



Abreu, Daisy <daisy\_abreu@ios.doi.gov>

---

## Fwd: Happy Holidays from TWC

1 message

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**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:21 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** "Ann Reynolds" <[Ann.Reynolds@twc.edu](mailto:Ann.Reynolds@twc.edu)>  
**Date:** December 23, 2011, 2:15:00 PM EST  
**To:** "Ann Reynolds" <[Ann.Reynolds@twc.edu](mailto:Ann.Reynolds@twc.edu)>  
**Subject:** Happy Holidays from TWC

This message has been archived. [View the original item](#)

Attachments:

image001.jpg

(177 KB)



Abreu, Daisy <daisy\_abreu@ios.doi.gov>

---

## Fwd: TWC Students Midterm Overdue

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:19 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Jacki Banks <[Jacki.Banks@twc.edu](mailto:Jacki.Banks@twc.edu)>  
**To:** "Wells, Sandra J" <[Sandra\\_Wells@ios.doi.gov](mailto:Sandra_Wells@ios.doi.gov)>  
**Subject:** FW: TWC Students Midterm Overdue

This message cannot be displayed because of the way it is formatted. Ask the sender to send it again using a different format or email program. text/plain

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### 2 attachments



**Midterm Assessment Form.pdf**  
349K



**Final Assessment Form.pdf**  
616K

# Internship Supervisor's Final Assessment

As part of its ongoing assessment of the intern's progress toward the achievement of their academic, professional, civic, and personal goals, The Washington Center requires an assessment of each intern's performance as it compares to other entry-level professionals in the field. Please meet with the intern and discuss your general overview of his/her performance to date. Your comments should reflect the intern's level of progress since the beginning of the internship.

Please note that since The Washington Center uses a portfolio system of evaluation, the final grade that you recommend is considered along with other assignments to form the basis of the final internship program grade that is recommended to the intern's campus liaison/faculty advisor.

## 1.0 Internship Information

---

Intern's Name

College/University

Internship

Internship Supervisor's name

TWC Program Advisor's Name

## 2.0 Roles and Responsibilities Update

---

Briefly update the roles and responsibilities of the intern since the midterm evaluation. Please indicate any changes that are relevant to the intern's overall goals and contribution to the office. Have there been any outstanding highlights (or low points) during the internship?

## 3.0 Overall Assessment

---

Overall, how would you assess the intern's performance and contribution to the goals of the organization? Please indicate his/her major contributions to your organization and areas in which you have advised the intern to seek to improve his/her skills. If you have indicated a less than average or satisfactory rating in this or in previous evaluations, please indicate how the intern responded to this feedback.

# Internship Supervisor's Final Assessment

## 4.0 Assessment of Internship and Professional Development

---

Please rate and comment on the extent to which the intern effectively utilized the skills listed below at his/her placement.  
Please rate the intern on a scale from 1 to 5. If an area of assessment is not relevant, please mark NA.

### *Rating Scale*

1 = Poor    2 = Below Expectations    3 = Satisfactory    4 = Above Expectations    5 = Excellent    NA = Not Applicable

### 4.1 *Professional Awareness*

Includes the following: Preparation for position, Ability to learn skills/tools necessary to perform the job, An understanding of the internship's policies and procedures, A level of interest in work of the internship.

Rating \_\_\_\_\_

Comments

### 4.2 *Human Relations and Interpersonal Skills*

Includes the following: Ability to work with staff/co-workers, Ability to work with clients/constituents, An understanding of work culture, Initiative/appropriate assertiveness.

Rating \_\_\_\_\_

Comments

### 4.3 *Communication Skills*

Includes the following: Effectiveness in exchanging and expressing knowledge and ideas, Professional behavior, Confidence and knowledge when speaking.

Rating \_\_\_\_\_

Comments

# Internship Supervisor's Final Assessment

## 4.4 *Information and Time Management Skills*

Includes the following: Ability to research and arrange data, Ability to organize and manage tasks, Ability to work under pressure or under changing circumstances, Ability to complete assignments with minimum supervision, Sound judgment.

Rating \_\_\_\_\_

Comments

## 4.5 *Critical Thinking Skills*

Includes the following: Ability to comprehend and interpret data/information, Ability to summarize information, Ability to make decisions and come to conclusions, Problem solving skills, Creativity.

Rating \_\_\_\_\_

Comments

## 4.6 *Overall Quality of Work*

---

## 5.0 Internship Supervisor's Final Grade

---

Please check the letter grade.

- A+     A     A-     B+     B     B-  
 C+     C     C-     D+     D     D-     F

---

Internship Supervisor's Signature

Date

Please address all forms to "Attention of (Program Advisor's Name)".  
Please send this form and any updated information to:

The Washington Center  
1333 16th Street, N.W.  
Washington, D.C. 20036-2205  
T 202 238 7900 F 202 238 7700

# Internship Supervisor's Midterm Assessment

As part of its ongoing assessment of the intern's progress toward the achievement of their academic, professional, civic, and personal goals, The Washington Center requires an assessment of each intern's performance as it compares to other entry-level professionals in the field. Please meet with the intern and discuss your general overview of his/her performance to date. Your comments should reflect the intern's level of progress since the beginning of the internship.

This evaluation is due halfway through the internship. This deadline is important because the intern's campus liaison/faculty advisor is expecting a midterm report on his/her progress.

## 1.0 Internship Information

---

Intern's Name

College/University

Internship

Internship Supervisor's name

TWC Program Advisor's Name

## 2.0 Roles and Responsibilities Update

---

Briefly describe the role and responsibilities of the intern in your office.

## 3.0 Individual Development Plan Goals

---

How do you assess the intern's progress in achieving his/her Individual Development Plan goals? And do you feel the intern will be able to achieve his/her goals within the academic term? If not, why?

# Internship Supervisor's Midterm Assessment

## 4.0 Assessment of Internship and Professional Development

---

Please rate and comment on the extent to which the intern effectively utilized the skills listed below at his/her placement.  
Please rate the intern on a scale from 1 to 5. If an area of assessment is not relevant, please mark NA.

### *Rating Scale*

1 = Poor    2 = Below Expectations    3 = Satisfactory    4 = Above Expectations    5 = Excellent    NA = Not Applicable

### 4.1 *Professional Awareness*

Includes the following: Preparation for position, Ability to learn skills/tools necessary to perform the job, An understanding of the internship's policies and procedures, A level of interest in work of the internship.

Rating \_\_\_\_\_

Comments

### 4.2 *Human Relations and Interpersonal Skills*

Includes the following: Ability to work with staff/co-workers, Ability to work with clients/constituents, An understanding of work culture, Initiative/appropriate assertiveness.

Rating \_\_\_\_\_

Comments

### 4.3 *Communication Skills*

Includes the following: Effectiveness in exchanging and expressing knowledge and ideas, Professional behavior, Confidence and knowledge when speaking.

Rating \_\_\_\_\_

Comments

# Internship Supervisor's Midterm Assessment

## 4.4 *Information and Time Management Skills*

Includes the following: Ability to research and arrange data, Ability to organize and manage tasks, Ability to work under pressure or under changing circumstances, Ability to complete assignments with minimum supervision, Sound judgment.

Rating \_\_\_\_\_

Comments

## 4.5 *Critical Thinking Skills*

Includes the following: Ability to comprehend and interpret data/information, Ability to summarize information, Ability to make decisions and come to conclusions, Problem solving skills, Creativity.

Rating \_\_\_\_\_

Comments

## 4.6 *Overall Quality of Work*

---

---

Internship Supervisor's Signature

Date

---

Intern's Signature

Date

Please address all forms to "Attention of (Program Advisor's Name)".

Please send this form and any updated information to:

The Washington Center  
1333 16th Street, N.W.  
Washington, D.C. 20036

T 202 238 7900 F 202 238 7700



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

---

**Fwd: Another Washington Center intern**

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:23 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)>  
**Date:** May 30, 2013, 12:09:05 PM EDT  
**To:** "Wells, Sandra" <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>, Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)>, Sarah Goldfuss <[sarah.goldfuss@twc.edu](mailto:sarah.goldfuss@twc.edu)>  
**Cc:** Shae Locke <[shae\\_locke@ios.doi.gov](mailto:shae_locke@ios.doi.gov)>, Shelley Dalton <[Michelle\\_A\\_Dalton@ios.doi.gov](mailto:Michelle_A_Dalton@ios.doi.gov)>, Victoria Mascaro <[mascarovictoria@gmail.com](mailto:mascarovictoria@gmail.com)>  
**Subject:** RE: Another Washington Center intern

Ms. Wells:

That is great news! Thank you so much for the update and for working with us and our students!

Please let me know if you have any other questions, concerns, etc.

Have a great day!

v/r

Nick

---

**From:** Wells, Sandra [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Thursday, May 30, 2013 12:07 PM  
**To:** Sweeta Hutchinson; Nicholas Lawless; Sarah Goldfuss

**Cc:** Shae Locke; Shelley Dalton; Victoria Mascaro  
**Subject:** Fwd: Another Washington Center intern

Greetings!

Another student placed! William King will be working with Martin Pursley, my colleague here at DOI who runs Veterans and Disabilities programs.

Sandy

----- Forwarded message -----

From: **Pursley, Martin** <[martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)>  
Date: Thu, May 30, 2013 at 12:00 PM  
Subject: Re: Another Washington Center intern  
To: "Wells, Sandra" <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>

Sandy,

I talked with William and will bring him on to work in our disabilities programs. How do you want to handle the paperwork?

Martin

On Thu, May 23, 2013 at 4:30 PM, Wells, Sandra <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)> wrote:

Martin,

I haven't talked to this student but in his initial cover paragraph, he indicates that he would be interested in working in the area of special needs. You may want to call and interview him yourself- or else just bring him on. These students arrive in DC next week!

Sandy

--

Sandy Wells, Ed.D.

Director

Office of Strategic Employee & Organization Development

Department of Interior  
1849 C Street, NW, Room 7129  
Washington, DC 20240  
Phone: 202 208 6058

--  
Martin Pursley, MSc  
Program Officer

Department of the Interior  
Strategic Employment Programs  
1849 C Street NW  
MS 4349  
Washington DC 20240

Phone: 202-219-0727  
Fax: 202-219-1513  
Email: [martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)

--  
Sandy Wells, Ed.D.  
Director  
Office of Strategic Employee & Organization Development  
Department of Interior  
1849 C Street, NW, Room 7129  
Washington, DC 20240  
Phone: 202 208 6058



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

## Fwd: Fall 2012 TWC Newsletter

1 message

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:17 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** "Internship Management Team" <internships@twc.edu>  
**Date:** October 24, 2012, 1:45:53 PM EDT  
**To:** "Wells, Sandra J" <Sandra\_Wells@ios.doi.gov>  
**Subject:** Fall 2012 TWC Newsletter  
**Reply-To:** "Internship Management Team" <reply-fe941579716c047d70-302670\_HTML-281698311-1047184-0@twc-email.org>

To view this email as a web page, go [here](#).**Office of Internship Site Relations | October 2012 Newsletter**[Contact Us](#)

We are very excited to share with you our Fall 2012 highlights. Before we get to our updates, please note that spring placement is just around the corner and referrals will start going out to supervisors in the coming weeks. **Our deadline for accepting student applications is November 15th.** If you have any updated job postings please email us at [internships@twc.edu](mailto:internships@twc.edu). The spring semester begins on Wednesday, January 30th and ends on Friday, May 10th.

This fall our team welcomed close to 500 college students from over 127 Universities, 128 of these students are international students from 14 different countries and represent the top universities in their respective countries. Additionally, Sweeta Hutchinson has taken an increased role in leading the Office of Internship Site Relations (OISR) and rounding out the team is Stephanie Aromando, Sarah Goldfuss, Kinsey Holloway, and Nick Lawless.

Thank you all for your support throughout the 2012 year and we look forward to what next year will bring! Please check out our Fall 2012 Highlights below.



**Internship Supervisor Spotlight: Estelle S. Kohn**

Check out Estelle's list of critical tips an supervisor should keep in mind when managing a successful internship program. Estele works at the National Whistleblowers Center and Kohn, Kohn & Colapinto, LLP.  
[Check out the full story on TWC NOW](#)



**Internship Site Spotlight: Global Giving**

Through GlobalGiving internships, TWC interns walk away with new skills and an unmatched experience. Interns gain significant exposure to all three sectors and on-the-ground development work. Their experience includes learning about the international grant making processes, engaging with social entrepreneurs around the world and learning online fundraising practices.  
[Learn more about Global Giving](#)



**Local Green Students Not Afraid to Get their Hands Dirty**

One thing is for sure, Local Green civic engagement project students were not afraid to get their hands dirty on September 22nd and went to Brier's Mill Run in Riverdale, Maryland to remove trash and debris polluting the nearby streams.  
[Check out the full story on TWC NOW](#)



**Gala 2012: Celebrating 50,000 Alumni**

The Washington Center celebrated their milestone of 50,000 alumni at the National Building Museum last Monday.  
[Read the story and watch the videos on our TWC NOW channel](#)

**Anne Gearan, TWC Alumna, Hosts Fall Interns at The Washington Post**



TWC Media and Communications interns were given an exclusive tour last Friday, October 12th. This is part of the Alumni Luncheon Series organized by Mashaal and Jake.  
[Check out the full story on TWC NOW](#)



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**The Washington Center for Internships & Academic Seminars**

1333 16th St. N.W. Washington, DC 20036 United States



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Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

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**Fwd: Fall Interns**

1 message

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**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:15 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)>  
**Date:** July 23, 2013, 11:25:14 AM EDT  
**To:** "Wells, Sandra" <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>, Victoria Mascaro <[Victoria\\_Mascaro@ios.doi.gov](mailto:Victoria_Mascaro@ios.doi.gov)>  
**Subject:** RE: Fall Interns

Great! If you have any difficulty reaching them please let me know.

Thanks,

Sweeta

**From:** Wells, Sandra [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Monday, July 22, 2013 2:01 PM  
**To:** Sweeta Hutchinson; Victoria Mascaro  
**Subject:** Re: Fall Interns

Thank you, Sweeta. Victoria will start reviewing and setting up interviews right away!

Sandy

On Mon, Jul 22, 2013 at 1:35 PM, Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)> wrote:

Hi Sandy,

I hope you had a great weekend! I have a lot of HR, finance students but they are international, you still are not able to host international students correct? I have attached my US Citizens that I think are a great fit as they are all interested in Organizational Development so I could not think of a better contact than you 😊 Rieka Audain is coming from the US Virgin Islands and is a Permanent Resident so I am not sure if that also would pose a problem but I included her application. If you are interested in any of these three you may contact them directly to schedule phone interviews as usual and go from there.

Thanks again,

Sweeta

**From:** Wells, Sandra [mailto:[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Wednesday, July 10, 2013 8:02 AM  
**To:** Nicholas Lawless; Sweeta Hutchinson; Sarah Goldfuss; Fred Baer  
**Cc:** Victoria Mascaro; Shae Locke; Shelley Dalton  
**Subject:** Fall Interns

Good morning!

First of all--thanks for the super interns we have this summer. I think they are getting good organizational experience. Some have more challenging assignments than others--but all in all--I think they are getting a good view of what really goes on in federal agencies. It isn't all hot tubs and Las Vegas trips!

Second--I know you are going to start looking at the placements for the fall so I'm starting early with our requests! We can probably support five or six (have new office digs) and we'd have them work on projects with a bit longer focus than our summer students. We'd especially appreciate business, management, IT, HR, finance--and yes, we do find good projects for our political science majors! Just so we can start the process and get their clearances in gear, preferably before they get here.

Thanks--we love working with you and so appreciate the fine students we get!

Sandy

--

Sandy Wells, Ed.D.

Director

Office of Strategic Employee & Organization Development

Department of Interior

1849 C Street, NW, Room 7129

Washington, DC 20240

Phone: 202 208 6058

--

Sandy Wells, Ed.D.

Director

Office of Strategic Employee & Organization Development

Department of Interior

1849 C Street, NW, Room 7129

Washington, DC 20240

Phone: 202 208 5910



Abreu, Daisy <daisy\_abreu@ios.doi.gov>

## Fwd: Final Reminder: TWC Fall Event 2012

1 message

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:17 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** "Jason Giaconia" <[Jason.Giaconia@twc.edu](mailto:Jason.Giaconia@twc.edu)>  
**Date:** October 4, 2012, 10:14:49 AM EDT  
**To:** "Wells, Sandra J" <[Sandra\\_Wells@ios.doi.gov](mailto:Sandra_Wells@ios.doi.gov)>  
**Subject: Final Reminder: TWC Fall Event 2012**

Hi Sandy ,

We just wanted to give a final reminder of our event on October 17<sup>th</sup>, 2012.

If you're interested in attending, please RSVP to me by 10/10/2012.

Thank you!

The Washington Center

Department of Federal Relations



## The Washington Center for Internships and Academic Seminars

### Tomorrow's Leaders Series

**“How does your personality impact your interns experience”**

*A short Myers Briggs assessment will be part of the presentation.*

**Wednesday, October 17<sup>th</sup> | 8:30 am – 10:30 am**

Hot Breakfast will be served

**\*Please find Meyers Briggs assessment attached to this email. Should be completed and returned by October 10<sup>th</sup>\***

### The Washington Center

Residential and Academic Facility

1003 3<sup>rd</sup> Street

Washington, D.C.

**Please RSVP to Jason Giaconia at [Jason.Giaconia@twc.edu](mailto:Jason.Giaconia@twc.edu) by October 10<sup>th</sup>**

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**3 attachments**

8/2/13

DEPARTMENT OF THE INTERIOR Mail - Fwd: Final Reminder: TWC Fall Event 2012

**image005.gif**  
1K

**image006.gif**  
1K

**image005.gif**  
1K



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

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**Fwd: Interns**

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:22 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)>  
**Date:** June 20, 2013, 9:20:54 AM EDT  
**To:** Sandra Wells <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>  
**Cc:** Kermit Howard <[Kermit\\_howard@ios.doi.gov](mailto:Kermit_howard@ios.doi.gov)>, Donna M Riley <[Donna\\_Riley@ios.doi.gov](mailto:Donna_Riley@ios.doi.gov)>  
**Subject: RE: Interns**

Ok, so you would like me to have them report to what address/office at 1pm? I can give them both a call and send your way as soon as I hear back. Thanks!

---

**From:** Sandra Wells [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Thursday, June 20, 2013 8:45 AM  
**To:** Nicholas Lawless  
**Cc:** Kermit Howard; Donna M Riley  
**Subject:** Fwd: Interns

Nick,

Please see Kermit's message. I don't know if they were able to get to him today but Kermit will be the coordinator for these two!

I'm copying Donna Riley as she provides support to Kermit.

Thanks!

Sandy

Sandy Wells, Ed.D.

Director

OSEOD

Department of the Interior

Washington, DC

Begin forwarded message:

**From:** Kermit Howard <[kermit\\_howard@ios.doi.gov](mailto:kermit_howard@ios.doi.gov)>

**Date:** June 20, 2013, 5:49:30 AM MDT

**To:** Sandra Wells <[Sandra\\_Wells@ios.doi.gov](mailto:Sandra_Wells@ios.doi.gov)>

**Subject:** Interns

Good morning Sandy,

Can you have the interns report at 1pm; I have a meeting from 10am to 12 noon.

Thanks,

Kermit

Sent from my iPhone



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

---

**Fwd: INVITATION: TWC Fall Event**

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:18 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Jason Giaconia <[Jason.Giaconia@twc.edu](mailto:Jason.Giaconia@twc.edu)>  
**To:** Jason Giaconia <[Jason.Giaconia@twc.edu](mailto:Jason.Giaconia@twc.edu)>  
**Subject:** INVITATION: TWC Fall Event

This message cannot be displayed because of the way it is formatted. Ask the sender to send it again using a different format or email program. text/plain

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**8 attachments****image002.jpg**  
1K**image005.gif**  
1K**image006.gif**  
1K**MBTI\_Question\_Booklet.pdf**

8/2/13

DEPARTMENT OF THE INTERIOR Mail - Fwd: INVITATION: TWC Fall Event



1587K



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

---

**Fwd: Students**

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:22 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)>  
**Date:** June 20, 2013, 3:45:37 PM EDT  
**To:** "Howard, Kermit" <[kermit\\_howard@ios.doi.gov](mailto:kermit_howard@ios.doi.gov)>, Sandra Wells <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>  
**Cc:** Shae Locke <[shae\\_locke@ios.doi.gov](mailto:shae_locke@ios.doi.gov)>, Shelley Dalton <[Michelle\\_Dalton@ios.doi.gov](mailto:Michelle_Dalton@ios.doi.gov)>, Lynn Mcpheeters <[Linda\\_McPheeters@ios.doi.gov](mailto:Linda_McPheeters@ios.doi.gov)>, Donna M Riley <[Donna\\_Riley@ios.doi.gov](mailto:Donna_Riley@ios.doi.gov)>  
**Subject:** RE: Students

Dear Kermit (and others),

Thank you very much for all of your help! Desiree and Joe contacted me to let me know they were in your office.

Please feel free to let me know if there's anything else I can do.

Thanks,  
Nick

---

From: Howard, Kermit [[kermit\\_howard@ios.doi.gov](mailto:kermit_howard@ios.doi.gov)]  
Sent: Thursday, June 20, 2013 3:09 PM  
To: Sandra Wells  
Cc: Nicholas Lawless; Shae Locke; Shelley Dalton; Lynn Mcpheeters; Donna M Riley; Kermit Howard  
Subject: Re: Students

Hey Sandy,

You can call off the search. Desiree and Joe made it to my office. I notified Nicholas via voice message.

We are good to go.

Thank you to everyone who was part of the search effort.

Kermit

On Thu, Jun 20, 2013 at 2:34 PM, Sandra Wells <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)<mailto:sandra\_wells@ios.doi.gov>> wrote:

I didn't see this until just now--I'm actually in Denver!

Kermit is on the 4th floor on the 4300 west wing. I'm copying all of the folks on my staff who might see the 2 and direct them down to Kermit!!

