, the Hispanic farmers and new bilingual agricultural professionals. Employee development, training and promotion are essential for these state offices and leaders to achieving NRCS important mission.

Hispanic/Latino Student Advisory Council

An important component of the 2018 internships was the Student Advisory Council. All students who accepted an internship made up this council and shared equal leadership in its development. The purpose of this internship was the establishment of a Hispanic/Latino Student Advisory Council that reinforced the NRCS agency's plan to expand the diversity of the agency and multiply outreach efforts to prepare customers across all communities- subsequently customers in rural and urban areas will stay involved and aware of the latest conservation programs and practices. Interns from the 2019 Internship Program will be added to the advisory council as members and representatives.

Hispanic/Latino Advisory Council Background

Performance outcome:

Increase awareness of NRCS opportunities and its mission among young Hispanic students and young professionals in the fastest growing Hispanic states. A long-term relationship between NRCS and Hispanic undergraduate and graduate students requires active investments on representation and participation of student leaders. The plan is to establish a Region-wide Latino Student Advisory Council to serve as the “eyes and ears” of NRCS in Hispanic colleges and universities across the Southeast at HSIs and 1890 Colleges and Universities.

The program will review data to determine and learn about Hispanic student leaders that will support NRCS' strategies to recruit and hire underrepresented students. The establishment of an Advisory Council supports the agency's plan to expand the diversity of the agency and multiply efforts to prepare Hispanic communities and stay relevant. As the eyes and ears of the agency they will help answer the following questions: (a) what are the most significant issues affecting the Hispanic farmers and operators as it relates to agency issues? (b) what are the strength of the Hispanic community in supporting the mission of NRCS? and (c) how is NRCS' relevant to the community issues identified in question (a)?

Recruitment Selection Criteria include several indicators to support diversity and inclusion. Some of the variables to consider as we select the council include:

1. Interest in participation, location, subject matter representation, college academic majors, connection with the Hispanic community, volunteer experience and gender representation.
2. Be in the key areas of agronomy, soil sciences, horticulture, crop protection, animal science, agricultural education, agricultural engineering and others.

Other activities and benefits:

1. Identify and establish contact with Hispanic Professional Associations across the nation in the field of agriculture.
2. Identify positions and employment opportunities that are most critical to fill and those positions in state and regions with the highest need for bilingual Hispanic professionals.
3. Establish and maintain a baseline of Hispanic professional representation by state and county; this baseline will provide an opportunity to establish recruitment targets as well as to offer information to student about benefits and salary compensations.
4. These members will meet virtually during the fall semester and the meeting will be facilitated by the agency's bilingual consulting team.
5. During the monthly meetings, advisory council members will have a chance to listen and learn about NRCS programs and initiatives,
6. Student leaders will have the opportunity to diffuse agency information to their colleagues and students, and the council will help the agency improve outreach strategies to Hispanic communities

All interns are a part of the council and will meet at a minimum two times during the internship period on a ZOOM call. During these calls, interns have the opportunity to share outreach information, as well as NRCS programs and new initiatives. Links to these meeting will be sent prior to the meeting time. The monthly meeting schedule is as follows:

- TBD

Facebook Group

Students are not limited to discussion in the state-based meetings or in the meetings where all individuals are present. The Facebook group serves as a space for reflection, sharing experiences and ideas with everyone, or even sharing pictures. We want this to be a collaborative process where we all learn from one another and build a solid foundation for what this initiative will become in the future. Intern insight is vital for that process and the sustainability of this program.

Reflection Assignments

Weekly questions will be presented by the internship leadership team. Details TBD.

Code of Conduct

1. Punctuality and Absences

- a. Each student is responsible for reporting to their work at the scheduled time.
- b. All students who anticipate being late or absent will be required to contact their supervisor as soon as possible.

2. Clothing and Personal appearance

- a. It is a requirement that our students dress appropriately and behave professionally at all times.
- b. Interns must maintain an appropriate personal hygiene.
- c. No shorts, sportswear, sleeveless or strapless shirts, flip flops, Crocs-style shoes, transparent fabrics, or pronounced necklines are allowed.
 - i. Remember that you will be between the field and the office, so appropriate footwear is necessary to not only walk a farm but be professional at the office.
 - ii. We strongly recommend a rain jacket just in case.
- d. Depending on the nature of the work you do, you may be required to use some other uniform or specific clothing. If necessary, you will be notified in advance.

3. Communication

- a. As part of the Latino Student Advisory Council you will be requested to participate in monthly virtual meetings via Zoom, a video conferencing software (for more information see the *Hispanic/Latino Student Advisory* section of this manual).
 - i. State based student groups are expected to meet weekly to discuss and report issues related to their internships and experience (ex. Lessons learned, things to improve) in addition to any prompts provided by Nolo Consulting.
- b. In case of emergency contact your direct site supervisor, or the Nolo Consulting team member closest to you.

4. Smoking and Controlled Substances Policy

- a. We have a zero-tolerance drug policy.
- b. Remember that the drinking age in the United States is 21; this is strongly enforced.
- c. Under no circumstances are you to consume alcohol while on the job or on the clock.

5. Tools and/or Equipment (computers and others)

- a. It is at the discretion of your site to assign you a computer or cell phone. They will have their own policy regarding this equipment.
- b. Ensure that your home cell plan works in your assigned state.
- c. We will do what we can to ensure that housing provided to students has internet service, but this is not guaranteed.

