

SMA-MUNICIPAL FORESTRY INTERNSHIP PROGRAM (MFI-P) 2012

Host City Interest Form

USDA FOREST SERVICE URBAN FORESTRY PROGRAM

TEXAS AGRILIFE EXTENSION SERVICE

The Society of Municipal Arborists, in conjunction with the USDA Forest Service Urban & Community Forestry Program, and the Texas AgriLife Extension Service, is launching a municipal forestry internship program for undergraduate college students interested in a career in Municipal Arboriculture. The primary objective of this program is to provide a hands-on experience alongside practicing professionals who will serve as mentors over the internship period and will work to help the students identify and develop the skills needed to be successful practitioners.

Several cities are needed nation-wide for the summer 2012 (10 week) internship program.



Each city who is selected will receive:

- the opportunity to be a part of an elite group of mentors;
- a summer intern who was selected in a nationwide search;
- a scholarship (registration ONLY) to the 2012 Annual SMA Conference;
- and much, much more.



How to apply to be a host city?

1) **Your city must be willing to sign the accompanying contract agreement with SMA and you must be willing to sign a contract agreeing to follow the guidelines of this very rigorous internship.**

2) **Each city will need to provide a minimum of two (2) bullets under each of the required focus areas to explain in detail what the intern will experience in your specific city during the summer.**

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**Submittal Deadline:
Monday, December 5, 2011**

**Preference will be given to
MFI Graduates.**



Accepting Interested Host City Inquiries!

HOST CITY REQUIREMENT

Each Intern is required to spend at least ONE of the total TEN weeks in each of the following focus areas. (Please contact us for clarification).

Planning the Urban Forest

Students should spend time participating in community and regional planning efforts, including but not limited to developing an Urban Forest Plan.

Assessing and Quantifying the Urban Forest

Students should become familiar with a tree inventory and a natural resource inventory, the analysis tools used to complete these types of inventories, and know how the inventory impact the day to day schedule of a municipal arborist.

Planting the Urban Forest

Students should become familiar with their host cities' canopy goals and reasons for the cities' approved species list. In addition, students should become very familiar with the standards and specifications of their host city including the reasons behind both.

Maintaining the Urban Forest

Student should be exposed to the maintenance standards set in place by the city. In addition a portion of the students time spent on understanding the interconnectedness of the various operations crews/offices in their host city.

Managing Risk in the Urban Forest

Students should learn the general principles of risk management in the host city. This includes understanding the city's storm disaster emergency preparation, response, and recovery plans.

Protecting the Urban Forest

Students should spend some time understanding the components of the host city municipal tree ordinance, departmental policies, and the required city permit processes that impact trees.

Administrative Duties of the Municipal Arborist

Students should spend time understanding the big picture of public administration and personnel management, including performance monitoring and evaluation. In order for students to understand the broad range of administrative duties required of a municipal arborist, host cities should involve their interns in a wide variety of them.

2012 Municipal Forestry Internship Program Agreement

For the Employment of a Urban/Community Forestry Intern between the City of _____ and the Society of Municipal Arborist (SMA)

Purpose

The purpose of this agreement is for the City of _____ to provide the Urban/Community Forestry intern a broad exposure to all functional areas of urban/community forestry.

Agreement Term

The agreement duration shall be ten (10) weeks, beginning _____ and ending approximately on _____

Hiring Process

SMA will manage the recruitment, hiring, and placement process in accordance with all federal/state labor laws.

Evaluation

The City of _____ agrees to submit to the SMA an evaluation of assigned intern at an agreed upon intervals during the 10 week appointment period.

Disciplinary Action

The City of _____ reserves the right, at its discretion, to conduct necessary disciplinary actions, up to and including termination of the employment, of the intern in accordance with the personnel policies and procedures of the City of _____ at any point during the 10 week period with proper notification of The Society of Municipal Arborists.

Salary and Benefits

The intern will be paid an hourly rate to be determined by the Society of Municipal Arborists and in conformance with all federal wage and hours laws.

Insurance and Liability

The City of _____ will provide liability and worker's compensation insurance for any actions of or injury to the employee that occurs in the course and scope of their employment with the City of _____, pursuant to the terms and conditions of these coverage's as provided by the (insert insurance carrier here) and to the limitations of the State of _____ Governmental Tort Liability Act and other applicable law. The City of _____ shall hold the SMA harmless for all actions of the Urban/Community Forestry intern when said intern is working under their guidance and direction.

Method of Payment

The City of _____ shall maintain documentation for reimbursement charges of salary paid to intern at the end of the 10 week appointment. The City of _____ will originate a detailed invoice to the SMA showing hours worked by date with necessary supporting paperwork.

2012 Municipal Forestry Internship Program Agreement

Termination

This agreement shall be terminated when the Urban/Community Forestry intern ceases to be an employee of the City of _____ or has reached the 10-week period of employment. The agreement may also be terminated by the mutual consent of all parties involved.

TERMS AND CONDITIONS

The City of _____ shall provide all necessary equipment and resources to perform the duties required as assigned by (City Arborist) and organized by the Society of Municipal Arborists.

The City of _____ will not be responsible for any expenses accrued by Urban/Community Forestry Intern unless a prior agreement has been reached, i.e. travel to city for initial employment, travel to work site from home, salary, living expenses while working for said city.

The City of _____ is not bound by this Contract until it is approved by the appropriate City official(s) indicated on the signature page of this Contract.

This Contract may be modified only by a written amendment which has been executed and approved by the appropriate parties as indicated on the signature page of this Contract.

If the SMA fails to perform properly its obligations under this Contract or violates any term of this Contract, the City of _____ shall have the right to terminate this Contract immediately and receive payment for any expenses accrued for employment of said intern.

No person on the grounds of disability, age, race, color, religion, sex, national origin, Veteran status or any other classification protected by Federal and/or State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Other Party shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

Both Parties shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.

By signing this agreement, I certify that I am an authorized representative of one of the entities below and am authorized to enter into this agreement on behalf of that entity.

Authorized Representative
City of _____

Authorized Representative
Society of Municipal Arborists