Sandy

Sandy Wells, Ed.D.  
Director  
OSEOD  
Department of the Interior  
Washington, DC

On Jun 20, 2013, at 11:50 AM, Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)<mailto:Nicholas.Lawless@twc.edu>> wrote:

Hi Sandy -

I hate to bother you but I did let the students know this morning that Kermit wanted them to come in today at 1pm. I am trying to figure out where to send them because they jumped the gun on me and ended up there already. Would you be able to call me or email me Kermit's contact information.

Thanks,

Nick

---

From: Wells, Sandra [[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)<mailto:sandra\_wells@ios.doi.gov>]

Sent: Wednesday, June 05, 2013 12:13 PM

To: Sweeta Hutchinson; Nicholas Lawless; Sarah Goldfuss

Subject: Students

I understand that there still may be some students who need placement. Martin Pursley and I could probably take a couple more.

Especially someone with great Microsoft skills, audio visual, journalism, or marketing and, of course, IT.

But we're not fussy! :-)

Sandy

--

Sandy Wells, Ed.D.

Director

Office of Strategic Employee & Organization Development

Department of Interior

1849 C Street, NW, Room 7129

Washington, DC 20240

Phone: 202 208 6058

--

Kermit D. Howard, EMBA

OS/OHR

Department of the Interior

Washington, DC 20240

Office: (202) 208-4231

[Kermit\\_Howard@ios.doi.gov](mailto:Kermit_Howard@ios.doi.gov)<mailto:Kermit\_Howard@ios.doi.gov>



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

---

**Fwd: TWC Intern Study**

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:20 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** <fredb@twc.edu>  
**Date:** March 20, 2012, 10:23:53 AM EDT  
**To:** "Wells, Sandra J" <Sandra\_Wells@ios.doi.gov>  
**Subject:** TWC Intern Study

Greetings!

The Washington Center (TWC) is conducting ongoing research on college students' Washington internship experiences, the impacts of these experiences, and how internships in the nation's capital affect students' level of civic engagement. While thousands of students participate in such internships each year, hopefully gaining skills, knowledge, and perspectives that will enhance their career prospects and roles as citizens, our efforts represent the first systematic effort to examine the full range of Washington interns in government, nonprofits, and the private sector. Consequently, the data gathered could be enormously valuable for students, employers, colleges, and others. We are surveying interns associated with TWC, but we would like to ask for your assistance as one of our valued partners:

Could you please ask your interns who are not affiliated with TWC to spend 10 minutes completing a confidential online survey by April 30. The link to the survey is below:

<http://www.surveymonkey.com/s/2JTV6D2>

Thank you.

Fred M. Baer  
Director Office of Internship Site Development  
The Washington Center202.238.7925  
[fred.baer@twc.edu](mailto:fred.baer@twc.edu)





Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

---

**Fwd: TWC Midterm Assessment**

1 message

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**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:20 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** LadyStacie Rimes-Boyd <[LadyStacie.Rimes-Boyd@twc.edu](mailto:LadyStacie.Rimes-Boyd@twc.edu)>  
**Date:** July 10, 2013, 7:35:48 PM EDT  
**To:** "Wells, Sandra" <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>  
**Cc:** "[erikf509@aol.com](mailto:erikf509@aol.com)" <[erikf509@aol.com](mailto:erikf509@aol.com)>  
**Subject:** RE: TWC Midterm Assessment

Sandy,

Thank you so much!

Have a great evening,

LadyStacie

**LadyStacie Rimes-Boyd, Esq.**

Academic Program Advisor

The Washington Center for Internships and Academic Seminars

1333 16th Street, N.W.

Washington, DC 20036

[LadyStacie.Rimes-Boyd@twc.edu](mailto:LadyStacie.Rimes-Boyd@twc.edu) | [www.TWC.edu](http://www.TWC.edu)LinkedIn: <http://www.linkedin.com/pub/ladystacie-rimes-boyd/6/a71/15b>

Direct: 202.238.7927

**From:** Wells, Sandra [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Wednesday, July 10, 2013 7:13 PM  
**To:** LadyStacie Rimes-Boyd; Erik Fisher  
**Subject:** Re: TWC Midterm Assessment

LadyStacie,

Here is Erik's mid-term assessment.

Sandy

On Wed, Jul 10, 2013 at 6:20 PM, LadyStacie Rimes-Boyd <[LadyStacie.Rimes-Boyd@twc.edu](mailto:LadyStacie.Rimes-Boyd@twc.edu)> wrote:

Hi Sandra,

My name is LadyStacie Rimes-Boyd and I am Erik Fischer's Academic Program Advisor at The Washington Center. I am emailing you as I want to ensure that you received notification about the midterm assessment due dates. The TWC midterm assessment was due July 1<sup>st</sup> but I allowed select students to receive an extension on turning it in. However, I need to receive that assessment by noon tomorrow.

TWC compiles the supervisor's assessment, the IDP and the program advisor's assessment and sends the packet to the student's school. This is one way the student's school is able to keep track of the progress made during the summer as credit is tied to the program. May you send me the assessment as soon as possible? I have an internal deadline to have this packet sent out on Friday.

Please let me know if you have any questions.

Best,

LadyStacie

**LadyStacie Rimes-Boyd, Esq.**

Academic Program Advisor

The Washington Center for Internships and Academic Seminars

1333 16th Street, N.W.

Washington, DC 20036

[LadyStacie.Rimes-Boyd@twc.edu](mailto:LadyStacie.Rimes-Boyd@twc.edu) | [www.TWC.edu](http://www.TWC.edu)

LinkedIn: <http://www.linkedin.com/pub/ladystacie-rimes-boyd/6/a71/15b>

Main: 202.238.7900

Toll Free: 1-800-486-8921

Direct: 202.238.7927

Fax: 202.238.7700



--

Sandy Wells, Ed.D.

Director

Office of Strategic Employee & Organization Development

Department of Interior

1849 C Street, NW, Room 7129

Washington, DC 20240

Phone: 202 208 5910



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

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**Fwd: TWC Students Midterm Overdue**

1 message

---

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:20 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** "MCPHEETERS, LYNN" <Linda\_McPheeters@ios.doi.gov>  
**Date:** July 12, 2012, 2:14:05 PM EDT  
**To:** "Wells, Sandra J" <Sandra\_Wells@ios.doi.gov>  
**Subject:** RE: TWC Students Midterm Overdue

Amandea's is done. Just sent it over.....

Lynn

---

**From:** Wells, Sandra J  
**Sent:** Thursday, July 12, 2012 12:35 PM  
**To:** [jacki.banks@twc.edu](mailto:jacki.banks@twc.edu)  
**Cc:** MCPHEETERS, LYNN  
**Subject:** FW: TWC Students Midterm Overdue

Jacki,

I'll take care of Jasmine and Audrey and Lynn McPheeters will do Amandea's.

Thanks

---

**From:** Jacki Banks [<mailto:Jacki.Banks@twc.edu>]  
**Sent:** Thursday, July 12, 2012 11:05 AM

**Subject:** TWC Students Midterm Overdue

Dear all,

The midterms for the following students are past due:

Jasmine Harris

Audrey Roth

Amandea Ridley

As part of TWCs agreement with our partner schools, we are required to submit midterm assessments for the students who take part in our programs. If you could return them as soon as possible, either by faxing or scanning, I would be most appreciative.

I have also attached the final assessment to this email, which is due July 27<sup>th</sup>.

Warm regards,

**Jacki Banks, MSW, LGSW**

Senior Program Advisor

Media and Communication

The Washington Center

for Internships and Academic Seminars

1333 16th St NW

Washington, D.C. 20036-2205

Telephone: 202-238-7900

Direct Telephone: 202-238-7967

Toll Free Telephone: 1-800-486-8921

Fax: 202-238-7700

E-mail: [jacki.banks@twc.edu](mailto:jacki.banks@twc.edu)

[www.twc.edu](http://www.twc.edu)



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

---

**Fwd: TWC Students**

1 message

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**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:16 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Sarah Goldfuss <sarah.goldfuss@twc.edu>  
**Date:** May 24, 2013, 6:39:20 PM EDT  
**To:** Sandra Wells <sandra\_wells@ios.doi.gov>  
**Subject: Re: TWC Students**

Great, thank you Sandra!

Sarah Goldfuss

On May 24, 2013, at 5:58 PM, "Sandra Wells" &lt;sandra\_wells@ios.doi.gov&gt; wrote:

Not yet. Tomorrow morning!  
Sandy

Sandy Wells, Ed.D.  
Director  
OSEOD  
Department of the Interior  
Washington, DC

On May 24, 2013, at 5:56 PM, Sarah Goldfuss &lt;sarah.goldfuss@twc.edu&gt; wrote:

Hello Sandra,

That is great, thank you for the update!

Did you by chance also interview Gregory Rucker? If you are having troubles reaching out to him please let me know and I can follow up with him.

Warm regards,  
Sarah Goldfuss

---

On May 24 2013 at 5:07 PM "Sandra Wells"

On May 21, 2013, at 5:07 PM, Sandra Wells <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)> wrote:

Martin Reimer just accepted, too.

Sandy

Sandy Wells, Ed.D.  
Director  
OSEOD  
Department of the Interior  
Washington, DC

On May 24, 2013, at 5:03 PM, Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)> wrote:

Hi Sandy,

Thank you so much for the update, we really appreciate it! Have a great holiday weekend.

Sweeta

Sent from my iPhone

On May 24, 2013, at 4:43 PM, "Wells, Sandra" <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)> wrote:

I'm still calling students but here is an update:

Gillock: yes to DOI  
Swindall: yes to DOI  
Qualls: will let me know by Wed

Disla, Miller accepted elsewhere today

I'll send you word tomorrow for others that I reach.

Sandy

On Thu, May 23, 2013 at 4:40 PM, Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)> wrote:

I attached two because I just found out that Kouroosh

Roshan has been offered a

position elsew here.

Thank you so much for your help!

~Nick

**From:** Wells, Sandra  
[mailto:[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Thursday, May 23, 2013 4:39 PM  
**To:** Nicholas Lawless  
**Subject:** Re: TWC Students

No apology needed. Sure--I'm printing off their info and will try to call some tonight.

Sandy

On Thu, May 23, 2013 at 4:38 PM, Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)> wrote:

Oh I apologize. She is a Canadian. Would you like me to send you a different student in her stead?

Thanks,

Nick

**From:** Wells, Sandra  
[mailto:[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Thursday, May 23, 2013 4:37 PM  
**To:** Nicholas Lawless  
**Subject:** Re: TWC Students

Nick,

It says that Thomas is an international student. Is she an American citizen or a foreign national, please?

Thanks.

Sandy

On Thu, May 23, 2013 at 1:39 PM, Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)> wrote:

Dear Ms. Wells:

Sweeta passed along your information and told me you were still looking for students. I have attached several student application-packets for you to review. Please feel free to let me know if you have any questions.

Sincerely,

## Nick Lawless

Coordinator, Political Leadership  
and STS Programs  
Office of Internship Site Relations

### The Washington Center for Internships and Academic Seminars

1333 16th Street, NW  
Washington, D.C. 20036

**Direct Number: (202) 238.7905**

Main: (202) 238.7900

Toll Free: 1(800) 486.8921

Fax: (202) 238.7700

[nicholas.lawless@twc.edu](mailto:nicholas.lawless@twc.edu)

[www.twc.edu](http://www.twc.edu)

--

Sandy Wells, Ed.D.

Director

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--

Sandy Wells, Ed.D.

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--

Sandy Wells, Ed.D.

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Abreu, Daisy <daisy\_abreu@ios.doi.gov>

## Fwd: TWC Workshop and Networking Happy Hour

1 message

**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:17 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**Resent-From:** <sandra\_wells@ios.doi.gov>  
**From:** Internships <internships@twc.edu>  
**Date:** January 11, 2013, 4:30:30 PM EST  
**To:** Sweeta Hutchinson <Sweeta.Hutchinson@twc.edu>  
**Subject:** TWC Workshop and Networking Happy Hour



The Washington Center



**The Washington Center for Internships and Academic Seminars**

*Cordially invite you to attend our*

# Internship Supervisor Workshop & Networking Happy Hour

Thursday, January 24<sup>th</sup> | 3:30pm Workshop

Networking Happy Hour to immediately follow at 5pm

Refreshments will be served

We can't thank you enough for the time and effort put forth supporting these young leaders! Let's celebrate your hard work, your partnership with TWC's internship program, share best practices for mentoring students, and strengthen our professional network.

The **Supervisor Workshop** will include an overview of the TWC program, responsibilities of the supervisor, and best practices for mentoring interns. We will follow the workshop with a **Networking Happy Hour** – we know the importance of strengthening our network and invite you to meet other TWC supervisors. We will update you on TWC's developments, particularly the TWC Seal Pilot Evaluation, an effort to measure our internship sites' impact on students' professional development and overall internship experience. We can't do this work without you and we want to celebrate your efforts and support your work with our students.

The Washington Center Headquarters

1333 16<sup>th</sup> Street NW

Washington, D.C.

[Google Maps can get you there.](#)

We'd love to have you as a guest for the entire time, but your time is valuable and we know you are busy. Can't make the workshop? Please still swing by the happy hour! Feel free to invite a colleague or a friend who wants to learn more about working with TWC interns.

Please RSVP to [internships@twc.edu](mailto:internships@twc.edu) by Monday, January 21<sup>st</sup>

See you soon!

Kinsey, Nick, Sarah, Stephanie & Sweeta

---

**3 attachments**

**image005.png**

1K

**image006.png**

1K

**image005.png**

1K



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

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**Fwd: Updated Resume**

1 message

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**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:22 PM

Sandy Wells, Ed.D.  
Director  
DOI

Begin forwarded message:

**From:** Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)>  
**Date:** June 18, 2013, 1:03:00 PM EDT  
**To:** Sandra Wells <[sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)>  
**Subject:** RE: Updated Resume

Just wanted to follow up on this and see if you needed me to have the students reach out to you, etc.? Sorry to bother you yet again.

v/r

Nick Lawless

---

**From:** Sandra Wells [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Friday, June 14, 2013 3:09 PM  
**To:** Nicholas Lawless  
**Cc:** Kermit Howard  
**Subject:** Re: Updated Resume

Our HR shop can use the two you wrote me about. When would they start-- we need to start the background checks right away.

Have a great weekend!

Sandy

Sandy Wells, Ed.D.

Director

OSEOD

Department of the Interior

Washington, DC

On Jun 14, 2013, at 1:26 PM, Nicholas Lawless <[Nicholas.Lawless@twc.edu](mailto:Nicholas.Lawless@twc.edu)> wrote:

Dear Ms. Wells:

I just wanted to send an updated application-packet for this student – I had her totally revise her Resume. Thanks!

Sincerely,

**Nick Lawless**

Coordinator, Political Leadership and STS Programs

Office of Internship Site Relations

**The Washington Center  
for Internships and Academic Seminars**

1333 16th Street, NW

Washington, D.C. 20036

Direct Number: (202) 238.7905

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Toll Free: 1(800) 486.8921

Fax: (202) 238.7700

[nicholas.lawless@twc.edu](mailto:nicholas.lawless@twc.edu)

[www.twc.edu](http://www.twc.edu)

<image001.gif>

<Resume\_Kennedy.pdf>



Abreu, Daisy &lt;daisy\_abreu@ios.doi.gov&gt;

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**Re: TWC Quick Question**

1 message

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**Sandra Wells** <sandra\_wells@ios.doi.gov>  
To: Daisy Abreu <daisy\_abreu@ios.doi.gov>

Thu, Aug 1, 2013 at 10:16 PM

Sandy Wells, Ed.D.  
Director  
DOIOn Mar 8, 2013, at 11:34 AM, Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)> wrote:

Thanks Sandy,

I forwarded this to Kinsey and she will be in touch shortly with applications to review in all areas!

Have a great weekend,  
Sweeta

---

**From:** Sandra Wells [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Friday, March 08, 2013 11:04 AM  
**To:** Sweeta Hutchinson  
**Subject:** Re: TWC Quick Question

We look forward to a large cohort again! Especially IT (please!!), HR, marketing, finance. Public administration. Public relations (making videos, hosting webinars)

Sandy

Sandy Wells, Ed.D.

Director

OSEOD

Department of the Interior

Washington, DC

On Mar 8, 2013, at 11:00 AM, Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)> wrote:

Hi Sandy,

Thanks for the quick reply, yes our contact at FDA might have to let go of his interns but we are keeping our fingers crossed that everything will be fine. I was more asking about DOI for the future, if you foresee any issues for the summer placement or you think everything will be ok.

Thanks again,

Sweeta

---

**From:** Sandra Wells [[mailto:sandra\\_wells@ios.doi.gov](mailto:sandra_wells@ios.doi.gov)]  
**Sent:** Friday, March 08, 2013 10:22 AM  
**To:** Sweeta Hutchinson  
**Subject:** Re: TWC Quick Question

They need to let their interns go?

How many weeks would we have and have some gotten their access to computers in other agencies?

Sandy

Sandy Wells, Ed.D.

Director

OSEOD

Department of the Interior

Washington, DC

On Mar 8, 2013, at 10:04 AM, Sweeta Hutchinson <[Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu)> wrote:

Hi Sandy,

Thanks again for helping us out, Shawn has been ecstatic about the placement. I just wanted to reach out quickly as we've been hearing from several federal agencies regarding the need to move interns due to

the pending sequestration. I know this is a stressful time, but TWC is trying to be proactive and I'm hoping you can give me an update with DOI so I can begin looking for alternative options for students who may be at risk of losing their supervisors. Hopefully your direct office won't be affected!! Kinsey and I will both be in touch for the summer referrals shortly if all is well.

Thanks again,

Sweeta

Sweeta Hutchinson

Senior Manager, Office of Internship Site Relations

The Washington Center for Internships & Academic Seminars

1333 16th Street, NW

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202-238-7985 Direct

202-238-7900 Main

202-238-7700 Fax

[sweeta.hutchinson@twc.edu](mailto:sweeta.hutchinson@twc.edu)



Gale, Michael <michael\_gale@ios.doi.gov>

---

## DOI Internships spreadsheet

1 message

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**Bolasny, Paloma** <paloma\_bolasny@nps.gov>  
To: Terri Reeves <terri\_reeves@ios.doi.gov>  
Cc: Michael Gale <michael\_gale@ios.doi.gov>

Fri, Apr 12, 2013 at 10:42 AM

Hi Terri,

The spreadsheet containing information on DOI internships is ready for your use. I think you'll find it contains a lot of good information about DOI internship partnership programs. I have attached it as an excel spreadsheet but all the information can be found in the google spreadsheet I shared with you.

Please let me know if you have any questions or need more information.

Best,

Paloma

Paloma Bolasny  
On detail to the Department of the Interior, Office of Youth, Partnerships and Service  
202-208-7773

Coordinator, Cultural Resources Diversity Internship Program  
Historian, Cultural Resources, Office of Outreach  
National Park Service  
1201 I (Eye) St. NW #2280  
Washington, DC 20005  
[paloma\\_bolasny@nps.gov](mailto:paloma_bolasny@nps.gov)  
phone (work) 202-354-2174  
(fax) 202-371-2229

---

 **Department of the Interior Internship Programs.xlsx**  
12K

Bureau	Program	Duties	Requirements
BSEE, BOEM, FWS	Presidential Management Fellows	Provide PMFs throughout government opportunities to experience program/functional areas and the varying office culture norms and up in the cultural resources field in National Park units, federal, state and local	Completion of a qualifying advance degree within the past 2 years, and propensity for possessing
NPS	Cultural Resources Diversity Internship Program	Year round interships in the preservation field at NPS parks and programs	18-25 years of age
NPS	National Council for Preservation Education internships	One week NPS orientation at various locations in the spring followed by a 10 week SCA summer internship	Must be enrolled in an institution of higher education or have recently graduated
NPS	NPS Academy	Internships in partnership with the Greening Youth Foundation for students at NPS units with a focus on the African American experience or culture.	18-25 years of age
NPS	Historically Black Colleges and Universities Internship (HBCUI)	Partnership internship program with The Geological Society of America. Students work on integrated science projects. 9 week internship with 1 week career workshop.	Undergraduate students
NPS	Mosaics in Science	Summer program in Washington, DC in partnership with Groundwork Anacostia River DC. The corps work on archeology projects while learning more about the preservation and cultural resources fields.	Undergraduate students
NPS	Urban Archology Program		Students ages 15-25

NPS	Climate Change Intern	The George Melendez Wright Climate Change Youth Initiative offers paid internships in which undergraduate and graduate students work for approximately 12 weeks in parks and learn about the effects of climate change on parks.	Undergraduate and graduate students
NPS	Geoscientists in the Park	3 month to one year positions with stipends in parks and central offices. GIP is run in partnership with GSA GeoCorps America.	For undergraduate and graduate students, professors, professionals and retired professionals.
NPS	Yosemite Leadership Program Summer Internship	Provides diverse undergraduates summer internships in various fields in Yosemite	Diverse undergraduates
NPS	Washington Office Interpretation and Education Intern Program	Working with local universities, I &E provides internships in for women and minority students in a number of underrepresented occupational series	Female and minority students
BLM	Conservation Land Management Intern program (Chicago Botanic Garden)	5-month paid internships to assist biologists and other resource professionals in BLM field offices	Undergraduate or advanced degree in biology, environmental sciences, ecology, natural resource management or similar field; US citizen or authorized to work in US; US drivers license
BLM	GeoCorps (Geological Society of America)	Short-term (usually 3 month) positions in the geosciences	Open to geoscientists at all levels (incl. undergraduates), as well as other science disciplines; must be US citizen or authorized work in US; US drivers license

BLM-AK	Alaska Native Science and Engineering Program	multiple science and engineering opportunities in BLM-Alaska FO's	Alaska Native high school and college students.
BLM-AZ	American Indian Science and Engineering Society	10-week summer positions in engineering, science, and other related technology disciplines	Open to full-time college sophomore, junior, senior or graduate students with 3.0 or higher GPA; US citizens; member of AISES
BLM-AZ	American Indian Youth Historic Preservation Internship Program	summer program at Grand Canyon Parashant National Monument	open to youth from Kaibab Band of Paiute Indians
BLM-CO	Diversity Intern Program	Partnership program with CO Youth Corps Association-duties vary; approx. 10 week-long positions	open to youth corps graduates and other youth, especially from diverse backgrounds
BLM-CO	National Council for Preservation Education internship	Internship at Anasazi Heritage Center, Dolores, CO	Must be enrolled in an institution of higher education or have recently graduated
BOEM	DC One City Summer Youth Employment Program (DC area only)	Clerical	High school students
BOEM	NOLA Youth Works (New Orleans only)	Clerical	13-21 years of age
OSM	Cal State DC Scholars (DC area only)	Students engage in a 10- or 15-week internship during the spring, summer or fall semester at OSM Headquarters. Individuals attend a site orientation in Beckley, WV, engage in extensive research assignments, receive professional development and acquire knowledge of poverty in rural communities.	Must be enrolled in an institution of higher education or have recently graduated. U.S. Citizen.

