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| **Education Department Internship- Summer 2021****Innovative Program Planning and Design** |
| This is an unpaid position and is eligible for school credit. Candidates must work with their advisor/school to ensure that this experience will provide school credit for them. BRIT is willing to complete any paperwork required by the school. |
| **Duration:** | 6/1 – 7/30, 2021  | total hours: ~150 | hours per week: 15 minimum |
|  | (In addition to 15- hour weekly minimum, interns are required to work one Saturday a month) |
| **Application Deadline:** | May 3rd  |
| **Reports to:** | Demekia Biscoe; Innovative Learning Manager |
| **The Botanical Research Institute of Texas (BRIT):**The Botanical Research Institute of Texas is a nonprofit, international research and education organization that collects and safeguards plant specimens, studies and protects living plants, and teaches about the importance of conservation and biodiversity to the world. **The Fort Worth Botanic Garden (FWBG):** The Fort Worth Botanic Garden is the oldest major garden in the state of Texas and is listed in the National Register of Historic Places. This living museum is in the heart of the Fort Worth Cultural District and is known for its historic Rose Garden, Fuller Garden, and Japanese Garden.  |
| **Primary Goals of Internship:** |  |
| The internship(s) within the education department of BRIT and the FWBG include projects related to field study trips, family programing, early childhood programming, public engagement, virtual programs and more. Each project involves working within a specific program outline, time period, budget, material, and facilitator limitations. Some of the projects also include an outreach component involving collaborating organizations and individuals. BRIT and the FWBG seek interested student interns—including those majoring in Education, Child Development, Natural Resource Management, Environmental Science, Biology, Agriculture, Graphic Design, Instructional Media, Videography, or a similar curriculum or those broadly interested in education and natural resource conservation—to assist with the tasks associated with these projects. An average of 15-20 project-specific hours per week is anticipated, with the remainder of the time devoted for general service with the education department.**Project Summary**This project will primarily emphasize on the planning and development of blended learning (in person and virtual) components of STEM programing that including field study trips, family programs, and early childhood programs to be implemented in the fall. The intern will work alongside staff to create virtual badges and STEM Strolls challenge to enhance versions of our currently offered educational programming, or work to create virtual component(s) in each of our currently offered educational programs. Items included in each programs design are learning objectives, specific content, location, layout, safety instructions, materials, and all other logistical information regarding that specific program and its implementation. The intern will work alongside the Innovative Learning Manager to compile the necessary information and resources required for the completion of this project. Programs currently offered by BRIT and FWBG are both revenue and non-revenue-based programs and participants range in age from 18 months to 18 years. |
| **Intern duties and responsibilities:** |  |
| * Complete an individual project to be planned by intern and supervisor at start of internship.
* Attend orientation, training classes, and other meetings or events as necessary.
* Assist with implementation, facilitation, and logistical arrangements for virtual/in-person education programs such as field study trips, family programs, early childhood programs, public engagement programs, and special events.
* Assist in other areas of program preparation, clean up and related tasks as assigned.
* Support and interact with other departments such as volunteers, ground staff, research, admission, marketing, membership, etc.
* Keep a weekly log of activities or skills and experience journal.
* Maintain a log of hours; hours logged by interns are counted as part of our organization-wide volunteer hours report.
* Prepare a minimum of one educational product to be shared publicly and archived with BRIT/FWBG.
* Prepare a minimum of one reflection piece (PowerPoint, blog, video, photo essay) to be shared via social media and/or as presentation for staff.
* Exhibit honesty, integrity, and scholarly excellence in all project-related interactions; represent the ideals and mission of BRIT/FWBG when operating in the community on the organization’s behalf.
* Assist with other education program projects as needed.
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| **Learning objectives:** |  |
| * Gain experience with program implementation, facilitation, and design.
* Work with a variety of program audiences which include ages from 18 months to 18 years, families, special needs, minorities, low-income, etc.
* Gain experience in public speaking during facilitation and final presentations.
* Photo documentation of all programs.
* Understand use of natural resources management tools and techniques.
* Interaction and networking with professional educators, scientists, and students from other universities and backgrounds.
* Non-profit organization mission, management, and mindset.
* Formal and informal education tools, techniques, philosophies, and best practices.
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| **Skills and background requirements for eligibility:** |
| * Must be at least 18 years old with a clean record; background checks are done by BRIT and FWBG for all volunteers and interns; interns will be to be trained for safe interactions around minors.
* Computer literacy skills including spreadsheet creation, presentation creation, email attachments, files/data organization and hierarchy. Skills in graphic design or virtual programming design is a plus.
* Independent thinking and ability to work both alone and as an assistant.
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| **To apply send resume, cover letter, list of courses taken, and availability to:** | cbarlow@brit.org |
| **Application Deadline: May 3rd, 2021** |  |