Payment and Reimbursement

This internship is paid by Nolo Consulting, through a grant agreement with the USDA-NRCS.

- **Internship Salary \$3,600** (6 weeks) to **\$4,800** (8 weeks)
(\$15 per hour x 40 hours)
 - NOTE: No overtime will be paid
 - One advance payment of \$650 will be made to each intern in June 2018
 - The allocation of these funds this advance is to support initial and/or essential items interns will need.
 - This advance represents payment for 5 days of work, in the event that the intern is unable to complete the first week, he/she will be expected to return the funds.
 - NOTE: \$50 of this advance will for luggage fees (see more information below)
 - Second payment of \$1,200 will be made *after successful completion* of the first three weeks.
 - The third payment of \$1,800 will be made *after successful completion* of the second three-week internship period.
 - The fourth and final payment (if applicable) of \$1,200 will be made *after successful completion* of the last two-week internship period.
 - All payments will be made via direct deposit.
- **Travel stipend** covering airfare and ground transportation (if applicable) to the internship site
 - Airline tickets and car rentals will be arranged and paid for by Nolo Consulting
 - Luggage fees for one (1) suitcase to and from the United States will be covered by Nolo Consulting, if the student chooses to check additional luggage, he/she will be responsible for the luggage fee.
 - A gas card will be provided to those interns who will be driving a rental car.
 - Each gas card will be given to interns upon arrival (if applicable)
 - NOTE: The gas card will cover mileage estimated from the housing location to the internship site. If students choose to take personal trips with the rental car, they will be responsible for payment of the gas.
- **Housing stipend** to cover hotel and/or Airbnb for the duration of the internship
 - Students will be held responsible for any damage done to the hotel and/or Airbnb rental.
 - Students will be responsible for any hotel incidentals (restaurant/bar charges, TV charges, etc.) and/or room service ordered.

To ensure on-time payment...Please send your **routing** and **bank account number**, as well as the name of your bank to:
Maya McElrath at
mcelrath.maya@gmail.com.

NOTE: If for any reason your internship is terminated early (ex. due to poor performance) you will be responsible for any costs associated with changes made to transportation arrangements. Similarly, if you miss any of the purchased flights, you will be responsible for any cost associated with arriving to your internship location.

Calendar

NC/ USDA Summer Internship Calendar 2019	
April 2019	
<i>Monday, May 20</i>	○ Last day to submit resumes
May 2019	
<i>Tuesday, May 28</i>	○ Interviews
<i>Wednesday, May 29</i>	○ Selected Interns Announcement
June 2019	
<i>Saturday, June 8</i>	○ Orientation day
<i>Monday, June 17</i>	○ Internship Start Date (training), PR
<i>Monday, June 17</i>	○ Payment #1 (Interns in PR)
<i>Thursday, June 20</i>	○ Fingerprints at Café Lab in Guaynabo, PR
<i>Friday, June 21</i>	○ Payment #1 (Interns in US) ○ Last day of training for PR interns
<i>Sunday, June 23</i>	○ Arrival in NC, FL, GA, IN, MS and LA
<i>Monday, June 24</i>	○ Arrival in Culebra, PR ○ Internship Start Date (onsite), US
<i>Tuesday, June 25</i>	○ Internship Start Date (onsite), PR
<i>Friday, June 28</i>	○ Week 1 FB Theme
July 2019	
<i>Thursday, July 4</i>	○ Independence Day (<i>free day</i>)
<i>Friday, July 5</i>	○ Week 2 FB Theme ○ Payment #2 (Interns in PR)
<i>Friday, July 12</i>	○ Week 3 FB Theme ○ Payment #2 (Interns in US)
<i>Friday, July 19</i>	○ Week 4 FB Theme
<i>Friday, July 26</i>	○ Week 5 FB Theme ○ Payment #3 (Interns in PR)
August 2019	
<i>Friday, Aug 2</i>	○ Week 6 FB Theme ○ Payment #3 (Interns in US) ○ Departure NC
<i>Saturday, Aug 3</i>	○ Departure for LA, MS, GA, FL and IN
<i>TBD</i>	○ Payment #4

USDA NRCS Liaison

Florida

Craig Pink

MLRA Soil Survey Office Leader

3434 Hancock Bridge Parkway, Suite 209B, North Fort Myers, FL 33903

Georgia

Charles Lagoueyte

Soil Survey Leader

185 Richard R. Davis Drive, Richmond Hill, GA 31324

Indiana

Andrew Pursifull

P.E. - Area Engineer

3718 New Vision Drive, Fort Wayne, IN 46845

Louisiana

Randolph Joseph, Jr.

Assistant State Conservationist (FO)

3737 Government Street Alexandria, Louisiana 71302

Mississippi

Kevin Kennedy

Acting State Conservationist

Mississippi State Office

100 W Capitol ST, Jackson, MS 39269

North Carolina

Rafael Vega

State Resource Conservationist

4407 Bland RD., Suite 117 Raleigh, NC 27609

Puerto Rico

Frank Velázquez

NRCS Assistant Director for Field Operations

654 Muñoz Rivera Ave., Suite 604, San Juan, PR 00918-4123

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Acknowledgment of receipt

I have received the internship manual from Nolo Consulting, LLC.



Patricia Morales, Program Manager

Intern

Date mm/dd/yy