OSM FWS	The Washington Center (DC area only) Career Discovery Internship Program	<p>Students engage in a 10- or 15-week internship during the spring, summer or fall semester at OSM Headquarters. Individuals attend a site orientation in Beckley, WV, engage in extensive research assignments, receive professional development and acquire knowledge of poverty in rural communities.</p> <p>In partnership with SCA, CDIP provides opportunities for freshman and sophomore college students from ethnically, racially, and economically diverse backgrounds to learn about conservation science, management, and careers through real world experiences on national wildlife refuges or other field units.</p>	<p>Must be enrolled in an institution of higher education or have recently graduated. U.S. Citizen.</p> <p>Must be enrolled in an institution of higher education.</p>
------------	---	--	--

POC

Deadlines

zehra.ghori@bsee.gov, alisa\_rawlins@fws.gov

paloma\_bolasny@nps.gov

guy\_lapsley@nps.gov

vaness\_torres@nps.gov

lisa\_norby@nps.gov

teresa\_moyer@nps.gov

tim\_watkins@nps.gov

lisa\_norby@nps.gov

marta\_kelly@nps.gov

Peggy Olwell, polwell@blm.gov

Matt Preston, mpreston@blm.gov

Brandi Bradford, AL state office,  
bbradford@blm.gov

No central BLM coordination; see  
<http://www.aises.org/what/programs/internships>

joint NPS/BLM program

Jack Placchi, jplacchi@blm.gov

NPS Program

Was coordinated by OS last year

scott.bodet@boem.gov

tcomp@osmre.gov, khkim@osmre.gov

Accepting  
applications: late-  
Oct (Spring), April  
(Summer), July  
(Fall)

tcomp@osmre.gov, khkim@osmre.gov  
lamar\_gore@fws.gov

Accepting  
applications: late-  
Oct (Spring), April  
(Summer), July  
(Fall)



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## Follow up from yesterday's Youth Task Force meeting

2 messages

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**Pond, Ryan** <ryan\_pond@ios.doi.gov>

Tue, Jun 25, 2013 at 1:54 PM

To: Allison Perlin <aperlin@osmre.gov>, Amy Sjerven <asjerven@usbr.gov>, Domarina Danipour <ddanipour@osmre.gov>, Don Sweet <dsweet@usgs.gov>, Drew Burnett <drew\_burnett@fws.gov>, Elizabeth Wooster <ewooster@blm.gov>, Eric Sanders <eric\_sanders@ios.doi.gov>, Errol Smith <esmith@usgs.gov>, Fredericka Joseph <fredericka.joseph@bia.gov>, George McDonald <george\_mcdonald@nps.gov>, Jame Huang <jhuang@osmre.gov>, Kevin Kilcullen <kevin\_kilcullen@fws.gov>, Kirk Sander <kirk.sander@bsee.gov>, Lisa Young <lisa\_young@ios.doi.gov>, Maria Arnold <maria\_arnold@ios.doi.gov>, Michael Gale <michael\_gale@ios.doi.gov>, Patrese Atine <patrese.atine@bie.edu>, Paul Batlan <paul\_batlan@ios.doi.gov>, Rebecca Fulkerson <rfulkerson@usbr.gov>, Steve Chase <steve\_chase@fws.gov>, T Comp <tcomp@osmre.gov>, Tamara Lukjanczuk <tamara.lukjanczuk@boem.gov>, Kelly Kim <khkim@osmre.gov>

Thank you all for attending the Youth Task Force meeting yesterday. As promised, attached you will find the presentations from both Patrese and Dr. Stambough (of CSU-Fullerton). Additionally, I have attached both MOU's Patrese discussed in her presentation, as well as the list of working group members she referenced.

Below are notes on the meeting, thanks to Lisa Heinlein in our office. They are relatively brief, but the attached presentations and the email Michael sent earlier address the majority of what was covered during that portion.

The group rate for the NextGen training program I discussed yesterday is \$620 per participant for the full two day conference. I am sorry I didn't have that on me at the meeting.

Finally, I have also attached a brochure for the Federal Student Ambassadors program through the Partnership for Public Service. John Burden sent out a message about this program back at the end of May, and I know the deadline has lapsed to participate in the program for the coming school year. I did speak with Victor Adebusola this morning about the program, and it is still possible to sign interns (even unpaid ones) up for the coming school year if you'd like. Feel free to send me any questions you may have, or reach out directly to Victor at [VAdebusola@ourpublicservice.org](mailto:VAdebusola@ourpublicservice.org).

Thanks so much!

ryan

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### NOTES:

1. Update from Michael: Lisa Young summarized a quick update from Michael Gale that we all received via email as he was travelling and could not attend.
2. YPS Strategic Plan:
  - a. Drew Burnett gave an update on the status of the Youth, Partnerships, and Service Strategic plan. He is making final edits and Michael is hoping to get buy in/review from PMB leadership next week.
  - b. We are also amassing photographs to use in the plan, so please take a look at any great pictures you have of youth working, playing, learning, or volunteering on our public lands and send them to [fay\\_walker@ios.doi.gov](mailto:fay_walker@ios.doi.gov).
  - c. On track to complete and publish in early August, coinciding with the Secretary's youth platform.
3. Cal State in DC – Steven Stambough:
  - a. Allan Comp introduced Dr Stambough and discussed the importance of working with

established internship programs (such as the Washington Center) as well as the many "summer in DC" programs universities have in the district. Additionally, many of these schools are beginning to expand into semester long programs, so they may be a source of interns year round.

b. Dr. Stambough can be reached at 657.278.2933.

4. BIE Education MOU's:

a. Patrese Atine gave an update on the BIE's MOU's with Dept of Ed and AIHEC and their group's involvement with TCU's and their feeder schools. More information is available in her powerpoint.

5. NextGen Conference

a. NextGen will be July 25-26 here in DC. The group rate cost is \$620. Michael will be emailing more information in the coming days.

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**Ryan Pond**

Youth Employment, Office of Youth, Partnerships, & Service  
U.S. Department of the Interior  
202.208.7773

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**6 attachments**



**Federal Student Ambassadors\_Overview.pdf**

1245K



**AIHEC DOI MOU Bureau Representatives June 2013.xlsx**

15K



**BIE.YPS Presentation 6 24 13.pptx**

7129K



**BIE-AIHEC MOU Signedcopy.pdf**

1068K



**Cal State DC Scholars Presentation Stambough.pptx**

5339K



**DOI ED MOU Feb 2012.pdf**

258K

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**Michael Gale** <michael\_gale@ios.doi.gov>

Wed, Jun 26, 2013 at 7:20 PM

To: "Pond, Ryan" <ryan\_pond@ios.doi.gov>

This is excellent, Ryan. Thank you so much for your professionalism, leadership, and courage jumping right into this stuff.

You rock man. #angelfromthesky

See ya Thursday!

Michael

[Quoted text hidden]

> \*Ryan Pond\*

> Youth Employment, Office of Youth, Partnerships, & Service

> U.S. Department of the Interior

> 202.208.7773

> <Federal Student Ambassadors\_Overview.pdf>

> <AIHEC DOI MOU Bureau Representatives June 2013.xlsx>

> <BIE.YPS Presentation 6 24 13.pptx>

> <BIE-AIHEC MOU Signedcopy.pdf>

> <Cal State DC Scholars Presentation Stambough.pptx>  
> <DOI ED MOU Feb 2012.pdf>



Pond, Ryan &lt;ryan\_pond@ios.doi.gov&gt;

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## DOI Interns

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**Kim, Kelly** <khkim@osmre.gov>

Mon, Jun 24, 2013 at 7:33 PM

To: Ryan Pond &lt;ryan\_pond@ios.doi.gov&gt;, "Comp, T Allan" &lt;tcomp@osmre.gov&gt;

Ryan,

Glad we're on the same page about DOI interns! Allan will be reaching out to his contacts at the Archives, Capitol Visitors Center and the Interior Museum. I'll confirm a date/time with Dr. Rashad's and if we can host the event in the South Interior auditorium. We'll standby for the list of DOI interns from your office. Let us know if our interns can help gather emails. Here are their names and emails to start:

Domarina Danipour, [ddanipour@osmre.gov](mailto:ddanipour@osmre.gov)Jame Huang, [jhuang@osmre.gov](mailto:jhuang@osmre.gov)Allison Perlin, [aperlin@osmre.gov](mailto:aperlin@osmre.gov)

Attached is the list of DC internship organizations and housing opportunities. I've also included a 2011 report at OSM. Hope these resources help!

Best,  
Kelly

--

Kelly H. Kim  
Public Administration Fellow  
Department of the Interior Office of Surface Mining  
1951 Constitution Ave. NW - MS 121  
202-208-4633 | [khkim@osmre.gov](mailto:khkim@osmre.gov)

<http://www.osmre.gov/aml/vista/vista/shtm>[www.coalcountryteam.org](http://www.coalcountryteam.org)[www.hardrockteam.org](http://www.hardrockteam.org)

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### 2 attachments

**Final TWC\_OSM Intern Alumni Report Spring 2011 pdf.pdf**

367K

**DC internship programs 04.08.13.xlsx**

31K

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# The Washington Center Interns at the Office of Surface Mining: A 10-Year Perspective

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Spring 2011

Troy Burbank, Office of Surface Mining, Reclamation and Enforcement Intern

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With Dallas Dowdy, Alex GaNun, Andrew Middleton and Nathaniel Guin

Directed by T. Allan Comp, Ph.D.

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Survey Trends, Findings and Data.....	3

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# Executive Summary

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To examine the successes and challenges of The Washington Center Interns, a twelve question evaluation survey was created and sent out to the alumni. Forty TWC/OSM Intern alumni were contacted to participate in the anonymous survey and twenty-three completed the assessment. The data from the aforementioned survey was helpful in a number of ways.

The survey shows that the majority of alumni chose to pursue careers centered on environmental stewardship. An overwhelming majority (96%) enjoyed their time as an intern at the OSMRE and 100% of the alumni that responded felt it was a formative experience during which they learned valuable and marketable skills. The vast majority also found that there were more job opportunities available to them as a result of their time at OSM.

## Introduction

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After more than ten years of mentoring TWC Interns at OSM, during the spring semester of 2011 Allan Comp asked his team of interns to create, administer and analyze a program evaluation that would try to reach all the Interns who had participated in The Washington Center (TWC) program. The goal of this survey was to evaluate the effectiveness of TWC/OSM partnership and to identify areas of improvement to ensure the program is positive and formative for those who participate.

By way of background, virtually all TWC Interns have served to provide support for both the Appalachian Coal Country Team (ACCT) and the Western Hardrock Watershed Team (WHWT), the two OSM/VISTA teams created as a Watershed Assistance initiative within the Division of Reclamation Support, OSM. Dr. T Allan Comp has served as the Coordinator and mentor for TWC Interns since the initiatives first started in 2001.

The goal was for this survey and subsequent report was to assess the TWC Internship program that has been functioning for over ten years. The questions within the survey were tailored to gauge the experiences of TWC/OSM intern alumni, to see if the program was satisfactory as an internship experience and to learn whether that experience might also have been formative in the alumni choosing their current careers.

## Survey Methods and Procedure

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In order to assess the effectiveness of The Washington Center and the OSM/VISTA internship program, an evaluation survey was created to gauge the initiative. To ensure the survey would reach every TWC/OSM Intern Alumni a comprehensive list of the TWC/OSM interns was created. This list was a composite of the information provided in the intern files from 1999-2011 as well as the contact information found in the TWC Alumni Contact Info database. Robert Griffin, a doctoral student in Political Science at The George Washington University, in conjunction with the Spring 2011 TWC/OSM interns Troy Burbank, Dallas Dowdy, Alex GaNun, and Andrew Middleton, created the survey instrument.

The survey was intentionally concise to ensure the alumni would answer as many of the questions as possible without losing interest. Two identical surveys were administered anonymously to promote the most complete and uninhibited responses from the alumni. Once the survey was approved, an e-mail was sent out from Comp's e-mail address informing the intern alumni of the survey and providing the questionnaire and stressing the importance of completing it. The intern research team continued to stress the importance the purpose of the survey which was to assess the overall effectiveness of the TWC/OSM intern program. Question seven was particularly informative because it tried to quantify a correlation, if any, to the internship program and interns seeking a career in an environmental field. The survey was also helpful for collecting qualitative data that provided a better understanding of the intern experience at OSM.

Finally, the fact that the survey was anonymous was one of its biggest strengths because participants could be unfiltered and candid with their responses. Overall, the research team concluded the survey questions were good indicators of the effectiveness of the TWC/OSM intern program.

# Survey Trends, Findings and Data

**Question #1:** Please specify your gender.

**Possible Answers:** Male; Female.

Below is a table showing the percentage of TWC/OSM Intern Alumni who are male or female.

Responses	Percent Frequency	Count of Responses
Male	72.72%	16
Female	27.28%	6
<b>Grand Total</b>	<b>100.00%</b>	<b>22</b>

**Question # 2:** Please select the race that best describes you.

**Possible Answers:** Hispanic or Latino; American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; Other.

Below is a table indicating the race distribution of TWC/OSM Intern Alumni.

Responses	Percent Frequency	Count of Responses
White	86.36%	19
Other	9.09%	2
Black or African American	4.55%	1
<b>Grand Total</b>	<b>100.00%</b>	<b>22</b>

**Question #3A:** During which internship term did you intern at the Office of Surface Mining Reclamation and Enforcement (OSMRE)?

**Possible Answers:** Fall; Spring; Summer.

Below is a table showing the distribution of when each TWC/OSM Alumni interned.

Responses	Percent Frequency	Count of Responses
Fall	22.72%	5
Spring	36.36%	8
Summer	40.92%	9
<b>Grand Total</b>	<b>100.00%</b>	<b>22</b>

**Question #3B: In what year?**

Responses	Percent Frequency	Count of Responses
2011	9.52%	2
2010	28.56%	6
2009	28.56%	6
2008	9.52%	2
2007	9.52%	2
2006	0.00%	0
2005	9.52%	2
2004	4.80%	1
<b>Grand Total</b>	<b>100.00%</b>	<b>21</b>

**Question #4: Is your current occupation in a field related to the Office of Surface Mining Reclamation and Enforcement (OSMRE) mission?**

**Possible Answers:** Park/Service; Federal Policy making; State Policy Making; Environmental Lobbying/Advocacy; Environmental Law; Municipal Services; Environmental Not for Profit; Journalism; Education; Public Outreach; Environmental Engineering; Volunteer Service; Community Organizing; Student; My career is not related to the OSMRE mission; Other.

Below is a table indicating the current occupations of TWC/OSM Intern Alumni.

Responses	Percent Frequency	Count of Responses
Federal Policy Making	4.34%	1
State Policy Making	4.34%	1
Environmental Law	4.34%	1
Education	4.34%	1
Community Organizing	4.34%	1
Student	34.84%	8
Not related to OSM	21.73%	5
Other	21.73%	5
<b>Grand Total</b>	<b>100.00%</b>	<b>23</b>

**Note:** Most OSM interns are juniors during their time at OSM so we would expect that many of these former interns would still be pursuing their undergraduate degree or pursuing a graduate degree.

**Question #5: Are you currently in or pursuing a career in the field of conservation/environment?**

**Possible Answers:** Yes; No.

Below is a table showing alumni pursuing a career in the field of conservation/environment.

Responses	Percent Frequency	Count of Responses
Yes	52.38%	11
No	47.62%	10
<b>Grand Total</b>	<b>100.00%</b>	<b>21</b>

**Question #6: Are you currently involved in any organizations, local groups, or work outside of your current occupation that was influenced by your time as an Office of Surface mining Reclamation and Enforcement (OSMRE) intern? If yes, please elaborate.**

**Possible Answers:** Yes; No.

Below is a table indication if the alumni’s current involvement in organizations, local groups or work outside of their occupation was influenced by their time at OSM.

Responses	Percent Frequency	Count of Responses
Yes	26.08%	6
No	73.92%	17
<b>Grand Total</b>	<b>100.00%</b>	<b>23</b>

**Memorable Responses:**

**Question #7: How strongly would you agree or disagree with the following statements in regards to your Office of Surface Mining Reclamation and Enforcement (OSMRE) internship?**

**Possible Answers:** Strongly Agree, Agree, Agree, Strongly Agree, Don’t Know/No Opinion.

Below are four tables that display the results for the four parts of Question #7.

**I enjoyed my time as an intern at the OSMRE**

Responses	Percent Frequency	Count of Responses
Strongly Agree	61.90%	13
Agree	33.33%	7
Disagree	4.77%	1
Strongly Disagree	0.00%	0
Don’t Know/No Opinion	0.00%	0
<b>Grand Total</b>	<b>100.00%</b>	<b>21</b>

**I learned valuable and/or marketable skills**

<b>Responses</b>	<b>Percent Frequency</b>	<b>Count of Responses</b>
Strongly Agree	47.62%	10
Agree	52.38%	11
Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know/No Opinion	0.00%	0
<b>Grand Total</b>	<b>100.00%</b>	<b>21</b>

**There were more job opportunities available to me because of this internship.**

<b>Responses</b>	<b>Percent Frequency</b>	<b>Count of Responses</b>
Strongly Agree	47.62%	10
Agree	23.80%	5
Disagree	9.54%	2
Strongly Disagree	0.00%	0
Don't Know/No Opinion	19.04%	4
<b>Grand Total</b>	<b>100.00%</b>	<b>21</b>

**The internship influenced my career goals and choices.**

<b>Responses</b>	<b>Percent Frequency</b>	<b>Count of Responses</b>
Strongly Agree	52.38%	11
Agree	42.85%	9
Disagree	4.77%	1
Strongly Disagree	0.00%	0
Don't Know/No Opinion	0.00%	0
<b>Grand Total</b>	<b>100.00%</b>	<b>21</b>

**Question #8: What skills did you learn from your internship with OSMRE?**

**Memorable Answers:**

“T A Comp was a tremendous mentor and helped me understand the links between aesthetics, interactivity, local economic development, and conservation.”

“I learned the ins and outs of environmental policy. I gained an awareness of grass-roots, non-confrontational environmental activism. I acquired an overall understanding of office culture and how the DOI works.”

“Since my main task was to complete a research paper, this internship greatly improved my writing and analytical skills.”

**Question #9: Which of those skills have you been able to apply to work you’ve been involved in since?**

**Memorable Answers:**

“I later worked in the development of marine protected areas and stressed the importance of economic development through protected area tourism and interpretive signs to fuel an alternative economy for local fishermen.”

“Autonomy. I'm working in a small nonprofit which requires autonomy.”

“I spent two years in regional planning, and the skills I learned at OSMRE were invaluable--technical writing, critical thinking, research, etc.”

“I've brought my learned familiarity with environmental, community work (via the VISTA teams) to my college and its Environmental Alliance club.”

**Question #10: What did you like about the internship?**

**Memorable Answers:**

“I thoroughly enjoyed my experience as an intern. Being invited to West Virginia, both to Mullens and Fayetteville, to see two starkly different sides of Appalachia was an eye opening and formative experience for me.”

“The most rewarding part of my internship was definitely a chance to introduce myself and network with some influential people within the Department of Interior, AmeriCorps, and the Department of State. The thing I enjoyed the most about the internship was that the interns were treated like equals and our opinions were always valued within and outside the office.”

“I liked being in the center of D.C. and politics. I really liked going to Beckley and being in the field. A great part of the internship was being able to pose projects that I was interested in and being allowed to work on them.”

“Knowing that I was supporting work that had a real-world impact on communities.”

**Question #11: What didn't you like about the program? Any suggestions or recommendations for improvement?**

**Memorable Answers:**

“I wish I had learned more about Environmental Policy and its implementation.”

“It was nice to be able to focus on just one program (OSM/VISTA Teams) during my internship. However, I would have liked the opportunity to learn a little more about the broader mission of OSMRE well interning. I think it would be nice for future interns to have an introduction day, where someone from each division is able to spend some time talking about what their function is and how it supports the mission of OSMRE.”

“The more meetings we can tag along to, the better. Oh, and give Biscuit World coupons to every intern.”

“Maybe - if possible - it would have been helpful to meet with other Interior employees, not just those in OSMRE but if Dr. Comp had any contacts with BLM, NPS, BIA, etc. It would have been interesting to hear from other bureau employees to get a better sense of what goes on at Interior headquarters.”

**Question #12: Have you kept in contact with other interns from Office of Surface Mining Reclamation and Enforcement (OSMRE) and would you be interested in the contact information of previous interns for networking purposes?**

Below are tables indicating whether the alumni have kept in contact with OSMRE and if not would they like to.

