

want to do a PAID internship with COMPASS?

What is COMPASS? We are a 5-year program funded by the USDA NIFA NextGen Grant. NextGen aims to prepare students for careers in food, agriculture, human sciences, and natural resources (FAHN) by guiding them through experiential learning activities such as PAID INTERNSHIPS.

TO BE ELIGIBLE FOR COMPASS (NEXTGEN) SUPPORT, YOU MUST BE:

- An undergraduate enrolled at University of Guam, Guam Community College, or Northern Marianas College
- Interested in a FAHN field(s), and
- A US citizen, national, or permanent resident

HOW TO FIND AN INTERNSHIP:

- Review our [website](#), under the “Learning Opportunities” tab,
- Talk to professors or other local professionals that you would like to work with and find out if they have an internship project for you, or
- Set up a meeting with the COMPASS team to explore your options

THE INTERNSHIP PROCESS:

BEFORE INTERNSHIP

1. Complete the online [COMPASS Application](#)
2. Interview and discuss internship options with Dr. Kate Moots
3. Select internship site and complete the [Internship Application](#)
4. You and the internship site mentor will discuss project expectations and together you will complete the [Internship Agreement Form](#)
5. COMPASS will develop a stipend agreement for you to review and sign

DURING INTERNSHIP

1. Submit biweekly timesheets (signed by you and mentor) with daily journal reflections
2. Throughout the internship, you will receive stipend checks of \$12/hr (*Please note: the timing of checks are subject to grant managing office procedures*)

AFTER INTERNSHIP

1. You will be asked to present your experience at a COMPASS semi-annual symposium (so be sure to take lots of pictures during your internship!)
2. Both you and your mentor will complete an exit report/evaluation of the internship

IN ORDER TO BE PAID YOU WILL NEED TO PROMPTLY SUBMIT YOUR BIWEEKLY TIMESHEETS AND JOURNALS, SO STAY ON TOP OF THEM!



National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

COMPASS
Creating Opportunities for the Marianas:
Pathways for Access and Student Success

Frequently Asked Questions

HOW LONG CAN AN INTERNSHIP BE?

Internships are organized on a semester basis, so typically they last 3-5 months. Although summer internships can be even shorter (1-2 months), especially when the intern is putting in a lot of hours per week.

But keep in mind that an internship can extend into the next semester (and next, and so on) as long as you and your mentor can show that the projects are evolving and you continue to learn new knowledge, skills, and abilities.

HOW MANY HOURS CAN I WORK PER WEEK?

Twenty hours during the school semesters (FA & SP), and 39 hours over the summer.

HOW WILL I BE PAID?

You will submit your biweekly, signed timesheets & journals by the second Wednesday of each 2-week pay period, by 12PM. Please note that pay periods end on Saturdays which means on your timesheet, you will be reporting the hours that you *intend* to work for the Thurs-Sat following the Wed you submit your things.

The COMPASS team will file your documents and report your hours to our grant managing office, Research Corporation UOG (RCUOG). They will process your stipend check and then when it's printed and ready, they give to Project Director, Dr. Kate Moots. Then you pick up your check from her UOG Office, SCI 228.

I LIVE IN THE CNMI, HOW WILL I BE PAID?

You will submit your biweekly, signed timesheets & journals all the same. But at before starting your internship - in addition to you applications and agreement forms - you will submit at W9 and Vendor Authorization Form. These documents allow RCUOG to add you to UOG payroll and then pay you via direct deposit.

WHAT IS THE COMPASS SEMI-ANNUAL SYMPOSIUM?

COMPASS aims to host a symposium at the end of every semester. It is an opportunity for their interns to present about their experiences, and learn what their peers have been doing.

Presentations should be 3-5 minutes long and discuss one's internship projects, what they learned, and how it has supported their educational and/or career goals.



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