Responses	Percent Frequency	Count of Responses
I have kept in contact	50.00%	11
I have not kept in contact	50.00%	11
<b>Grand Total</b>	<b>100.00%</b>	<b>22</b>

Responses	Percent Frequency	Count of Responses
I would like to keep in contact	50.00%	9
I would not like to keep in contact	50.00%	9
<b>Grand Total</b>	<b>100.00%</b>	<b>18</b>

# DC-based Internship Programs

Program Name	Website	Contact Info	Majors	# of students/s semester	Housing (cost per semester)
<b>Congressional Hispanic Caucus Institute</b>	<a href="http://www.chci.org/internships/">http://www.chci.org/internships/</a>	Internship and Fellowship Programs, rdecerega@chci.org, 202.543.1771	All undergrad majors accepted	500	All housing expenses covered
<b>Cornell in Washington/Ithaca College</b>	<a href="http://www.ciw.cornell.edu/">http://www.ciw.cornell.edu/</a>	<a href="mailto:cwash@cornell.edu">cwash@cornell.edu</a> , 202-466-2184	All undergrad majors accepted	57 max	Cornell University Wolpe Center, 2148 O Street, NW, Washington, DC 20037, \$4940 per semester,
<b>Congressional Black Caucus Foundation Inc.</b>	<a href="http://www.cbcfinc.org/internships.html">http://www.cbcfinc.org/internships.html</a>	<a href="mailto:internships@cbcfin.org">internships@cbcfin.org</a> , 202.263.2800	All undergrad majors accepted	15	Housing at a George Washington University (all expenses covered)
<b>Cal State DC Scholars</b>	<a href="http://dcinterns.fullerton.edu/">http://dcinterns.fullerton.edu/</a>	Dr. Steve Stambough, sstambough@exchange.fullerton.edu, 657.278.2933	All Undergrad and Grad Majors Accepted	15 to 30	WISH ( <a href="http://internsdc.com/">http://internsdc.com/</a> ); WIHN ( <a href="http://thewihn.com/">http://thewihn.com/</a> )
<b>GWU Semester in Washington</b>	<a href="http://semesterinwashington.gwu.edu/">http://semesterinwashington.gwu.edu/</a>	Casie Yoder, Program Specialist, siwp@gwu.edu 202-994-3284	All undergrad and grad majors	50	\$6700 spring, \$2323 summer; 1922 F St., NW, Suite 401, Washington, D.C. 20052
<b>Gettysburg College</b>	<a href="http://www.gettysburg.edu/about/offices/provost/off_campus/programs/affiliated_programs/affiliated_programs/LCWS.dot">http://www.gettysburg.edu/about/offices/provost/off_campus/programs/affiliated_programs/affiliated_programs/LCWS.dot</a>	Off-campus Studies, ocs@gettysburg.edu, 717.337.6866	All undergrad majors accepted	10 to 20	On-campus housing provided through Lutheran College Washington Center
<b>Hispanic Association of Colleges and Universities</b>	<a href="http://www.hacu.net/hacu/HNIP.asp">http://www.hacu.net/hacu/HNIP.asp</a>	Washington DC Office, 202.833.8361 <a href="mailto:hacu@hacu.net">hacu@hacu.net</a>	All undergrad and grad majors accepted	10 to 20	Housing arrangements made by staff for fee.
<b>Lutheran College Washington Center</b>	<a href="http://washingtonsemester.org/">http://washingtonsemester.org/</a>	Laura Groth; <a href="mailto:internship@washington.org">internship@washington.org</a> ; 703.525.5292	All undergrad majors accepted	30 to 50	\$2600 per semester, River Place Apartments; 1025 Arlington Boulevard, Arlington, VA 22209; (703) 525-5292

<b>Michigan State University</b>	<a href="http://www.cal.msu.edu/students/study-abroad-away/dc/">http://www.cal.msu.edu/students/study-abroad-away/dc/</a>	Quinn Moreno, Assistant Director of Undergraduate Affairs, qmoreno@msu.edu, 517-355-0366	Social Sciences Undergraduate Program	6 to 20	Virginian Suites Arlington; 1500 Arlington Blvd Arlington, VA 22209; \$3,700 per semester
<b>Syracuse University in Washington, DC</b>	<a href="http://greenberghouse.syr.edu/">http://greenberghouse.syr.edu/</a>	Ann Donahue Yockey, Assistant VP, aedonahu@syr.edu	All undergrad and grad majors accepted	n/a	Syracuse University Greenburg House; 2301 Calvert Street N.W., Washington, D.C. 20008; 202-797-4678, SUinDC@syr.edu
<b>The Washington Center</b>	<a href="http://www.twc.edu/">http://www.twc.edu/</a>	Sweeta Hutchinson, Senior Manager, Sweeta.Hutchinson@twc.edu; 202-238-7985	All Undergrad and Grad Majors Accepted	400 to 500	\$5,000 Spring/Fall, \$4,000 Summer; NoMa: 1005 3rd Street, NE, Washington, DC 20002; Solaire: 1150 Ripley Street, Silver Spring, MD 20910
<b>University of Georgia</b>	<a href="http://dcsemester.uga.edu/">http://dcsemester.uga.edu/</a>	Don Demaria 706.542.3450 dcsem@uga.edu	All undergrad majors accepted	20	WISH ( <a href="http://internsdc.com/">http://internsdc.com/</a> )
<b>University of California Washington Center (UCDC)</b>	<a href="http://www.ucdc.edu/">http://www.ucdc.edu/</a>	Alfreda Brock, alfreda.brock@ucdc.edu, 202.974.6391	All undergrad majors accepted		UC Washington Center (1608 Rhode Island Avenue, NW Washington, DC 20036)
<b>University of Southern California (GWU Semester In Washington)</b>	<a href="http://priceschool.usc.edu/programs/undergraduate/wash-semester/">http://priceschool.usc.edu/programs/undergraduate/wash-semester/</a>	Megan Curran, 213.740.3353 mecurran@usc.edu	All undergrad majors accepted	10	George Washington University dormitories; about \$6,500 per semester
<b>Washington Internship Institute</b>	<a href="http://wiidc.org/">http://wiidc.org/</a>	202.833.8580	All undergrad majors accepted	50	\$3,600 summer, \$4,600 spring/fall Crystal City apartments in Arlington, VA



Pond, Ryan &lt;ryan\_pond@ios.doi.gov&gt;

## For FOIA: Fwd: Youth Alliance items

**Arnold, Maria** <maria\_arnold@ios.doi.gov>  
To: Ryan Pond <ryan\_pond@ios.doi.gov>

Mon, Jul 22, 2013 at 3:51 PM

Forwarding...

----- Forwarded message -----

From: **Bolasny, Paloma** <paloma\_bolasny@nps.gov>

Date: Fri, Apr 19, 2013 at 11:53 AM

Subject: Youth Alliance items

To: Alex Tremble <alex\_tremble@ios.doi.gov>, arandall@usbr.gov, Amy Sjerven <asjerven@usbr.gov>, Bessie Sherman <bessie\_sherman@nps.gov>, Robert Ratcliffe <bob\_ratcliffe@nps.gov>, Bonnie Ridgeway <bridgewa@usgs.gov>, Dana Perez <dana\_perez@fws.gov>, Diane Chalfant <diane\_chalfant@nps.gov>, Dorothy Howard <Dorothy\_Howard@nps.gov>, Francis Dunne <francis.dunne@bia.gov>, George McDonald <George\_McDonald@nps.gov>, Janet Ady <janet\_ady@fws.gov>, Jay Slack <jay\_slack@fws.gov>, Jennifer Madello <jennifer\_madello@nps.gov>, Jason Freihage <jfreihage@usgs.gov>, John Burden <john\_burden@ios.doi.gov>, joy\_pietschmann@ios.doi.gov, juanita.mendoza@bie.edu, Julie Reynolds <julie.reynolds@boem.gov>, katherine.campbell@bie.edu, Kathy Kupper <kathy\_kupper@nps.gov>, Kermit Howard <Kermit\_Howard@ios.doi.gov>, Kevin Kilcullen <Kevin\_Kilcullen@fws.gov>, Kim Howze <kim\_howze@fws.gov>, Latasha Virgil <latasha\_virgil@partner.nps.gov>, Lisa Pelstring <lisa\_pelstring@ios.doi.gov>, Melissa Koenigsberg <Melissa\_Koenigsberg@ios.doi.gov>, Monique Fordham <mfordham@usgs.gov>, Nancy Taylor <n1taylor@blm.gov>, Nathaniel Hawley <nathaniel\_hawley@fws.gov>, Pat Durham <pat\_durham@fws.gov>, Phil LePelch <Phil\_Lepelch@fws.gov>, Patricia Klein <pklein@blm.gov>, Rhea Suh <Rhea\_Suh@ios.doi.gov>, Robert Stanton <robert\_stanton@ios.doi.gov>, Robin Snyder <robin\_snyder@nps.gov>, Ryan Edgar <Ryan\_Edgar@ios.doi.gov>, Rudy Schuster <schusterr@usgs.gov>, Scott Owen <Scott\_T\_Owen@fws.gov>, "Atine, Patrese" <patrese.atine@bie.edu>, Barbara Wallace <barbara.wallace@boem.gov>, Brenda Woods <brenda\_f\_woods@nbc.gov>, "Burnett, Drew" <Drew\_Burnett@fws.gov>, Don Sweet <dsweet@usgs.gov>, Elizabeth Wooster <ewooster@blm.gov>, Eric Sanders <Eric\_Sanders@ios.doi.gov>, "Ewald, Jennifer" <jennifer.ewald@boem.gov>, "Gaber, Melinda" <msgaber@usgs.gov>, "Gundersen, Linda" <lgundersen@usgs.gov>, Janet Pflieger <janet\_pflieger@ios.doi.gov>, "Joseph, Fredericka" <Fredericka.joseph@bia.gov>, "Kim, Kelly" <khkim@osmre.gov>, Kirk Sander <kirk.sander@bsee.gov>, "Lagrotteria, Dawn" <dawn\_lagrotteria@fws.gov>, Lisa Young <lisa\_young@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Maria Arnold <maria\_arnold@ios.doi.gov>, Marta Kelly <marta\_kelly@nps.gov>, Michael Gale <michael\_gale@ios.doi.gov>, "Moyer, Teresa" <Teresa\_Moyer@nps.gov>, Nahal Hamidi <nahal\_hamidi@ios.doi.gov>, Olivia Ferriter <olivia\_ferriter@ios.doi.gov>, Paloma Bolasny <paloma\_bolasny@nps.gov>, Paul Batlan <paul\_batlan@ios.doi.gov>, Rebecca Fulkerson <rfulkerson@usbr.gov>, Steve Chase <Steve\_Chase@fws.gov>, T Comp <tcomp@osmre.gov>, Zehra Ghorri <zehra.ghori@bsee.gov>

Hello Youth Alliance,

A few things from our past meeting and a new item:

- The contact information for Jeff Humphrey, who presented on You Can AZ is:

Jeff Humphrey, [jeff\\_humphrey@fws.gov](mailto:jeff_humphrey@fws.gov)  
Public Outreach Specialist  
Fish and Wildlife Service  
2321 West Royal Palm Road, Suite 103

Phoenix, Arizona 85021  
602-242-0210 ext. 222  
<http://www.fws.gov/southwest/es/arizona/>

- Please find attached a list of DC based internship programs. Contact them directly for volunteer interns. Thanks to Allan Comp and Kelly Kim for putting this together.
- Resource and conservation professionals needed to be on hand to answer student questions at the **Student Climate and Conservation Congress at NCTC - Career Fair and Networking June 24, 2013 at 3-5:30 PM**. This is NCTC's big high school leadership conference. NCTC is trying to get a cross section of professionals in many bureaus to answer student questions about that field, like "What does it take to be a FWS Biologist?" "What do NPS Historians do?" I am planning on attending to answer questions on NPS Cultural Resources/historic preservation professionals. If you know of staff who are knowledgeable about resource management who could attend or have any questions please contact Jim Siegel at [jim\\_siegel@fws.gov](mailto:jim_siegel@fws.gov)

All the best,

Paloma

Paloma Bolasny  
On detail to the Department of the Interior, Office of Youth, Partnerships and Service  
202-208-7773

Coordinator, Cultural Resources Diversity Internship Program  
Historian, Cultural Resources, Office of Outreach  
National Park Service  
1201 I (Eye) St. NW #2280  
Washington, DC 20005  
[paloma\\_bolasny@nps.gov](mailto:paloma_bolasny@nps.gov)  
phone (work) 202-354-2174

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***Maria Arnold***

Youth Program Analyst | Office of Youth, Partnerships, and Service

Office of the Secretary | Department of the Interior

1849 C Street, NW, MS 3559-MIB

Washington, DC 20240

Ph: 202.219.1664

Cell: 202.445.3662

<http://doi.gov/whatwedo/youth>, [www.youthgo.gov](http://www.youthgo.gov)



**DC internship programs 04.08.13 (1).xlsx**

31K

# DC-based Internship Programs

Program Name	Website	Contact Info	Majors	# of students/s semester	Housing (cost per semester)
<b>Congressional Hispanic Caucus Institute</b>	<a href="http://www.chci.org/internships/">http://www.chci.org/internships/</a>	Internship and Fellowship Programs, rdecerega@chci.org, 202.543.1771	All undergrad majors accepted	500	All housing expenses covered
<b>Cornell in Washington/Ithaca College</b>	<a href="http://www.ciw.cornell.edu/">http://www.ciw.cornell.edu/</a>	<a href="mailto:cwash@cornell.edu">cwash@cornell.edu</a> , 202-466-2184	All undergrad majors accepted	57 max	Cornell University Wolpe Center, 2148 O Street, NW, Washington, DC 20037, \$4940 per semester,
<b>Congressional Black Caucus Foundation Inc.</b>	<a href="http://www.cbcfinc.org/internships.html">http://www.cbcfinc.org/internships.html</a>	<a href="mailto:internships@cbcfin.org">internships@cbcfin.org</a> , 202.263.2800	All undergrad majors accepted	15	Housing at a George Washington University (all expenses covered)
<b>Cal State DC Scholars</b>	<a href="http://dcinterns.fullerton.edu/">http://dcinterns.fullerton.edu/</a>	Dr. Steve Stambough, sstambough@exchange.fullerton.edu, 657.278.2933	All Undergrad and Grad Majors Accepted	15 to 30	WISH ( <a href="http://internsdc.com/">http://internsdc.com/</a> ); WIHN ( <a href="http://thewihn.com/">http://thewihn.com/</a> )
<b>GWU Semester in Washington</b>	<a href="http://semesterinwashington.gwu.edu/">http://semesterinwashington.gwu.edu/</a>	Casie Yoder, Program Specialist, siwp@gwu.edu 202-994-3284	All undergrad and grad majors	50	\$6700 spring, \$2323 summer; 1922 F St., NW, Suite 401, Washington, D.C. 20052
<b>Gettysburg College</b>	<a href="http://www.gettysburg.edu/about/offices/provost/off_campus/programs/affiliated_programs/affiliated_programs/LCWS.dot">http://www.gettysburg.edu/about/offices/provost/off_campus/programs/affiliated_programs/affiliated_programs/LCWS.dot</a>	Off-campus Studies, ocs@gettysburg.edu, 717.337.6866	All undergrad majors accepted	10 to 20	On-campus housing provided through Lutheran College Washington Center
<b>Hispanic Association of Colleges and Universities</b>	<a href="http://www.hacu.net/hacu/HNIP.asp">http://www.hacu.net/hacu/HNIP.asp</a>	Washington DC Office, 202.833.8361 <a href="mailto:hacu@hacu.net">hacu@hacu.net</a>	All undergrad and grad majors accepted	10 to 20	Housing arrangements made by staff for fee.
<b>Lutheran College Washington Center</b>	<a href="http://washingtonsemester.org/">http://washingtonsemester.org/</a>	Laura Groth; <a href="mailto:internship@washington.org">internship@washington.org</a> ; 703.525.5292	All undergrad majors accepted	30 to 50	\$2600 per semester, River Place Apartments; 1025 Arlington Boulevard, Arlington, VA 22209; (703) 525-5292

<b>Michigan State University</b>	<a href="http://www.cal.msu.edu/students/study-abroad-away/dc/">http://www.cal.msu.edu/students/study-abroad-away/dc/</a>	Quinn Moreno, Assistant Director of Undergraduate Affairs, qmoreno@msu.edu, 517-355-0366	Social Sciences Undergraduate Program	6 to 20	Virginian Suites Arlington; 1500 Arlington Blvd Arlington, VA 22209; \$3,700 per semester
<b>Syracuse University in Washington, DC</b>	<a href="http://greenberghouse.syr.edu/">http://greenberghouse.syr.edu/</a>	Ann Donahue Yockey, Assistant VP, aedonahu@syr.edu	All undergrad and grad majors accepted	n/a	Syracuse University Greenburg House; 2301 Calvert Street N.W., Washington, D.C. 20008; 202-797-4678, SUinDC@syr.edu
<b>The Washington Center</b>	<a href="http://www.twc.edu/">http://www.twc.edu/</a>	Sweeta Hutchinson, Senior Manager, Sweeta.Hutchinson@twc.edu; 202-238-7985	All Undergrad and Grad Majors Accepted	400 to 500	\$5,000 Spring/Fall, \$4,000 Summer; NoMa: 1005 3rd Street, NE, Washington, DC 20002; Solaire: 1150 Ripley Street, Silver Spring, MD 20910
<b>University of Georgia</b>	<a href="http://dcsemester.uga.edu/">http://dcsemester.uga.edu/</a>	Don Demaria 706.542.3450 dcsem@uga.edu	All undergrad majors accepted	20	WISH ( <a href="http://internsdc.com/">http://internsdc.com/</a> )
<b>University of California Washington Center (UCDC)</b>	<a href="http://www.ucdc.edu/">http://www.ucdc.edu/</a>	Alfreda Brock, alfreda.brock@ucdc.edu, 202.974.6391	All undergrad majors accepted		UC Washington Center (1608 Rhode Island Avenue, NW Washington, DC 20036)
<b>University of Southern California (GWU Semester In Washington)</b>	<a href="http://priceschool.usc.edu/programs/undergraduate/wash-semester/">http://priceschool.usc.edu/programs/undergraduate/wash-semester/</a>	Megan Curran, 213.740.3353 mecurran@usc.edu	All undergrad majors accepted	10	George Washington University dormitories; about \$6,500 per semester
<b>Washington Internship Institute</b>	<a href="http://wiidc.org/">http://wiidc.org/</a>	202.833.8580	All undergrad majors accepted	50	\$3,600 summer, \$4,600 spring/fall Crystal City apartments in Arlington, VA



Pond, Ryan &lt;ryan\_pond@ios.doi.gov&gt;

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## For FOIA: Fwd: Youth Program Report

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**Arnold, Maria** <maria\_arnold@ios.doi.gov>  
To: Ryan Pond <ryan\_pond@ios.doi.gov>

Mon, Jul 22, 2013 at 10:49 AM

----- Forwarded message -----

From: **Comp, T Allan** <tcomp@osmre.gov>

Date: Tue, Oct 2, 2012 at 12:02 PM

Subject: Youth Program Report

To: "Arnold, Maria" <Maria\_Arnold@ios.doi.gov>

Cc: "Rideout, Sterling" <srideout@osmre.gov>, "Whitehouse, Al" <awhitehouse@osmre.gov>, "[allan@tallancomp.com](mailto:allan@tallancomp.com)" <allan@tallancomp.com>

Maria

Here's the final Youth report for OSM.

Allan

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***Maria Arnold***

Youth Program Analyst | Office of Youth, Partnerships, and Service

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**OSMRE Youth Program Reporting FY 2012 FINAL.docx**  
841K

## FY12 Bureau Youth Program Reporting Guidance

The Office of Youth, Partnerships and Service will compile an accomplishments report for the Secretary that will highlight achievements Department-wide in engaging, employing and educating youth. Please use the following guidance to submit your success stories to Maria Arnold, [Maria\\_Arnold@ios.doi.gov](mailto:Maria_Arnold@ios.doi.gov), 202-219-1664, no later than October 2, 2012. These reports should not exceed 3-5 pages.

For each of the following, highlight achievements, including innovations, any capacity building efforts taken in FY2012, as well as any challenges addressed.

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### Bureau Name

**Introduction:** Please summarize major accomplishments in engaging, educating, and employing young people during FY12. Please note actions taken to exceed FY11 efforts.

**1. Youth Employment Reporting**

Please discuss strategies for meeting Departmental youth hiring goals, including direct and partner hires.

**2. Diversity Recruitment / Outreach**

Please describe efforts and accomplishments in engaging diverse populations through events, programs, service and internships. Which strategies have been most effective? Please include successes working with partners to increase outreach to diverse communities.

**3. *Let's Move! Outside or Let's Move in Indian Country***

Please describe how the bureau has integrated *Let's Move* initiatives into existing programming.

**4. Engaging Youth in Educational/Stewardship Activities**

Please highlight efforts to engage youth through educational and/or stewardship programs and activities.

**5. Engagement Involving Innovative Partnerships and/or New-Media**

Please highlight any innovative new partnerships and/or efforts to incorporate new-media into youth programs or engagement efforts.

## Office of Surface Mining Reclamation and Enforcement

*FY 2012 Youth Program Reporting*

**Introduction:** OSMRE continues to maintain its strong youth program placing 138 youth in environmental stewardship and engagement opportunities around the United States: 60 full-time OSM/VISTA Volunteers, 55 Summer AmeriCorps Members, and 23 interns serving in the OSM office and in coal communities throughout the nation.

### **Youth Employment:**

The Division of Reclamation Support continued its partnership with *The Washington Center for Internships and Academic Seminars* (TWC), recruiting 9 TWC interns in the fall, spring and summer terms in FY 2012. The Division brought a TWC staff member on a day-long field trip to meet current interns on the trip and discuss how OSM fits into The Department's Youth Initiative as demonstrated in their respective projects.

The Division also seeks to target interns of various ethnicities through its innovative relationship with California State University Fullerton's DC Scholars Program. Cal State Fullerton is ranked 8<sup>th</sup> in the nation's leading institutions to award degrees to minority students. This year, the Division hired 3 Cal State Fullerton alumni, two serving as summer interns and one as a Public Administration Fellow.

### **Diversity Recruitment/Outreach:**

**OSM/VISTAs serve in communities impoverished by environmental degradation, reaching far beyond traditional DOI audiences into underserved communities of the Appalachian coal fields and mining communities of CO and NM. Recruiting these community sponsors and the actual outreach done every day by OSM/VISTAs involves extensive partnerships, and led to an award of the Secretary's Partners in Conservation Award to the OSM/VISTA Teams for FY 2012.**

### **Example: OSM/VISTA Nik Gualco in New Mexico**

Illegal dumping is a serious issue in the Navajo Nation that cannot be easily fixed. OSM/VISTA Nik Gualco with the Rio Puerco Alliance (RPA) worked with the New Mexico Association of Counties, BLM, and the Ojo Encino and Torreon Eastern Navajo Chapters to conduct a clean-up program. BLM awarded RPA \$60,000 to conduct a clean-up program. Additionally, the Torreon and Ojo Encino Chapters will be receiving trash removal service for the next 18 months, remediating a challenging problem with a longer term solution.

The Rio Puerco Watershed covers a vast and remote area (about 4.7 million acres) with many distinct challenges. Gualco formed a partnership between the Southwest Conservation Corps (SCC) in Acoma, NM and RPA. The New Mexico Community Foundation awarded RPA \$25,000 to improve erosion conditions at Cebolla Canyon, NM. RPA's partnership with the Acoma SCC and have a crew trained in erosion control for years to come.



## Office of Surface Mining Reclamation and Enforcement

*FY 2012 Youth Program Reporting*

### ***Let's Move Outside!:***

*Let's Move Outside!* (LMO) was incorporated into the OSM/VISTA Teams' orientation. OSM/VISTAs were provided with LMO branding materials, the toolkit and two summer interns for the Teams developed a LMO FAQ. OSM/VISTA Leaders called each individual OSM/VISTA and encouraged them to utilize LMO when planning related community events. This year, 87 youth volunteers participated in 5 LMO events that were organized by OSM/VISTAs in their respective communities, bringing LMO events far beyond the normal reach of DOI programming.

OSM/VISTA Krystle Chipman coordinated an extremely successful LMO event *Move It, Perry County!* to encourage outdoor exercise among locals and decrease the county's increasing rate of obesity. The event centered on the benefits of outdoor activity and promoted community cohesiveness in Perry County, KY.



### **Engaging Youth In Educational/Stewardship Activities:**

Initiated and supported by OSM, the Environmental Stewards Summer Program was created through a multi-bureau cooperative agreement with the help of the Office of Youth, Partnerships and Service, the Office of Budget and the Chief Diversity Officer. The program, slated to run through 2014, engages youth ages 18-25 in direct service activities for 10 week terms in the summer. Participating bureaus include NPS, BOR, USGS, BLM, FWS and OSM.

Youth engaged in the program have had many accomplishments in 2012, including invasive species removal, GIS mapping, development of youth environmental education programs, enhancing a digital map inventory and improving public outreach. These youth serve at various DOI sites nationwide. OSM worked with its non-federal partners to provide some funding for the program to decrease costs for small non-profits who would be unable to participate otherwise.

### **The year-long, full-time college graduates of the OSM/VISTA Teams achieved equally impressive successes:**

OSM/VISTAs Zach Vaughter and Crystal Edmunds with the Coal Creek Watershed Coalition (CCWC) coordinated a community riparian workshop entitled "Protecting the Riparian Floodplains of Gunnison Valley: A Community Workshop." The workshop taught over 20 community members and local property owners about the importance of riparian areas and what kind of resources CCWC can provide. The event was held at Totem Pole Park and included an interactive hands-on project assessing the condition of the in-town segment of Coal Creek.

OSM/VISTA Melissa May with the San Juan Watershed Group (SJWG) received a \$500,000 grant from a settlement between BHP Billiton/PNM and the Sierra Club. Funds will be used to spread the information to the public once the study is completed. The grant includes \$90,000 for upgrading the SJWG website. Additionally, \$170k is set aside as implementation funding to focus on projects to reduce bacteria pollution once the main sources have been identified. This

## Office of Surface Mining Reclamation and Enforcement

*FY 2012 Youth Program Reporting*

grant will aid SJWG and other groups to plan effective projects that measurably reduce E. coli in local water bodies.

### **Engagement Involving Innovative Partnerships and/or New Media:**

For the second year in a row, OSM partnered with the Southwest Conservation Corps to support State Regulatory Agencies to carry out the requirements of the Surface Mining Control and Reclamation Act. SCC placed 29 OSM/AmeriCorps Regulatory Members with participating State Regulatory Agencies to address the need for trained regulatory personnel. The OSM/AmeriCorps Regulatory Program is intended to assist state regulatory programs and OSM field offices in introducing recent college graduates to state surface coal mining regulatory work in a carefully-mentored environment over a full year of service.

The OSM/VISTA Teams completed a pioneering three-year research project on rural volunteerism throughout Appalachia and the Rocky Mountain West with funding from the Environmental Protection Agency's Office of Wetlands, Oceans, and Watersheds. After engaging in place-based research in 34 rural communities, the OSM/VISTA Teams created the *Toolkit for Working with Rural Volunteers* to share approaches to volunteer recruitment, management and retention that are successful in rural settings. Continuing this interagency partnership will ultimately result in better quality of water and better communities for constituents in which EPA OWOW and the OSM/VISTA Teams serve.

The Claude Worthington Benedum Foundation awarded a \$100,000 grant to the OSM/VISTA Teams in support of utilizing the *Toolkit for Managing Rural Volunteers* in underserved, impoverished communities. Both the OSM/VISTA Teams and the Benedum Foundation strive to see communities take advantage of the Toolkit, establish plans for managing their volunteers, and encourage new partnerships on the state, regional, and national networks.

The Appalachian Regional Commission (ARC) and the OSM/VISTA Teams collaborated to advance community-based reforestation efforts around Appalachia. ARC provided funding to support ACCT's reforestation, *Groasis Waterboxx*, and National Civilian Community Corps (NCCC) projects. In this year alone, 767 volunteers, 6,351 volunteer hours, 133.9 reforested acres and 63,093 replanted trees resulted from ARC's support.

The OSM/VISTA Teams continued to cultivate innovative partnerships with the National Civilian Community Corps (NCCC) as a second-year recipient of two NCCC Teams. The two teams consisted of 21 members logging 4,292 hours in Appalachian communities that deeply needed and appreciated their help. With the help of 235 community volunteers, the NCCC Teams reforested 10.2 acres and replanted 9,260 trees during their six weeks of service. By combining the organizing skills of our OSM/VISTAs in communities across Appalachia and the capacity of the ACCT Support Office, we were able to bring critical support to rural communities that would never have been able to do this on their own. This also opened new doors for NCCC in small rural places where their services are deeply needed.



Gale, Michael <michael\_gale@ios.doi.gov>

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## FYI: Resources for Helping Young Professionals

2 messages

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**Gale, Michael** <michael\_gale@ios.doi.gov> Sun, Feb 10, 2013 at 1:45 PM  
To: katherine.campbell@bie.edu, lJordan@blm.gov, Paloma\_Bolasny@contractor.nps.gov, Rhea\_Suh@ios.doi.gov, robin\_snyder@nps.gov, Alex Tremble <alex\_tremble@ios.doi.gov>, Anzannette Randall <arandall@blm.gov>, Barbara Wallace <barbara.wallace@boem.gov>, Bessie Sherman <bessie\_sherman@nps.gov>, Bonnie Ridgeway <bridgewa@usgs.gov>, Brenda Woods <brenda\_f\_woods@nbc.gov>, Celina P Cunningham <Celina\_Cunningham@ios.doi.gov>, "Comp, T Allan" <tcomp@osmre.gov>, Dana Perez <dana\_perez@fws.gov>, Dawn Lagrotteria <dawn\_lagrotteria@fws.gov>, Diane Chalfant <diane\_chalfant@nps.gov>, Don Sweet <dsweet@usgs.gov>, "Dorothy\_Howard@nps.gov" <Dorothy\_Howard@nps.gov>, Drew Burnett <Drew\_Burnett@fws.gov>, Elizabeth Hoermann <elizabeth\_hoermann@nps.gov>, Elizabeth Wooster <ewooster@blm.gov>, Eric Sanders <eric\_sanders@ios.doi.gov>, Eugenie Bostrom <eugenie\_bostrom@ios.doi.gov>, Francis Dunne <francis.dunne@bia.gov>, Francisco Carrillo <francisco\_carrillo@ios.doi.gov>, "George\_McDonald@nps.gov" <George\_McDonald@nps.gov>, "Howard, Kermit D" <Kermit\_Howard@ios.doi.gov>, Janet Ady <janet\_ady@fws.gov>, Janet Pfleeger <janet\_pfleeger@ios.doi.gov>, Jason Freihage <jfreihage@usgs.gov>, Jay Slack <jay\_slack@fws.gov>, Jennifer Madello <jennifer\_madello@nps.gov>, John Burden <john\_burden@ios.doi.gov>, "Joseph, Fredericka" <Fredericka.joseph@bia.gov>, Joy Pietschmann <joy\_pietschmann@ios.doi.gov>, Julie Reynolds <julie.reynolds@boem.gov>, Kathy Kupper <kathy\_kupper@nps.gov>, Kaye Cook <kcook@usgs.gov>, Kelly Kim <khkim@osmre.gov>, Kevin Kilcullen <Kevin\_Kilcullen@fws.gov>, Kim Howze <kim\_howze@fws.gov>, Kirk Sander <kirk.sander@bsee.gov>, "Koenigsberg, Melissa" <Melissa\_Koenigsberg@ios.doi.gov>, Latasha Virgil <latasha\_virgil@partner.nps.gov>, Linda C Gundersen <lgundersen@usgs.gov>, Lisa Young <lisa\_young@ios.doi.gov>, Maria Arnold <maria\_arnold@ios.doi.gov>, Marta Kelly <marta\_kelly@nps.gov>, Melinda Gaber <msgaber@usgs.gov>, "Mendoza, Juanita" <juanita.mendoza@bie.edu>, Michael Gale <michael\_gale@ios.doi.gov>, Monique Fordham <mfordham@usgs.gov>, Nahal Hamidi <nahal\_hamidi@ios.doi.gov>, Nancy Taylor <n1taylor@blm.gov>, Nathaniel Hawley <nathaniel\_hawley@fws.gov>, Olivia Ferriter <olivia\_ferriter@ios.doi.gov>, Pat Durham <pat\_durham@fws.gov>, "patrese.atine@bie.edu" <patrese.atine@bie.edu>, Patricia Klein <pklein@blm.gov>, Paul E Batlan <Paul\_batlan@ios.doi.gov>, "Pelstring, Lisa M" <lisa\_pelstring@ios.doi.gov>, Phil LePelch <Phil\_Lepelch@fws.gov>, Rebecca Fulkerson <rfulkerson@usbr.gov>, Robert Ratcliffe <bob\_ratcliffe@nps.gov>, Robert Stanton <robert\_stanton@ios.doi.gov>, Rudy Schuster <schusterr@usgs.gov>, Ryan Edgar <Ryan\_Edgar@ios.doi.gov>, Scott Owen <Scott\_T\_Owen@fws.gov>, "Sjerven, Amy M" <asjerven@usbr.gov>, Steve Chase <Steve\_Chase@fws.gov>, Teresa Moyer <Teresa\_Moyer@nps.gov>, Zehra Ghorri <zehra.ghorri@bsee.gov>

FYI - Here is a compilation of some great resource for young professionals put together by Alex Tremble in DOI. Feel free to incorporate into your young professional programs if helpful, and we'll digest this information to and have it as part of our on-line resource bank we'll have put together certainly by this summer if not sooner.

Michael

----- Forwarded message -----

From: **Alex Tremble** <tremblea@yahoo.com>  
Date: Sat, Feb 9, 2013 at 10:50 PM  
Subject: Helping Young Professionals  
To: "michael\_gale@ios.doi.gov" <michael\_gale@ios.doi.gov>

Hello,

I hope you had a wonderful week and are planning to have a relaxing and fun weekend.

In December I reached out to my LinkedIn network asking them to recommend organizations, books and magazines they found helpful to young professionals. Due to the diverse composition of my network the end result was an extremely helpful and diverse list of resources.

I am sharing this list with over 1000 individuals and I hope you share it with others who might find it beneficial. If your organization is not on this list, please do not be offended as I did my best to capture everyone's recommendations, but there were some websites that did not work.

I have split up the spreadsheet into three sections:

- 1) General Organizations
- 2) Books/ Magazines /Blogs, and
- 3) Specialized Organizations

Although there are a number of valuable resources on this list I would still like to highlight three particular sites:

<a href="http://www.dominiquebroadway.com">www.dominiquebroadway.com</a>	<b>Dominique Broadway</b> is a young, up and coming professional who resides in the DC area working as a financial advisor targeting young professionals. I have had the opportunity of meeting her in person and have also explored her webpage, and therefore, I think she is truly a resourceful person.
<a href="http://www.MarshallGoldsmith.com">www.MarshallGoldsmith.com</a>	<b>Marshall Goldsmith</b> is one of the world's foremost thought leaders in Executive Coaching and he is one of my mentors. In my many conversations with him, he is always very generous with sharing his knowledge and resources with others and his insightful suggestions have helped me at various stages of my life. He is a true believer of sharing his information and resources with others at no cost.
The Power of Presence (Book)	<b>Kristi Hedge's</b> , <i>The Power of Presence</i> , is one of the most helpful books I have read in years. This book describes simple and practical ways to become a more effective public speaker while providing strategies for influencing others. I recommend this book to everyone I meet. ( <a href="http://www.youtube.com/watch?v=1qeaE5tf2-s">http://www.youtube.com/watch?v=1qeaE5tf2-s</a> )
<a href="http://www.impact-dc.com">www.impact-dc.com</a>	If you are into social topics or politics <b>Impact-dc</b> is definitely an organization you should join. Aside from being extremely active across the nation, it is managed by a phenomenal group of young professionals who are open-minded to meet with others to share/discuss thoughts and concerns.

Finally, I have also attached an article I wrote recently and would greatly appreciate it if you could take a few minutes to read it. If you find it interesting, please share it with your colleagues, friends, and other networks as well.

Also, in the coming months, I will begin interviewing and taking surveys from my network to identify the most valuable skills young professionals must have in order to be successful.

Thank you for your time and help and feel free to contact me any time.

Regards,

Alex Tremble M.S.  
Industrial and Organizational Psychologist  
Cell: (b) (6)  
[tremblea@yahoo.com](mailto:tremblea@yahoo.com)

I can also be contacted on [LinkedIn.com](http://www.linkedin.com/in/alextramble) - <http://www.linkedin.com/in/alextramble>  
or Twitter: @Tremblealex

--  
Michael Gale

Director | Office of Youth, Partnerships & Service | U.S. Department of the Interior

202.208.1906 (o) | 202.744.4368 (c)

@generationwild | <http://doi.gov/whatwedo/youth>

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**2 attachments**



**Orgs.xlsx**

18K



**4 Ways to Cope With a Bad Leader.pdf**

464K

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**Wallace, Barbara** <barbara.wallace@boem.gov>  
To: michael\_gale@ios.doi.gov

Sun, Feb 10, 2013 at 1:46 PM

I am currently out of the office.

--  
Barbara

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Barbara Wallace  
Bureau of Ocean Energy Management  
Division of Environmental Sciences  
Environmental Studies Program  
381 Elden Street - HM 3115  
Herndon, VA 20170  
703-787-1512

Name
Alex Tremble (Leadership Development, Goal Setting, and Building Mentoring Programs)
Atlantic Journal
Ben's Blog
<a href="#">Black Enterprise</a>
Black MBA Magazine
Blog Air Consulting
Business week
CareeRealism
CLO Magazine
Coach Blog (In German)
Creative Visualization
Diverse Issues in Higher Education
DiversityInc - both membership and subscription
Economist
Entrepreneur
Entrepreneur.com
Fast Company
Forbs
Harvard Business Review
HBCU Connect
Hearts, Smarts, Guts and Luck
Inc
Magzin Training (In German)
Meghan Brio
Monday Morning Leadership by Dan Cottrell
OI Partners Blog
Our Time Press
Outside Magazine
Rolling Out Magazine
<a href="#">Savoy Magazine</a>
Talent Managemt
TalentCulture
Thanks
The Leadership Challenge by Kousez and Posner
The Power of presence
<a href="#">The Root</a>
Think and Grow Rich
Uptown Magazing (www.uptownmagazine.com)
<a href="#">Washington Business Journal</a>
Washington Post, New York Times, Christian Science Monitor and Wall Street Journal
<a href="#">Washingtonian</a>
Who Owns The Ice House (Clifton Taulbert)
Wired Magazine

Workplace stars
<a href="#">Yale Global</a>
(Re)Invent Your Self
About Leaders
American Society for Training and Development
America's Future Foundation
Black MBAs
Brooklyn Workforce Innovations
Capital Cause
<a href="#">Center for Global Partnership</a>
Center for Strategic and International Studies
Coal Country Team
Commercial Real Estate Women
Congressional Black Caucus Foundation
Congressional Hispanic Caucus Institute
Curt Coffman
Dan Schwabel
Development Roundtable for Upward Mobility
Dominique Broadway (Financial Advisor)
East West Center
Executive Women in Government
Federal Employed Women
Frances Hesselbein Leadership Institute
Girls Scouts of America
Glassdoor
Govloop
Greater Baltimore Leadership Association
Greater Washington Urban League Network
HACU national internship organization
Hard Rock Team
HR Web (In German)
Impact-dc.com
Indeed
<a href="#">Innovative Career Consulting</a>
International City Managers Association
International Young Professionals Foundation
Jullien Gordon
Khan Academy
Leaders Recognizing Leaders Inc.
Leadership Broward
Leadership Miami
Linkedin.com
Ljr Arts Academy

Madison Magnet
Management Leadership for Tomorrow
Manager tools
Marcus Buckingham
Marshall Goldsmith
Meetup.com
Miami-Dade Chamber of Commerce
MNCs
Mocha Girls
NAACP
National Academy of Public Administration
National Coalition of 100 Black Women
New Leaders Council
NextGen Summit
Nonprofit leadership Alliance
Nonprofit Staffing Solutions
Northern Virginia Urban League Young Professional Network
Partnership for Public service
Rauen Coaching (IN German)
Running Start (DC)
Slantress Magazine
Systemische SELBST-Integration Langlots (In German)
Teach For Pakistan
TED Talks
Ten Friends
The boy Scouts of America
The Gift Stream
The Junior League of Greater Fort Lauderdale
The Junior League of Miami
The National Society Of Leadership & Success
Toastmasters International
UrbanCusp
US Black Chamber
Vault
Washington Network Group
WIN (Women's Information Network)
Women in Government Relations
Women's Information Network (DC)
YMCA
Young Government Leaders
Young Nonprofit Professionals Network:

Young Professional Network
YP Nation
Academy of Management
African American Real Estate Professionals of DC
American Society for Training and Development
American Society of Farm Managers and Rural Appraisers
Appraisal Institute Headquarters
Arlington Young Democrats (VA)
ASME American Society of Mechanical Engineers
Association of National Park Rangers
Beyond.com
Black Law Student Association (BLSA)
Center for Creative Leadership
DC Building Industry Association
Greater Washington Society of CPAs
IEE Institute of Industrial Engineers
IEEE Institute of Electrical and Electronics Engineers
INCOSE International Council on Systems Engineering
National Association of African Americans in Human Resources (NAAAHR)
National Association of Black Journalists
National Black Law Students Association
National Society of Black Engineers
Organization Development Network
SIOP
Young Entrepreneur
Young Playwrights' Theatre
Young Trade Professionals

Site	Type
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<a href="http://yaleglobal.yale.edu/">http://yaleglobal.yale.edu/</a>	Mag/book/etc
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<a href="http://www.girlscouts.org/">http://www.girlscouts.org/</a>	Organization
Glassdoor.com	Organization
Govloop.com	Organization
<a href="http://gblaimpact.org/gbla/about/">http://gblaimpact.org/gbla/about/</a>	Organization
<a href="http://www.gwul.org/">http://www.gwul.org/</a>	Organization
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<a href="http://www.impact-dc.com/">http://www.impact-dc.com/</a>	Organization
Indeed.com	Organization
www.InnovativeCareerConsulting.com	Organization
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<a href="http://www.ivpf.org/">http://www.ivpf.org/</a>	Organization
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<a href="http://www.leadershipbroward.org/">http://www.leadershipbroward.org/</a>	Organization
<a href="http://www.miamiokchamber.com/chamber/LeadershipMiami.htm">http://www.miamiokchamber.com/chamber/LeadershipMiami.htm</a>	Organization
Linkedin.com	Organization
<a href="http://www.ljrartsacademy.org/">http://www.ljrartsacademy.org/</a>	Organization

<a href="http://www.madisonmagnet.org/about/">http://www.madisonmagnet.org/about/</a>	Organization
<a href="http://www.ml4t.org/">www.ml4t.org/</a>	Organization
Manager-tools.com	Organization
<a href="http://www.thelavinagency.com/speaker-marcus-b">http://www.thelavinagency.com/speaker-marcus-b</a>	Organization
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<a href="http://www.scouting.org/">http://www.scouting.org/</a>	Organization
Thegiftstream.org	Organization
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<a href="http://www.toastmasters.org/">http://www.toastmasters.org/</a>	Organization
<a href="http://www.urbancusp.com/contact-us/">http://www.urbancusp.com/contact-us/</a>	Organization
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<a href="http://www.ypng.org/">http://www.ypng.org/</a>	Organization
YPNation.com	Organization
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# 4 Ways to Cope With a Bad Leader

By Alex Tremble



Just as a driver is responsible for their passenger's safety and arriving at the end destination on time, a leader should do their best to develop their employees and ensure their team reaches the finish line. But just as there are good drivers, there are also bad drivers. This includes leaders, who do not communicate a clear vision for the future, do not see the importance of employee development and diversity, practice micromanaging, and opt to force compliance rather than motivating their subordinates. Below are five ways employees often cope with a bad leader. While common, not all of these options are helpful, and several have serious pitfalls. Choose carefully, with the goal of being more intentional during your bad leader situation.

## 1. Sit Quietly

Also known as letting someone fall on their own sword, we stand quietly aside allowing that leader to walk onto political and personality landmines, then make decisions we know will fail. Though we sometimes choose this strategy, we tend to forget that our success is tied to theirs. Yes, it may feel temporarily gratifying, and in some cases funny, to see our bad leader make mistakes and look bad, but ultimately it is us and the organization that suffers. Not only is the organization off track to reaching its mission, but now we must work twice as hard to get the organization/team headed back in the right direction. Furthermore, if someone sits quietly too long, they may forget how to speak.

Example: If a driver and passenger must be at a location within 30 minutes, would it be smart for the passenger to knowingly allow the driver to drive for an hour in the wrong direction?

## 2. Be a Distraction

When we complain about how bad our leader is and intentionally take actions designed to make them fail (i.e., political maneuvering and passive aggressive behavior) we are being a distraction. The problem with this strategy is that it prevents both people from reaching the organization's mission and increases the likelihood of both people being negatively affected. This is because in addition to making the leader look bad, being a distraction may cause us to disregard our values and engage in behaviors not becoming of a good leader (e.g., negative gossip, lying, and manipulation).

Example: Think about it, would it be smart to distract the driver in a car? This could result in arriving late, getting into an accident, or even death.

## 3. Co-pilot the Vehicle

When we are acting as a co-pilot we actively search for ways to assist our leader in making the right decisions. This strategy is not easy and requires us to set our pride aside to do whatever it takes to help the bad leader grow into a better leader for the good of the organization. We must understand and realize that our way is not the only way and be willing to do what it takes to ensure that the organization meets its goals. This can begin by asking one simple question, "How can I help you to be more successful and effective in achieving our goal?" and then deeply listen to the answer. Contrary to the first two methods discussed, being a good Co-pilot actually increases the likelihood of the organization reaching its mission and requires you to develop your own leadership behaviors (e.g., creativity, negotiating, managing up, and managing expectations).

## 4. Abandon the Vehicle

Once we believe that we have done our best to foster a work environment of mutual trust and respect (e.g. having a conversation with our leader about how we can work more effectively together), it might be best to consider leaving the situation. Although resilience is one of the most valuable assets of a leader, remaining in a negative environment for too long can cause even the brightest star to dim. You will know it is time to cut your losses and move elsewhere when the quality of your work begins to suffer, you are no longer motivated to work, and you begin to display the same negative behaviors as your bad boss.

## 5. Fifth option.

I've had other thoughts that I'll share with those who contact me directly.

### In Conclusion:

And now my question to you is, "There is only one driver, what type of a passenger are you?" When making your decision, keep in mind that the new employee down the hall who sees you as a mentor or your division's executive who sees you as a potential leader may be watching. People will judge you by your actions, so be sure your behaviors are intentional.

I'm skilled at helping individuals arrive at solutions tailored to their specific needs. Please contact me with any questions at:

**E-mail:** TrembleGPS@gmail.com  
**LinkedIn:** LinkedIn.com/in/alextremble  
**Blog:** TrembleGPS.Blogspot.com  
**Twitter:** @Tremblealex

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## About Alex Tremble



Alex Tremble holds a B.A. in Psychology and Sociology from William Penn University (2008) and a Master's Degree in Industrial and Organizational Psychology from the University of Baltimore (2011).

He is currently employed for the United States Federal Government and is responsible for developing current and next generation leaders, identifying the competencies needed to achieve the organization's strategic mission, and fostering an environment where continual learning is essential. Alex also manages three Government-wide Leadership Development Forums that are attended by some of the Government's highest ranking leaders.

Drawing from his own experiences with mentoring, Alex has an intense passion for developing America's youth and actively volunteering in educational workshops. Most recently, he was invited to speak as a panelist at the 2012 Next Generation of Government Summit where he spoke on the importance of being a leader in any position. Alex also spoke to 200 students enrolled in the federally sponsored "GEAR UP" program on "The Importance of being Positive, Persistent, and Pliable." In 2011 he facilitated a workshop on "Goal Setting, Planning, and Savvy" at the annual Future Business Leaders of America conference (over 300 students in attendance) and was a panelist for The Washington Center "Getting into the Federal Government for Young Professionals" discussion. In addition to serving as a judge for the Maryland Distributive Education Club of America scholarship competition, Alex has spoken on behalf of the Department of the Interior on topics such as employment in the public sector, leadership development, mentoring, and the importance of networking to develop one's career.

Alex is originally from Victorville, CA and currently resides in Silver Spring, MD. He is very interested in sharing his self development strategies. Please feel free to contact him with any questions or inquires regarding speaking engagements at [Tremblea@yahoo.com](mailto:Tremblea@yahoo.com). You can also find Alex at [LinkedIn.com/in/alextremble](https://www.linkedin.com/in/alextremble) and Twitter [@Tremblealex](https://twitter.com/Tremblealex) #LifeGPS



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## Helping Young Professionals

1 message

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Alex Tremble <tremblea@yahoo.com>

Sat, Feb 9, 2013 at 10:50 PM

Reply-To: Alex Tremble <tremblea@yahoo.com>

To: "michael\_gale@ios.doi.gov" <michael\_gale@ios.doi.gov>

Hello,

I hope you had a wonderful week and are planning to have a relaxing and fun weekend.

In December I reached out to my LinkedIn network asking them to recommend organizations, books and magazines they found helpful to young professionals. Due to the diverse composition of my network the end result was an extremely helpful and diverse list of resources.

I am sharing this list with over 1000 individuals and I hope you share it with others who might find it beneficial. If your organization is not on this list, please do not be offended as I did my best to capture everyone's recommendations, but there were some websites that did not work.

I have split up the spreadsheet into three sections:

- 1) General Organizations
- 2) Books/ Magazines /Blogs, and
- 3) Specialized Organizations

Although there are a number of valuable resources on this list I would still like to highlight three particular sites:

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[www.dominiquebroadway.com](http://www.dominiquebroadway.com)

**Dominique Broadway** is a young, up and coming professional who resides in the DC area working as a financial advisor targeting young professionals. I have had the opportunity of meeting her in person and have also explored her webpage, and therefore, I think she is truly a resourceful person.

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[www.MarshallGoldsmith.com](http://www.MarshallGoldsmith.com)

**Marshall Goldsmith** is one of the world's foremost thought leaders in Executive Coaching and he is one of my mentors. In my many conversations with him, he is always very generous with sharing his knowledge and resources with others and his insightful suggestions have helped me at various stages of my life. He is a true believer of sharing his information and resources with others at no cost.

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The Power of Presence (Book)

**Kristi Hedge's**, *The Power of Presence*, is one of the most helpful books I have read in years. This book describes simple and practical ways to become a more effective public speaker while providing strategies for influencing others. I recommend this book to everyone I meet. (<http://www.youtube.com/watch?v=1qeaE5tf2-s>)

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[www.impact-dc.com](http://www.impact-dc.com)

If you are into social topics or politics **Impact-dc** is definitely an organization you should join. Aside from being extremely active across the nation, it is managed by a phenomenal group of young professionals who are open-minded to meet with others to share/discuss thoughts and concerns.

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Finally, I have also attached an article I wrote recently and would greatly appreciate it if you could take a few minutes to read it. If you find it interesting, please share it with your colleagues, friends, and other

networks as well.

Also, in the coming months, I will begin interviewing and taking surveys from my network to identify the most valuable skills young professionals must have in order to be successful.

Thank you for your time and help and feel free to contact me any time.

Regards,

Alex Tremble M.S.  
Industrial and Organizational Psychologist  
Cell: (b) (6)  
[tremblea@yahoo.com](mailto:tremblea@yahoo.com)

**I can also be contacted on LinkedIn.com** - <http://www.linkedin.com/in/alextremble>  
or Twitter: [@Tremblealex](https://twitter.com/Tremblealex)

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**2 attachments**



**Orgs.xlsx**  
18K



**4 Ways to Cope With a Bad Leader.pdf**  
464K



## Informational bits and updates

2 messages

**Bolasny, Paloma** <paloma\_bolasny@nps.gov>

Wed, Feb 27, 2013 at 4:04 PM

To: alex\_tremble@ios.doi.gov, arandall@usbr.gov, asjerven@usbr.gov, bessie\_sherman@nps.gov, bob\_ratcliffe@nps.gov, brenda\_f\_woods@nbc.gov, bridgewa@usgs.gov, dana\_perez@fws.gov, dawn\_lagrotteria@fws.gov, diane\_chalfant@nps.gov, Dorothy\_Howard@nps.gov, francis.dunne@bia.gov, George\_McDonald@nps.gov, janet\_ady@fws.gov, jay\_slack@fws.gov, jennifer\_madello@nps.gov, jfreiha@usgs.gov, john\_burden@ios.doi.gov, joy\_pietschmann@ios.doi.gov, juanita.mendoza@bie.edu, julie.reynolds@boem.gov, katherine.campbell@bie.edu, kathy\_kupper@nps.gov, Kermit\_Howard@ios.doi.gov, Kevin\_Kilcullen@fws.gov, khkim@osmre.gov, kim\_howze@fws.gov, latasha\_virgil@partner.nps.gov, lisa\_pelstring@ios.doi.gov, marta\_kelly@nps.gov, Melissa\_Koenigsberg@ios.doi.gov, mfordham@usgs.gov, n1taylor@blm.gov, nathaniel\_hawley@fws.gov, pat\_durham@fws.gov, Phil\_Lepelch@fws.gov, pklein@blm.gov, Rhea\_Suh@ios.doi.gov, robert\_stanton@ios.doi.gov, robin\_snyder@nps.gov, Ryan\_Edgar@ios.doi.gov, schusterr@usgs.gov, Scott\_T\_Owen@fws.gov, zehra.ghori@bsee.gov, "Atine, Patrese" <patrese.atine@bie.edu>, Barbara\_Wallace <barbara.wallace@boem.gov>, "Bostrom, Eugenie" <eugenie\_bostrom@ios.doi.gov>, "Burnett, Drew" <Drew\_Burnett@fws.gov>, Don Sweet <dsweet@usgs.gov>, Elizabeth Wooster <ewooster@blm.gov>, Eric Sanders <Eric\_Sanders@ios.doi.gov>, "Ewald, Jennifer" <jennifer.ewald@boem.gov>, "Gaber, Melinda" <msgaber@usgs.gov>, "Gundersen, Linda" <lgundersen@usgs.gov>, Janet Pfleeger <janet\_pfleeger@ios.doi.gov>, "Joseph, Fredericka" <Fredericka.joseph@bia.gov>, Kirk Sander <kirk.sander@bsee.gov>, Lisa Young <lisa\_young@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Maria Arnold <maria\_arnold@ios.doi.gov>, Michael Gale <michael\_gale@ios.doi.gov>, "Moyer, Teresa" <Teresa\_Moyer@nps.gov>, Nahal Hamidi <nahal\_hamidi@ios.doi.gov>, Olivia Ferriter <olivia\_ferriter@ios.doi.gov>, Paloma Bolasny <paloma\_bolasny@nps.gov>, Paul Batlan <paul\_batlan@ios.doi.gov>, Rebecca Fulkerson <rfulkerson@usbr.gov>, Steve Chase <Steve\_Chase@fws.gov>, T Comp <tcomp@osmre.gov>

Hello Youth Alliance,

I am collecting some best practices/tips for students regarding applying to internships- both Pathways and partnership internships. This is just an informal request- if you have good tips for students on looking for or applying for internships in the Federal world please send them along. Thanks!

Informational bits to share:

- Here are some places to recruit interns that Kelly Kim from OSM has recommended:

The Washington Center: <http://twc.edu/>

- Summer: May 29 - August 10, 2013 (semester); June 9 - August 17, 2013 (quarter)
- Sweeta Hutchinson, Senior Coordinator, [sweeta.hutchinson@twc.edu](mailto:sweeta.hutchinson@twc.edu)

CSU DC Scholars: <http://dcinterns.fullerton.edu/>

- Summer: June 3 - August 5, 2013 (semester)
- Dr. Steve Stambough, Faculty Director, [sstambough@fullerton.edu](mailto:sstambough@fullerton.edu)

- Attached is a flyer from the FWS's Conservation Career Symposium. This program, held in January and February at NCTC and FWS's Albuquerque office, provided an overview of FWS's conservation mission and programs to students interested in careers in natural resource management and the biological sciences. The flyer provides more details on the objectives of the program.

- The Haskell Career Fair registration deadline is March 5. The career fair is scheduled to for Thursday, March 7. Patrese Atine with BIE is happy to help bureaus connect if you would like to participate.

Our next meeting is Monday, March 11 at 3pm in room 7000A.

Cheers!

Paloma

Paloma Bolasny  
On detail to the Department of the Interior, Office of Youth, Partnerships and Service  
202-208-7773

Coordinator, Cultural Resources Diversity Internship Program  
Historian, Cultural Resources, Office of Outreach  
National Park Service  
1201 I (Eye) St. NW #2280  
Washington, DC 20005  
[paloma\\_bolasny@nps.gov](mailto:paloma_bolasny@nps.gov)  
phone (work) 202-354-2174  
(fax) 202-371-2229

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**3 attachments**

 **CCS 2013 Announcement Jan4 deadline (1).pdf**  
269K

 **Career Fair Invitation Letter, 2013.docx**  
157K

 **Registration Form .docx**  
162K

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**Michael Gale** <michael\_gale@ios.doi.gov>  
To: "Bolasny, Paloma" <paloma\_bolasny@nps.gov>

Thu, Mar 7, 2013 at 11:04 AM

Did we get any response on "free" intern opportunities for this summer? It would be good to get a list and see if we can sort of create a "program" just from free interns.

Thanks,

Michael

[Quoted text hidden]

<CCS 2013 Announcement Jan4 deadline (1).pdf>

<Career Fair Invitation Letter, 2013.docx>

<Registration Form .docx>



Gale, Michael <michael\_gale@ios.doi.gov>

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## Intern work plan

1 message

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**Kim, Kelly** <khkim@osmre.gov>

Mon, May 13, 2013 at 2:24 PM

To: "Gale, Michael" <michael\_gale@ios.doi.gov>

Hi Michael,

Hope you had a nice weekend. I wanted to follow up after our conversation on Friday regarding interns. Attached are two work plans we use for OSM interns. Hope this is helpful. I remember you mentioned having some difficulty getting in touch with the Washington Center. Sweeta Hutchinson, Program Manager of Site Relations, knows our office and has been extremely helpful during intern recruiting seasons. Feel free to reach out to her at [Sweeta.Hutchinson@twc.edu](mailto:Sweeta.Hutchinson@twc.edu) or (202) 238-7959.

Dr. [Steve Stambough](#), Founder of the [Cal State DC Scholars Program](#), will be in town towards the end of June. Allan and I would like to invite him to the Youth Task Force meeting on June 24th to share about the program and discuss opportunities for bureaus to host an intern. I've worked with Dr. Stambough as a DC Scholar alum and now intern supervisor. I know they are always looking for new offices to partner with that will give students fulfilling work. I can remind you when the meeting gets closer as well.

See you at 3!

Best,  
Kelly

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Kelly H. Kim  
Public Administration Fellow  
Department of the Interior Office of Surface Mining  
1951 Constitution Ave. NW - MS 121  
202-208-4633 | [khkim@osmre.gov](mailto:khkim@osmre.gov)

<http://www.osmre.gov/aml/vista/vista/shtm>  
[www.coalcountryteam.org](http://www.coalcountryteam.org)  
[www.hardrockteam.org](http://www.hardrockteam.org)

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### 2 attachments

 **Work\_Plan\_Kelly\_Kim\_Summer\_2012.docx**  
29K

 **UPWA OSM Intern Application - Work Plan.doc**  
52K

# 2012-2013 Kettering OSM/VISTA Public Administration Fellowship Summer Work Plan

As the 2012 recipient of the *OSM/VISTA Public Administration Fellowship* and the AmeriCorps Environmental Stewards Summer Programs Member for the Appalachian Coal Country Team Support Office, Ms. Kelly Kim will be assisting projects that both fulfill summer position requirements, benefit the local community, contribute to local environmental stewardship efforts and prepare her for a year-long fellowship with the Coordinator of the OSM/VISTA Teams. What follows are project descriptions as they relate to Ms. Kim's summer learning objectives.

## Department of the Interior's Youth Initiatives

### Objective/Project Description:

*Ms. Kim will assist the Appalachian Coal Country Team's (ACCT) Team Director, OSM/VISTA Teams Summer Programs Coordinator and OSM/VISTA Public Administration Fellow in identifying and reporting on all activities of OSM/VISTAs and Summer Program Members related to the U.S. Department of the Interior's (DOI) Office of Youth, Partnerships and Service youth impact evaluations initiative. This project provides the OSM/VISTA Teams with the opportunity to both highlight their efforts to engage youth in a meaningful term of service and discover where program deficiencies lie.*

### Purpose:

By assisting the ACCT Team Director, Summer Programs Coordinator and the OSM/VISTA Public Administration in administering and reporting on DOI Youth Initiatives, Ms. Kim will be addressing the environmental and conservation focus of the AmeriCorps Environmental Stewards Summer Program. By engaging in these DOI Youth Initiatives, she will have the opportunity to assist in formulating reports regarding environmental stewardship, civic engagement and attitudes towards the environment for the Secretary's Office Youth, Partnerships and Service, a responsibility she will have during her fellowship.

### Work Plan Activities:

- 1. Work Plan Activity:** Assist in the facilitation of impact evaluations to all new OSM/VISTAs and all youth participating in the Environmental Stewards Summer Program.  
**Indicator:** Evaluation instruments have been distributed and collected from the targeted evaluation groups.  
**Target:** All Environmental Stewards Summer Program Members and new OSM/VISTAs are provided with their respective *Pre-Service Survey*.

## Appalachian Coal Country Team Outreach

### Objective/Project Description:

Ms. Kim will assist in promoting the mission of the Appalachian Coal Country Team through attendance of one local conference or one local environmental and/or community outreach event with the ACCT Team Director. This project will provide the ACCT with the additional capacity to promote their mission during an optimal season to engage the community in the environment.

**Purpose:**

By promoting and engaging others in the mission of the ACCT through education and outreach, Ms. Kim will address the environmental and conservation focus of the AmeriCorps Environmental Stewards Summer Program. Additionally, Ms. Kim will gain experience in communicating the mission of the ACCT and OSM/VISTA Teams and develop essential skills to advocate for the Teams, a responsibility she will have during her fellowship.

**Work Plan Activities:**

- 1. Work Plan Activity:** Attend one local conference or one local environmental and/or community outreach event.  
**Indicator:** Conferences are identified and exhibit boards are up to date, highlighting the work of the ACCT and how it successfully fosters environmental stewards.  
**Target:** One conference or event attendance
- 2. Work Plan Activity:** Accompany the ACCT Team Director to the CCC-WV Office.  
**Indicator:** Ms. Kim will be introduced to members of the CCC-WV Office and gain an understanding of the relationship between the ACCT and CCC-WV.  
**Target:** One visit

**Introduction to Reports Needed for OSM and the Corporation for National and Community Service****Objective/Project Description:**

Ms. Kim will be introduced to and develop a working knowledge of all reports produced by support office staff for the Corporation for National and Community Service, the Coordinator of the OSM/VISTA Teams and OSM upper management. Ms. Kim's knowledge and interaction with the communities served by the ACCT will assist her in contributing to these reports and to represent community needs as related to these reports to the best of her ability. While the following list is not necessarily exhaustive, Ms. Kim will be oriented with the following reports: VISTA Grant Reapplication, CCC-WV financial reports, ACCT FY2012 operating budget, ACCT FY2013 budget creation, "Whitehouse Reports," quarterly summaries, Summer Program reporting and OSM AmeriCorps quarterly reports. In addition to reports formulated for the Coordinator of the OSM/VISTA Teams, Ms. Kim will also be oriented to the grant writing process.

**Purpose:**

By being familiar with reporting required for CNCS and OSM, as well as LOIs and grant writing, Ms. Kim will have the basic skills to adequately assist the OSM/VISTA Team Support Offices not only in making sure reports and grants are submitted on time, but also that they are done well. Furthermore, her training in both the needs of Appalachian communities as they relate to ACCT reporting requirements will assist in her ability to extract information to complete other reports as needed for CNCS officials, the Coordinator of the OSM/VISTA Teams, the Secretary's Office of Youth, Partnerships and Service and OSM upper management.

**Work Plan Activities:**

- 1. Work Plan Activity:** Assist the ACCT Team Director in reviewing financials from the CCC-WV and in creating the ACCT 2013 budget (Mid July, early August), identifying where funds must be allocated to assist ACCT sites and OSM/VISTAs.

**Indicator:** Recent and past year financials have been reviewed and ACCT FY2013 budget has been created and reviewed with the Coordinator of the OSM/VISTA Teams.

**Target:** ACCT FY2013 budget
- 2. Work Plan Activity:** Assist the ACCT Office Manager in collecting and formatting of the July 2012 Whitehouse Report.

**Indicator:** On July 1, 2012 the July Whitehouse Report has been formatted and submitted to the Coordinator of the OSM/VISTA Teams and the current Kettering OSM/VISTA Public Administration Fellow.

**Target:** July 2012 Whitehouse report
- 3. Work Plan Activity:** Assist the ACCT Team Director in the VISTA Grant Reapplication Process by providing feedback on stories that connect with the VISTA guidance on poverty, environmental stewardship and healthy futures and extracting data from Quarterly Reports over the past 12 months that illustrate challenges, successes and needs of the sites the ACCT serves.

**Indicator:** The ACCT's VISTA Reapplication has been submitted.

**Target:** One VISTA Reapplication

### Supporting and Shadowing Support Office Members

#### Objective/Project Description:

Ms. Kim will have the opportunity to shadow all OSM/VISTAs and staff in the Support Office. Ms. Kim will pay specific attention to each member's role as it relates to the overall support of the Team, including reporting, administrative tasks, recruiting and OSM/VISTA support.

#### Purpose:

By observing each member in the Support Office, Ms. Kim, will gain a basic knowledge of the objectives, tasks and duties of each position in the Support Office as it relates to the success of the Team. This acquired knowledge will allow her to assist in designating assignments during her fellowship. Furthermore, it will provide insight to the inter-office dynamics, which will be important to effective communication during her fellowship.

#### Work Plan Activities:

- 1. Work Plan Activity:** Ms. Kim will accompany the Northern Coalfields OSM/VISTA Leader on at least one site visit to northern Pennsylvania. During the course of this trip Ms. Kim will be oriented to the Northern Coalfields OSM/VISTA Leader's daily, monthly and quarterly tasks.

**Indicator:** A brief summary and/or clear notes describing the overall objective and duties of the Northern Coalfields OSM/VISTA Leader and the communities the OSM/VISTA Teams serve in the northern coalfields.

**Target:** One site visit

2. **Work Plan Activity:** Ms. Kim will accompany the Southern Coalfields OSM/VISTA Leader on at least one site visit to eastern Kentucky. During the course of this trip Ms. Kim will be oriented to the Southern Coalfields OSM/VISTA Leader's daily, monthly and quarterly tasks.  
**Indicator:** A brief summary and/or clear notes describing the overall objective and duties of the Southern Coalfields OSM/VISTA Leader and the communities the OSM/VISTA Teams serve in the southern coalfields.  
**Target:** One site visit
  
3. **Work plan activity:** Ms. Kim will accompany the ACCT Reforestation Coordinator on at least one site visit. During the course of the trip Ms. Kim will be oriented to the Reforestation Coordinator's daily, monthly and quarterly tasks.  
**Indicator:** A brief summary and/or clear notes describing the overall objective and duties of the ACCT Reforestation Coordinator and the Reforestation Project.  
**Target:** One site visit
  
4. **Work Plan Activity:** Ms. Kim will accompany the Volunteerism Coordinator on at least one site visit. During the course of the trip Ms. Kim will be oriented to the Rural Volunteerism Study/Toolkit.  
**Indicator:** A clear agenda of the next steps related to the Rural Volunteerism Toolkit and brief notes on the site visit.  
**Target:** One site visit
  
5. **Work Plan Activity:** Ms. Kim will accompany the ACCT Outreach Coordinator on at least one site visit. During the course of the trip Ms. Kim will be oriented to the Outreach Coordinator's daily, monthly and quarterly tasks.  
**Indicator:** A brief summary and/or clear notes describing the overall objective and duties of the ACCT Outreach Coordinator and the site visit.  
**Target:** One site visit
  
6. **Work Plan Activity:** Ms. Kim will assist the ACCT Team Director in OSM/VISTA Leader recruitment efforts, paying particular attention to how to conduct effective interviews and what qualities to seek in candidates that will subsequently provide the best contribute to the sustainability of the Team.  
**Indicator:** Interview notes from at least one interview.  
**Target:** One interview

#### Miscellaneous Tasks Related to Fellow Position (To be completed at the ACCT in Beckley, WV)

##### **Objective/Project Description:**

Ms. Kim will participate in several tasks that will recur throughout her fellowship. She will focus on how these tasks will simultaneously assist the Coordinator of the OSM/VISTA Teams and enhance her understanding of community development, environmental issues, the challenges of rural communities and public administration.

##### **Purpose:**

These activities will better inform Ms. Kim of how her fellowship will contribute to the work, capacity and sustainability of the OSM/VISTA Teams.

**Work Plan Activities:**

1. **Work Plan Activity:** Ms. Kim will participate on all staff calls with the ACCT Team Director, WHWT Team Director, OSM/VISTA Teams Coordinator and Kettering-OSM/VISTA Public Administration Fellow.  
**Indicator:** Participation on the weekly management call  
**Target:** One call per week
2. **Work Plan Activity:** Ms. Kim will assist the current Kettering-OSM/VISTA Public Administration Fellow with the selection of Fall 2012 TWC Interns.  
**Indicator:** Recruitment and selection of interns  
**Target:** Three interns
3. **Work Plan Activity:** Ms. Kim will participate in a conference call with the current and incoming WHWT OSM/VISTA Leaders to discuss challenges, projects, etc. related to the WHWT.  
**Indicator:** A conference call with the WHWT OSM/VISTA Leaders has been set.  
**Target:** One call
4. **Work Plan Activity:** Ms. Kim will assist the ACCT Team Director in distributing, collecting and reviewing documents related to the Basic Engagement Plan (BEP) to new ACCT sites.  
**Indicator:** 5 BEP groups' progress will be documented.  
**Target:** Phase Three/Final Reports for November PSO sites will be collected, Phase Two/Survey 2A and Survey 2B surveys for February PSO will be collected, Phase One/Survey One surveys for May PSO sites will be collected, Phase One/Survey One surveys will be distributed to July PSO and August PSO sites.

**Miscellaneous Tasks Related to Fellow Position (To Be Completed at OSM in Washington, D.C.)****Objective/Project Description:**

Ms. Kim will participate in several tasks that will recur throughout her fellowship. She will focus on how these tasks will simultaneously assist the Coordinator of the OSM/VISTA Teams and enhance her understanding of community development, environmental issues, the challenges of rural communities and public administration.

**Purpose:**

These activities will better inform Ms. Kim of how her fellowship will contribute to the work, capacity and sustainability of the OSM/VISTA Teams.

1. **Work Plan Activity:** Ms. Kim will assist the current OSM/VISTA Public Administration Fellow in the organization, clearance and documentation of the Coordinator of the OSM/VISTA Teams' travel.  
**Indicator:** One travel authorization or voucher will be completed in GovTrip for the Coordinator of the OSM/VISTA Teams and one DI-2000 will be successfully completed for the Deputy Ethics Counselor.  
**Target:** One travel authorization or voucher and one signed DI-2000

2. **Work Plan Activity:** Ms. Kim will review the 2011 Basic Engagement Plan Report and the current OSM/VISTA Public Administration Fellow's Basic Engagement Plan Report to ensure her understanding of the legacy of rural civic engagement on the OSM/VISTA Teams.  
**Indicator:** Feedback and comments regarding the 2012 BEP Report.  
**Target:** One page of feedback and comments
  
3. **Work Plan Activity:** Ms. Kim will work with the current OSM/VISTA Public Administration Fellow to complete a weekly report for OSM's Division of Reclamation Support on behalf of the Coordinator of the OSM/VISTA Teams.  
**Indicator:** One weekly report will be submitted to the Division of Reclamation Support's Staff Assistant.  
**Target:** One weekly report
  
4. **Work Plan Activity:** Ms. Kim will work with the current OSM/VISTA Public Administration Fellow and the Coordinator of the OSM/VISTA Teams to identify Fall 2012 intern projects. Ms. Kim will assist in identifying projects that directly benefit the OSM/VISTA Teams and focus on community development, the needs of rural communities and environmental issues.  
**Indicator:** A list of Fall 2012 intern projects will be filed in the J-Drive for the fall interns.  
**Target:** One list

**Dedicated Project Support/Resources:**

*Please explain what human, informational, and community resources will be available to the Summer Program Member, including office space, internet, and phone.*

The Summer Program Member will be supervised by the ACCT Team Director. The ACCT will provide office space, computer, phone and other offices resources as needed. To ensure a well-rounded experience for the Summer Program Member, part of the ten-week term will be spent in Washington, D.C. so that the Member may learn how to transfer knowledge that benefits rural communities from the field to affect federal initiatives. Travel funding for accompanying the ACCT Team Director, staff and/or Support Office OSM/VISTAs on site visits and conferences will also be provided. Housing has been identified for the Member.

**End Goal:**

*Please explain the ultimate product(s) of the 10-week Summer Program project.*

By the end of the ten-week term the goal is to have the Summer Program Member facilitate youth impact evaluations for new OSM/VISTAs and all Summer Program Members, attend one conference or one environmental outreach event, have basic knowledge regarding Support Office reports that go to the Corporation for National and Community Service, OSM, VISTA and the CCC-WV and have a firm understanding of the makeup of the communities the OSM/VISTA Teams serves and the distinct challenges they face as rural communities, all Support Office roles.

## OSM Intern Project Work Plan



If you want to make changes to this work plan please contact the New Mexico Coordinator at [nm@hardrockteam.org](mailto:nm@hardrockteam.org) or 786.543.4213. Please send or fax signed forms to P.O. Box 489 Pecos, NM 87552

Name of Group/Organization: Upper Pecos Watershed Association

Address: PO Box 489/ 78 S. Main St. Pecos NM 87552  
*Street Address City State Zip Code*

Phone: 505-757-3600 Fax: 505-757-3600

Email: upwa@cybermesa.com

Supervisor Name/Position: Doug Jeffords, President of UPWA Board

Name of County(s) that your group serves: San Miguel NM  
*County/Countries State*

Name of your Watershed: Upper Pecos watershed

### **Project Description:**

*The primary project for the OSM intern will be to establish a youth volunteer stream Water Quality monitoring program for the Pecos River and Cow Creek. The program is part of our volunteerism project that UPWA is working on with ACCWT's EPA grant. In initial attempts to get this monitoring program started, there were several obstacles including finding either an existing active youth group to partner with, or assembling a group of interested youth to get involved. UPWA has access to loaned monitoring equipment but it is presently in use in a school in southern New Mexico. We need to secure our own monitoring equipment that would be readily accessible. The OSM intern would also be involved in environmental education aspects, especially related to youth work that UPWA does through grants and partnerships. Finding equipment, funding to buy equipment, or working out a program to share monitoring equipment with school teachers will be part of the project.*

### **Project Status:**

*This intern would be integral in starting a sustainable monitoring program that could last not only through the 3 year plan but through the life of the organization and beyond. The need for a monitoring program is essential. Currently, our monitoring is ineffectual and uncoordinated. Setting up a plan to keep the program sustainable is also needed and would be part of the intern's project. The work begun by the intern could be managed and maintained after the intern's term by the OSM/VISTA or other organization employee after the program has begun and implemented and after the intern can train*

*other staff or OSM/VISTAs how to maintain the program. There should be some overlap or cross-training of duties anyway after the program begins so that there are other contacts in the UPWA office with the youth and/or volunteer monitors.*

### **Dedicated Project Support/Resources:**

*The current OSM/VISTA will help the intern get to know helpful people in the community that have experience either working with youth and youth groups or working with water quality monitoring. If we find an intern that has grown up in the community that would be optimal in establishing a youth group since they know the unique characteristics and interaction of Pecos and the local community. The intern would be able to work out of our office space and would have internet connections should it be necessary although primarily what is needed is interaction with the local community and building relationships especially with youth and getting them involved in water concerns. We also have a \$2,000 grant we received for environmental education. Should the funds be needed, they could be available to the OSM intern for the explicit use of environmental education.*

### **End Goal:**

*The end goal of this project will be to have successfully set up a sustainable water quality monitoring program involving youth. Establishing relationships with young people and community members who work with young people will be crucial to this project's success. Securing monitoring equipment that we can use or funding to buy monitoring equipment will also be part of the end goal.*

### **Intern Activities:**

- 1.) Activity: Setting up or coordinating with an active youth group to monitor water quality

Indicator: Water Quality Monitoring data and input into Watershed Wiser database

Target: One youth group, data input biweekly/monthly

- 2.) Activity: Finding monitoring equipment through either in kind donation, funding, or partnering with a school teacher to share equipment

Indicator: monitoring equipment

Target: 1 each (instruments or methods to measure: temperature, turbidity, dissolved oxygen, fecal coliform, total dissolved solids, stream flow)

3.) Activity: Identifying practical locations where youth can safely and readily monitor water quality on a bi-weekly/monthly basis

Indicator: monitoring information input into Watershed Wiser for several locations

Target: 2-3 locations

*By signing below I agree that this document will serve as a work plan for the OSM Watershed Intern Program. As the Supervisor I agree to guide and support the OSM Intern to completion of this work plan.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OSM/VISTA Teams Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Gale, Michael <michael\_gale@ios.doi.gov>

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## REQUEST: 2013 DC Summer Intern List

6 messages

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**Pond, Ryan** <ryan\_pond@ios.doi.gov>  
To: Michael Gale <michael\_gale@ios.doi.gov>

Thu, Jun 27, 2013 at 4:47 PM

Hi Everyone,

As you all know, due to the sequester, nearly all our interns in the OSIP program this summer are unpaid. To help make up for this, and to provide a meaningful experience to the interns, we are putting together a slate of programs for both OS and Bureau interns in the DC area, including an Intern Social, a federal career development and resume writing workshop, brown bag lunches, and a service project.

In order to get this going, we need a list of OS interns here this summer so that we can invite them. Attached is a list that we obtained from the Security Office, but we do want to make sure this is complete and no interns miss out on any opportunities this summer.

If you could, please take a look at the attached list and make sure the interns in your office this summer are on it. Also, if there is no email address listed, please let us know what it is and we can add them to the list.

Ryan Pond, a PMF on rotation in my office, is managing the intern programming this summer. Any additions or changes to the intern list can be sent directly to him at [ryan\\_pond@ios.doi.gov](mailto:ryan_pond@ios.doi.gov). Additionally, if your office is planning any sort of event or similar for your interns, and are interested in opening it up to all interns, please let Ryan know. He is also happy to take any suggestions or ideas for intern programming.

Thanks!  
Michael

 [OS Volunteer Interns 2013](#)

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**Ryan Pond**  
Youth Employment, Office of Youth, Partnerships, & Service  
U.S. Department of the Interior  
202.208.7773

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**Gale, Michael** <michael\_gale@ios.doi.gov> Mon, Jul 1, 2013 at 4:01 PM  
Bcc: Amy Holley <amy\_holley@ios.doi.gov>, Andrew Jackson <andrew\_jackson@ios.doi.gov>, Barbara Pitkin <barbara\_pitkin@ios.doi.gov>, Bernard Mazer <bernard\_mazer@ios.doi.gov>, david\_downes@ios.doi.gov, Debra Sonderman <debra\_sonderman@ios.doi.gov>, Denise Flanagan <denise\_flanagan@ios.doi.gov>, diane\_schmitz@ios.doi.gov, douglas\_glenn@ios.doi.gov, Elena Gonzalez <maria\_gonzalez@ios.doi.gov>, greg.gould@onrr.gov, james\_douglas@ios.doi.gov, janet\_goodwin@oha.doi.gov, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, joel\_clement@ios.doi.gov, John Burden <john\_burden@ios.doi.gov>, John Ross <john\_ross@ios.doi.gov>, jonathan\_andrew@ios.doi.gov, Joseph Ward <joe\_ward@nbc.gov>, Kaiini Kaloi <kaiini\_kaloi@ios.doi.gov>, Kimberly Thorsen <kim\_thorsen@ios.doi.gov>, laurence\_broun@ios.doi.gov, Lori Faeth <lori\_faeth@ios.doi.gov>, mark\_bathrick@ios.doi.gov, Mary Pletcher <mary\_pletcher@ios.doi.gov>, Michael Gale <michael\_gale@ios.doi.gov>, michael\_j\_johnston@fbms.doi.gov, Pam Haze <pam\_haze@ios.doi.gov>, Paul Mussenden <paul\_mussenden@ios.doi.gov>, Richard Beck <richard\_beck@ios.doi.gov>, Sandra Wells <sandra\_wells@ios.doi.gov>, Sharon Eller <sharon\_eller@ios.doi.gov>, steve\_glomb@ios.doi.gov, Thomas Mulhern <thomas\_mulhern@ios.doi.gov>, willie\_taylor@ios.doi.gov, Katherine Kelly <kate\_kelly@ios.doi.gov>, Blake Androff <blake\_androff@ios.doi.gov>, Fay Iudicello <fay\_iudicello@ios.doi.gov>, Tim Fullerton <tim\_fullerton@ios.doi.gov>,

Gail Adams <gail\_adams@ios.doi.gov>, Francisco Carrillo <francisco\_carrillo@ios.doi.gov>, Ryan Pond <ryan\_pond@ios.doi.gov>, Eric Sanders <eric\_sanders@ios.doi.gov>

Hello Office Directors and leaders at Interior,

Despite the changes in our internship programs due to the sequester, many of our offices are hosting fantastic volunteer interns or various folks who are placed with us through student or organizational work programs.

The Office of Youth, Partnerships, and Service is committed to providing a meaningful experience for our interns in the greater Washington, D.C. area. We are putting together a slate of programs for both OS and Bureau interns in the DC area, including an Intern Social, a federal career development and resume writing workshop, brown bag lunches, and a service project.

In order to get this going, we are working with Human Resources to compile a list of OS interns here this summer so that we can invite them. Attached is a working list that we obtained from the Security Office, but we do want to make sure this list is complete and no interns miss out on any opportunities this summer.

If you could, please scan the attached list (it's a Google doc) and see there are any intern names missing.

Ryan Pond, who is a PMF on rotation in my office, is helping manage the intern programming this summer. Any additions or changes to the intern list can be sent directly to him at [ryan\\_pond@ios.doi.gov](mailto:ryan_pond@ios.doi.gov).

Additionally, if your office is planning any sort of similar events for your interns, and you are interested in opening it up to all interns, please let Ryan or me know. He is also happy to take any suggestions or ideas for intern programming.

Thank you!

Michael

 OS Volunteer Interns 2013

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Michael Gale

Director | Office of Youth, Partnerships & Service | U.S. Department of the Interior

202.208.1906 (o) | 202.744.4368 (c)  
@generationwild | <http://doi.gov/whatwedo/youth>

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**Wells, Sandra** <sandra\_wells@ios.doi.gov>  
To: "Gale, Michael" <michael\_gale@ios.doi.gov>

Mon, Jul 1, 2013 at 4:14 PM

Hi Michael,  
Lovely idea! My interns are pretty busy with their school requirements for The Washington Center (i.e. they are not here on Monday pm) and the work they are doing for our Office. That said, keeping them on invite lists would be very nice!

Also, Alicia Errthum is no longer with us--she was here last spring and I don't think that she's back with another group. Perhaps--she might be with another office, but she's not with us this summer.

Sandy

[Quoted text hidden]

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Sandy Wells, Ed.D.  
Director  
Office of Strategic Employee & Organization Development  
Department of Interior  
1849 C Street, NW, Room 7129  
Washington, DC 20240  
Phone: 202 208 6058

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**Michael Gale** <michael\_gale@ios.doi.gov>  
To: Ryan Pond <ryan\_pond@ios.doi.gov>

Tue, Jul 2, 2013 at 10:28 AM

Supposedly she has like 14 interns but she didn't provide the names.

Michael

Begin forwarded message:

**From:** "Wells, Sandra" <sandra\_wells@ios.doi.gov>  
**Date:** July 1, 2013, 4:14:32 PM EDT  
**To:** "Gale, Michael" <michael\_gale@ios.doi.gov>  
**Subject:** Re: REQUEST: 2013 DC Summer Intern List

[Quoted text hidden]

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**Carrillo, Francisco** <francisco\_carrillo@ios.doi.gov>  
To: "Gale, Michael" <michael\_gale@ios.doi.gov>

Tue, Jul 2, 2013 at 11:53 AM

Thanks Michael for doing this! Will the OS interns have an opportunity to take a picture with the Secretary? Let me know how I can help with that. Also, when are you, me, Craig and Isra getting together? Next week hopefully?

Happy 4th!

On Mon, Jul 1, 2013 at 4:01 PM, Gale, Michael <michael\_gale@ios.doi.gov> wrote:  
[Quoted text hidden]

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**Michael Gale** <michael\_gale@ios.doi.gov>  
To: "Carrillo, Francisco" <francisco\_carrillo@ios.doi.gov>  
Cc: Ryan Pond <ryan\_pond@ios.doi.gov>, Eric Sanders <eric\_sanders@ios.doi.gov>

Tue, Jul 2, 2013 at 12:44 PM

Yes, we would love to get a class photo with the Secretary. I believe that Ryan Pond (our youth employment lead for the summer) and Eric Sanders are working on this, but I've copied them and I'm sure we would greatly appreciate you help on that if needed.

In terms of rescheduling our catch up, we are part of a larger crowd of folks meeting tomorrow at 11a.m. to go over scheduling of the Secretary and youth. I'm actually only in tomorrow, and then I'm in Vermont all next week for a diversity in conservation fellowship program I got accepted into months ago. Maybe after that if not Wednesday?

Thanks!

Michael

[Quoted text hidden]



Gale, Michael <michael\_gale@ios.doi.gov>

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## social media/design/tech internship programs

3 messages

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**Pond, Ryan** <ryan\_pond@ios.doi.gov>  
To: Michael Gale <michael\_gale@ios.doi.gov>

Thu, Jul 18, 2013 at 11:02 AM

Hi Michael,

I cannot find anything online for social media specific internship programs in the model of the Washington Center. I suppose the Washington Center could get us a social media intern if that is what we wanted from them. There are a few other organizations that provide interns, but appear to provide them at no cost to us.

Also, I found a site called InternMatch that will post and market your internship for \$99, but it's more of a job board than anything else. I think direct outreach to appropriate programs and career centers at local schools is going to be our best bet.

Let me know if you want me to keep digging, or look into using Washington Center for an intern of this sort.

Thanks!  
ryan

--  
**Ryan Pond**  
Youth Employment, Office of Youth, Partnerships, & Service  
U.S. Department of the Interior  
202.208.7773

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**Gale, Michael** <michael\_gale@ios.doi.gov>  
To: "Pond, Ryan" <ryan\_pond@ios.doi.gov>

Thu, Jul 18, 2013 at 11:31 AM

" I think direct outreach to appropriate programs and career centers at local schools is going to be our best bet."

Run with that... thanks!

I'm also really interested in any digital micro volunteering platforms if you can find any info on that as well.

Michael  
[Quoted text hidden]

**Michael Gale**

Director | Office of Youth, Partnerships & Service | U.S. Department of the Interior

202.208.1906 (o) | 202.744.4368 (c)  
@generationwild | <http://doi.gov/whatwedo/youth>

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**Pond, Ryan** <ryan\_pond@ios.doi.gov>  
To: "Gale, Michael" <michael\_gale@ios.doi.gov>

Thu, Jul 18, 2013 at 11:33 AM

Let me reach out to some friends from CFPB. I know they are very involved with that sort of stuff from startup.

[Quoted text hidden]



Pond, Ryan &lt;ryan\_pond@ios.doi.gov&gt;

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## social media/design/tech internship programs

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**Pond, Ryan** <ryan\_pond@ios.doi.gov>  
To: Michael Gale <michael\_gale@ios.doi.gov>

Thu, Jul 18, 2013 at 11:02 AM

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Let me know if you want me to keep digging, or look into using Washington Center for an intern of this sort.

Thanks!  
ryan

—

**Ryan Pond**  
Youth Employment, Office of Youth, Partnerships, & Service  
U.S. Department of the Interior  
202.208.7773



Gale, Michael <michael\_gale@ios.doi.gov>

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## Three OSM Intern reactions to ACCT Training

1 message

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**Comp, T** <tcomp@osmre.gov>

Mon, Apr 1, 2013 at 3:53 PM

To: April Trent <teamdirector@coalcountryteam.org>, Jessica Berry <teamdirector@hardrockteam.org> ,

Michael\_Gale <Michael\_Gale@ios.doi.gov>, Al Whitehouse <awhitehouse@osmre.gov>

Cc: Kelly Kim <KHKIM@osmre.gov>, Spencer Moss <osmvistaleader2@coalcountryteam.org>, Brantley Kirkland <reforest@coalcountryteam.org>, Cari Powell <osmvistaleader2@hardrockteam.org>

I thought you might all enjoy reading the trip reports from the three OSM Interns working most closely with me. They have not been edited :)

Allan

----- Forwarded message -----

From: **T. Allan Comp** <allan@tallancomp.com>

Date: Sun, Mar 31, 2013 at 5:26 PM

Subject: FW: Trip Report and OSM Write-Up

To: "Comp, T" <tcomp@osmre.gov>

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**From:** Kim, Kelly [mailto:khkim@osmre.gov]

**Sent:** Saturday, March 30, 2013 10:42 AM

**To:** Allan Comp; Comp, T Allan

**Subject:** Trip Report and OSM Write-Up

Allan,

Attached are the trip reports and Tene's draft article for Peter.

Have a great weekend!

Kelly

--

Kelly H. Kim

Public Administration Fellow

Department of the Interior Office of Surface Mining

1951 Constitution Ave. NW - MS 121

202-208-4633 | [khkim@osmre.gov](mailto:khkim@osmre.gov)

<http://www.osmre.gov/aml/vista/vista/shtm>

[www.coalcountryteam.org](http://www.coalcountryteam.org)

[www.hardrockteam.org](http://www.hardrockteam.org)

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T. Allan Comp, Ph.D.

Coordinator: OSM/VISTA Teams

Office of Surface Mining

1951 Constitution Avenue NW MS 121

202-208-2836

<[tcomp@osmre.gov](mailto:tcomp@osmre.gov)>

<[www.coalcountryteam.org](http://www.coalcountryteam.org)>

<[www.hardrockteam.org](http://www.hardrockteam.org)>

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### 3 attachments



**ACCT Spring Training Trip Report Mar 2013\_ROSA SOTO.docx**

14K



**Trip report spring training Mar 2013 RAE VANDER WERF.docx**

17K



**ACCT Spring Training Evaluation Mar 2013 Courtney Dobbertin.docx**

15K

**Trip report: ACCT Spring Training 2013**  
Hawks Nest State Park | March 26-28, 2013  
Rae Vander Werf

**Day One: Tuesday, 3/26**

6-11:30am: Travel to Hawk Nest State Park for OSM/VISTA spring training

12:45-2:30: Welcome to the training, presentation of fleece, team introductions, and a review what will be happening during training. Then there was presentation done by some of the VISTA's that were being spotlighted. I really enjoyed being able to see how successful different VISTA's projects were and how much Rob's project had grown since we had visited earlier in the year. Seeing how much they can get done in a short period showed how important it is for me to keep doing the things I do to help them in any way I can.

4-5:30pm: I joined the Healthy Futures affinity group whose first workshop was about Volunteerism. We discussed how and what the toolkit can be used, which helped me understand the purpose of it better. We also talked about volunteers first before the project. We went over the basics of a good project and how you should tell the volunteers about the opportunity. Volunteer projects, benefits and values are important because it will help with recruiting and retention of volunteers so that it's a mutual gain. This is a new idea for me and it sounds like a lot of the VISTA's hadn't thought that way either. It was really interesting to see them working together as well when we did an example project and what they needed to fill all the steps. It helped me get a better understanding of some of the other programs our VISTA's participate in and what they are doing to get communities involved which is what I am currently writing and it also nice to see it in practice.

8pm : Contra-dancing was really interesting because during the down time I was able to talk to some of the VISTA's about their projects and what drove them to serve. All the answers were different but inspiring and different ways of looking at service that I had not thought of. It was also great to see how dedicated the town was to having the VISTA's there for training, that the mayor of the town did contra-dancing with us, which was a lot of fun as well.

**Day Two: Wednesday, 3/27**

9-10:30am: In the beginner OSM/VISTA workshop on developing grant writing skills, I was able to learn a lot about how grants are important funding. They are not this magical source of money and take a lot of work and are quite competitive. I really liked how Sonja spoke on where funding comes from and that grants are a small part of where non-profits get their funding. I think it shows that all the background research we are doing for the VISTA's is very useful like the zip code spread sheet on poverty levels and high graduation rates. Seeing that grants are competitive and that the proposals can be very long so the more factual information they can provide the better chance for funding, making all the data more meaningful to me.

11-12:30pm The beginner OSM/VISTA's workshop on public speaking class was very basic but good for anyone who is not comfortable with talking to crowds or how to approach a public speaking engagement. This session was not that useful for me since I have taken many public speaking classes.

12:30-1:30pm: Lunch and poverty discussion. This was one of my favorite meals of the whole trip because it was really interesting to hear how we discussed what poverty was, and that it was hard to answer a lot the questions with one answer because there are so many variables. I really liked seeing how everyone could relate it to what they saw as well as just being able to share ideas of about poverty was good. It was also interesting to see how people approached the questions somewhere quick to answer some waited.

1:30-3pm: Beginner OSM/VISTA workshop on leaving your legacy, which I found to be interesting and very important for me. It talked about that is never too early to start making information for the next person coming in with our job. It was nice to hear how some VISTA's did have something like that left for them, because it shows that this program builds a lot of support into the sites so that new VISTA's are not lost and having to figure everything out from scratch. It got me thinking about what else I wanted to know, and what could be changed about our intern information packet.

3:30-6:30 Team sessions workshops on honing in on grants, and the other was on getting the community on the bus. We discussed which funders were good for community gardens and how to approach research for grants. This was interesting because she was able to give specific foundations for people to go to, and she knew which where easiest for supplies, money or whatever they needed. The getting the community on the bus was interesting and very eye opening.

### **Day Three: Thursday, 3/28**

8:30-10am: Beginners OSM/VISTA workshop part two of grant writing. This is when I was able to learn how to properly write a letter of intent to a possible grant funder. I felt it was really interesting that Sonja went over a poorly written letter and gave a lot of resources so that we could reference them as we need them. She enforced that when looking for a grant, it's important to dedicate time. It showed me how hard VISTA's have to work to find the right grants and that the funding is a lot harder to find than I thought. She also mentioned how important thanking people who funded and helped you was and how it can leave a bad impression if you don't do it promptly and that only 30% of people who receive grants do a personal thank to the funders. Grant writing is very interesting to me because of how important it is to funding for many non-profits.

10-11am: Team session close out and planning for healthy futures group. It was great to see that everyone was talking about how they can support each other, how they should use the Facebook more effectively as well as starting a blog so they can share information between each other since all of them are at different levels of gardening experience. One other major thing I found cool is how they were able to help each other with finding different experience levels in volunteers which isn't even something I thought about learning from each other.

2-10pm: Travel back to DC and visiting Sandstone State Park.

### **Final Thoughts:**

I really liked seeing how driven everyone was and willing to share what they were doing and why they chose to serve. The biggest thing that really inspired me is they all work hard and collaboration going on even over great distances. I was also able to see how the work I do in the office affect VISTA's in the

field. I saw how all the information is able to help them get funding and prove that what they are doing is working through quantitative methods. They are so busy and it is rewarding to know I am part of their support system. The spring OSM/VISTA training was really good for me, and I learned what my role is for the teams.

ACCT Spring Training  
March 26-28, 2013  
Rosa Soto

It was between 11 and 12 when we arrived to Hawks Nest State Park for the first day of training. After receiving our room keys, name tags and goodie bags we put all our stuff in a single room and made our way to the dining room and had lunch before training began.

Day 1:

At 6 AM we departed D.C. only to arrive to Hawks Nest State Park 5 and a half hour later. After finishing lunch, I volunteered to assist with welcoming people who had not arrived to the lodge yet. From about 1:15-4:10 I sat at a table waiting for guest speakers and missing OSM/VISTAs to arrive. As a result I missed most of everything on the first day. However, the Economic Development Affinity Group Session that I was able to attend at 4 PM made up for a tedious morning. Trainer Sonja Carlborg had to be my favorite speaker during the entire training. I learned a lot about the grant writing from her and enjoyed all her activities. In the first session with her, we were put in groups where we had to come up with a creative idea about what we would do with a community in a scenario with several possible projects. It was very insightful to hear the ideas and have to collaborate to come up with a plan. After coming up with a project we then had to come with justifications for economic development, environmental stewardship and healthy futures interest groups. The scenario and task made the difficulty of what the OSM/VISTAs do more real to me and made me feel like I needed to work harder to support what Dr. Comp does for them. Because I was tired from a busy weekend, I was unable to have the energy for contra dancing and was sad I missed it.

Day 2:

After breakfast we were all able to hear the alumni speak. Amy Stout, Jenna Fehr, and Megan Sheesley, made me consider being an OSM/VISTA. Often we hear of what someone does in a position but never about what happens to them after that position is gone. The alumni were able to show me that there is great opportunity for youth after the completion of the program. I feel as though that was very meaningful and inspiring to not only me but every OSM/VISTA present. At 9 AM I was placed in the beginner OSM/VISTA group where our session, Developing Your Grant Writing Skills, was lead by Sonja Carlborg. This session was great because prior to attending the training I had no idea how grants worked or where they came from. This whole session allowed me to understand all the hard work that went in to just finding a grant and then writing for them. After that we had a public speaking session and then lunch. April Trent then led a session about leaving a legacy. This session made me really think about my work as an intern. The research each intern does is all saved in the J drive in separated files, but when first starting, as an intern, it can be difficult to navigate. April inspired me to become more organized and detailed in my work for future interns, and really anyone that has to go through and figure out what I was working out without me being available to explain it. Kent Spellman and Stephanie Tyree then led an economic development affinity group in which we broke off in to pairs and shared stories about a challenging group management experience and then a success story of group work. I learned that even though some places really need help, sometimes it is difficult to put everything together and get people

to work together, but when it does finally come together, it is amazing. Most importantly I learned that sometimes although we want to develop an amazing plan it is best to remember that the foundation to any community service project is the people and therefore it is important to begin with them. Although it was not an actual session, I also feel I learned a lot from the campfire. All together the OSM/VISTAs came together to collect wood and start a campfire. I was able to listen to their individual stories and better understand what motivated each OSM/VISTA. Having that experience made me more passionate about what we do in the office.

Day 3:

On the final day I again learned the most from Sonja. After reading what was a bad sample of grant writing, Sonja explained to us how this sample could be corrected. She gave us the tools to know what to do and what not to while working on grants. At the end of the day Michael Gale gave a speech to close the training that was sincere and uplifting. He helped me understand the bureaucrats were human and although major cuts have been made there are people that will always advocate for the little man because they understand the difficulties some of these impoverished areas face.

Overall I learned the most from my interactions with the OSM/VISTAs. I talked to them as much as I could during breaks, between sessions, between meals and any available opportunity. Their passion and effort for what they do makes the OSM/VISTA team very unique. Among a sea of service groups the OSM/VISTAs are at the top. I am inspired and will work harder to help support them.

ACCT Spring Training Trip Report  
Hawks Nest State Park | March 26-28, 2013  
Courtney Dobbertin

Day One: 3/26/2013

**Travel to Hawk's Nest State Park and registration**

The travel to Hawk's Nest State Park was not bad at all. Arrival at Hawk's Nest State Park was a little hectic as we had to jump right into training. For Rosie and me, we were taking care of helping to sign in the OSM/VISTAs with their room keys and helping them to figure out what was happening. We were helping with registration from 12:45-4pm, and although it was busy for the first hour or so, the next few hours we just sat there. Although, it is important to help with registration and the focus is on the OSM/VISTAs, I felt that I missed out on some important information pertaining to the ACCT, the VISTAs work, and what the sequester was about and how it has impacted the OSM/VISTAs ( which I still do not understand everything having to do with the sequester). I would have also really liked to see the fleece presentation because I know how important and special those fleeces are to the OSM/VISTAs.

**Session: Getting the Community on the Bus**

This session was an important one and I think the best one to start off my aspect of training with. One needs to understand how to get the community involved in the process and motivated to start the project. One needs to understand what the community needs and wants in order to go out and search for volunteers and grants. I think that the session was a good one, but I wish that it was a little more interactive that way I could put what I was learning into action and/or help other VISTAs brainstorm ways to engage their community. I learned in this session that it is important to look at all the different types of collaborations because you don't know what resources are out there for utilization unless you start on the community level and understand what is needed.

**WVU MPA Program**

This session was good for people who have an idea of what they wanted to do after their term of service as well as for the VISTAs who do want their Master's. For me it was not as beneficial because I don't know what I want to do yet, but it is good to know all the different types of options out there so if and when I decide to go to graduate school, the OSM/VISTA position might be an option for me.

**Western Hardrock Watershed Team:**

I liked hearing about the Western Hardrock Team and what they've been doing. I thought it was really cool and wish that we could have seen the pictures of the teams. I would have really enjoyed that.

### **Evening Activities:**

I really enjoyed the evening activities because I was able to socialize with new people and learn a new form of dancing. Contra dancing really helped me break out of my shell and socialize easier since in certain situations I am more of an introvert. Everyone made me feel included and the Baptist Church was so nice for hosting it and supplying us with food as well. The food was excellent at both places.

Day 2 3/27/2013

### **Alumni Panel:**

The Alumni Panel was a great way to start off the day. It made me very motivated about service and what you can do after one's service time is up. I learned that no matter what, always be a part of service because it makes a difference in the community, but it also makes a difference in your life as well. Service makes a big difference in ways that you did not think you were impacting, such as the Rural Volunteer Toolkit.

### **Developing your grant writing skills:**

I loved this workshop! I had never done grant writing before, did not know how to approach it or where to start and this was a perfect Beginner's Guide. I learned where to go and look for grants, different types of grants, different types of NGOs structure and organization, and tips that panelists want to see, but do not necessarily ask for.

### **Public Speaking:**

I thought that the public speaking workshop was an important one to understand and gave me more tips that I had reiterated on from a public speaking class I took in college and from The Washington Center career services. It was good to figure out what I needed to work on and what I have done well from my public speaking knowledge. I learned how important it is to structure your speech around the audience you are giving your speech to as well as to their learning style.

### **Establishing your Legacy:**

This workshop was an important one for me to take in and understand because I had never thought of leaving my legacy. I realized how important it is for future interns because the transition period in a new city, a different working environment can be a difficult adjusting to. It's nice to be able to settle pretty easily into a place where it is organized and questions are answered where the interns can easily access it again if need be.

### **Volunteerism:**

I learned in this workshop the importance of having three aspects of volunteerism in place: Recruitment, Retention, and Engagement. I find that this model is simple enough that it can

apply to just about anything and not just OSM/VISTA teams. I liked that I was able to make a connection with other ideas like for my class with The Washington Center and for my club back at Seton Hall. Being able to see a full cycle of how a model applies is where I really get the concept and understand why one must think of these three key aspects to volunteerism.

### **Honing in on your grant writing skills:**

I loved this session because it really helped me brainstorm with the OSM/VISTAs and put my knowledge that I have learned in the classroom into use. I liked how involved this session was and I liked the “role playing” in terms of thinking of the big picture aspect where you are engaging Healthy Futures, Economics, and Environmental Stewardship. To me, this was so important because one must be able to make multiple conclusions and arguments as to why they should receive a grant.

Day 3: 3/28/2013

### **Developing your Grant Writing Skills part 2:**

I found this along with the other grant writing session very helpful and Sonja had a great deal of insight as to how and what donors and granters are looking for. Understanding the budget aspect of things made it very clear to me why it is important to calculate and evaluate what it might take to get your project up and running as well as how important tax forms are.

### **Annual Report and Closing talk:**

I enjoyed learning just how much of a difference the OSM/ VISTAs teams are really making and how I am helping to make a difference with the reports and work that I do at OSM. Mr. Gale really inspired me with his talk because of his passion and how he sees this team not as young professionals, but as the next leaders and movers-and-shakers of the world. I hope that I can change the world in the manner of what he was describing and he gave me hope that my future is bright, even though it might at times look dismal because of the job market. No matter what have a passion and run with it. Then you can change the world.



## Update for Youth Task Force meeting today

2 messages

**michael\_gale@ios.doi.gov** <michael\_gale@ios.doi.gov> Mon, Jun 24, 2013 at 10:25 AM  
Reply-To: "michael\_gale@ios.doi.gov" <michael\_gale@ios.doi.gov>  
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Good morning folks of the Youth Task Force and those attending today's meeting at 11:00a.m.,

I'm not going to be able to call in today, at the last minute. In lieu of the agenda item about the Secretary's priority goals, I'll offer over email this quick update:

-Youth is emerging as really one of Secretary Jewell's highest priorities. This is something to be really excited about!

-She will be participating in two youth events this week. 1) On Tuesday there is an event with her and Richard Louv at the Center for American Progress about connecting youth with nature. 2) She will be speaking at a festival on the National Mall this Wednesday sponsored by the Outdoors Alliance for Kids (OAK).

-If you know of other youth events or of the Secretary traveling to visit one of your sites in some sort of youth or service capacity, please alert our office. We are starting to centrally track her youth events in a Google Drive document.

-Thank you so much to everyone who assisted with the fire drill briefing exercise on Friday. Your materials were included in the draft submitted to the Secretary's office. Again, thank you!

-My office is currently working almost daily with PMB leadership on materials for the Secretary's office related to the Youth in the Great Outdoors initiative as part of an effort to staff the formation of a platform of ideas around service and youth that the Secretary will tentatively roll out in mid-July. The moment that we have anything concrete that Sally has seen and endorsed, we will be sure to share it with the Youth Task Force - possibly by the end of this week.

Also, there is a briefing that all Youth Task Force members are invited to attend on Wednesday with Pam Haze about the Volunteers in Service to America (VISTA) program. Please plan on attending or calling in if you can. We don't have a lot of context about the meeting, but as OSM can testify to - this is a fantastic program and something that we should be supporting Department-wide.

If anyone has questions on any of this during the Youth Task Force meeting today, my office's central team will be in attendance at the meeting and would be happy to help. Please accept my apologies for missing the meeting while on travel the early part of this week.

Thanks y'all!

## Youth Task Force meeting

The Youth Task Force is comprised of the core group of bureau representatives for youth issues in the Department and meets monthly. The task force will facilitate communication, collaboration, and a place of deliberation and decision-making for the Department regarding youth programs and resources. The task force will provide a critical link to field staff to identify and ensure successful implementation of youth program goals and objectives.

### AGENDA:

1. Welcome and Introductions
2. Development of Secretary Jewell's youth platform (Michael Gale)
3. Office of Youth, Partnerships, and Service strategic plan (Drew Burnett)
4. Update on MOU between DOI and AIHEC (Patrese Atine)
5. Upcoming training/development opportunity – NextGen Govt Conference (Ryan Pond)

When Mon Jun 24, 2013 11am – 12pm Eastern Time

Where MIB Room 7000A, Call (b) (5) (b) (5) (map)

- Who
- Ryan Pond - organizer
  - Michael Gale - creator
  - [kevin\\_kilcullen@fws.gov](mailto:kevin_kilcullen@fws.gov)
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  - Allison Perlin
  - Kelly Kim
  - Domarina Danipour
  - Jame Huang
  - Amy Sjerven

**Kim, Kelly** <khkim@osmre.gov>

Mon, Jun 24, 2013 at 7:50 PM

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YTF members,

For those who missed the meeting this morning, attached is the PowerPoint and contact information for Dr. Steve Stambough, founder of the [Cal State DC Scholars](#) program. If your office is interested in hosting a spring, summer or fall intern, feel free to send Steve a position description and application requirements to [sstambough@fullerton.edu](mailto:sstambough@fullerton.edu) or call (657)278-2933. I've also included OSM's recruitment flyer for your reference.

Best,  
Kelly

[Quoted text hidden]

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<http://www.osmre.gov/aml/vista/vista/shtm>  
[www.coalcountryteam.org](http://www.coalcountryteam.org)  
[www.hardrockteam.org](http://www.hardrockteam.org)

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## 2 attachments

 **Cal State DC Scholars Presentation Stambough.pptx**  
5343K

 **OSM Interns Flyer 2013.pdf**  
506K



# 2013 Semester Internship

U.S. Department of the Interior  
Office of Surface Mining



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- Receive an invaluable experience in Washington, DC
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- Resume
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Contact Public Administration Fellow, Kelly Kim at 202-208-4633 with questions and visit:



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*The semester internship at the Office of Surface Mining in Washington, DC is a long-standing partner with the Cal State DC Scholars Program and the Washington Center to award academic credit to participating students.*