



Creating a Micro-Internship Project on Parkey Dewey

Employer Guide:

Create your Parkey Dewey Account

- Create your account using our [CPP Sign-up Page](#)
 - Click on **Post a Micro-Internship**
- Fill out the requested information and click on **Create My Account** at the bottom.

[Filling out your profile](#)

- Once you complete the initial sign-up, you will be asked to provide information on your organization.
- Parkey Dewey will also ask you to confirm your account creation and associate an email address.

Posting a Project

- Once you're ready to get started, [click here](#) to learn how to post a project.

[Viewing and approving an applicant](#)

- Now that your project is posted, it's time to view your applicants (once folks start to apply). From your dashboard, click on the project that you want to select a candidate for.
- After clicking into the project, click Browse Applicants on the right side of the box.
- Review your list of candidates and click through to see their profiles.
- Click Approve Applicant for this Project one the student(s) you want to work with, and you are good to go!

[Closing out the project](#)

- Once the Career Launcher has finished your project, you should mark the project as completed through your dashboard. Click on the project under your In Progress column and then select Complete Project under the Actions dropdown menu. You should click this button to notify Parker Dewey that your project is finished.
- We require you to leave feedback as it is quite helpful for the Career Launcher's professional development.

Project Examples:

Micro-Internship: Sample Projects

EXAMPLE 1:

- **Project Name:** “Urban Agriculture Storytelling: PLT 4975L”
- **Department:** “Plant Science, Cal Poly Pomona”
- **Purpose:** Support the statewide needs assessment/roadmap for urban ag with storytelling.
- **Task:** Students will put together compelling short videos (*social media like*) about specific issues urban farmers face and/or about the farms/gardens and how they support their community. *For example:*
 - Highlighting a specific farmer & the work they do to support their community
 - Highlight how tribal communities have NOT been centered in the UA
 - Highlight a specific barrier most farmers face - access to land, land security, water access, soil contamination, access to programs
- **When:** Fall 2022
- **Deliverable:**
 - 3 videos for social media (each video should be short no more than 1-3 minute max) these videos should include graphics, interview content and photos. Final video to be shared via dropbox & .mov (Jamie to check which final is best)
 - 5-10 photos from LA event - B roll, attend event
 - A corresponding blog post with each video
- **Time & skills needed for this task:**
 - Two students — will roughly take 40-80 hours
 - Skills in photographic, video editing & production, social media, and storytelling
- **TBD & discussed between students and CAFF + Professor**
 - Questions to ask
 - Issue areas to highlight
 - Farms to highlight
- **Materials:**
 - Literature review
 - Presentation & literature & project partner list / location
 - Youtubes videos provide guidance on how to develop these videos (Jamie)

EXAMPLE 2:

- **Project Title:** “Website Issue Area Page Updates: PLT 4975L”
- **Departement:** “Plant Science, Cal Poly Pomona”
- **Goal/ Purpose:** Make significant updates to [policy “Issue Area” pages](#) on the CAFF website. The purpose of this project is to communicate the primary issue areas CAFF focuses on with the most updated perspective CAFF holds on these issues. It is especially important when summarizing these issues to center farmer equity and justice.
- **Task:** Using the existing literature on the website pages along with your own research summarize the primary barrier as it relates to the specific issue area. The summary should be brief (2-3 paragraph maximum paragraphs tops!) and have a strong equity focus.
- **Establish New subject matter Issue Areas including:** Urban Agriculture; Cultural and Language Appropriate Technical Assistance, and/or Cooperative Models: Food Hubs, Agrarian Commons, Tool Sharing
 - The summaries provided by students will be the opener for each of these issues are pages and the language should be broad enough so we will not have to update the website for several years.
 - [Organizational Doc](#)
- **Needs:**
 - How do we support these students to understanding specific issues:
 - What are the stepping stones to understanding the issue - three other resources

- **(Optional) Resources Summary Table:**
- **Task:** Conduct a full assessment of all funding grants and resources that could be useful for urban farmers? E.g. CDFA, NRCS, FSA, USDA, Lease agreements. Turn into a summary table with description of and timeline for each grant opportunity.
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- **Reading & Articles:**
- David Sorota (journalist - national), the Intercept
- CalMatters (daily digest):
- Cal Ag Roots, (<https://cirsinc.org/cal-ag-roots/>)

RESOURCES:

Create a Parker Dewey Employer Account



- ## Signing-up to post Micro-Internships

Please use the official CPP Parker Dewey portal 
- ## Fill out your profile

Once you complete the initial sign-up, provide information on your organization.
- ## Navigate your Dashboard

Navigating your dashboard on Parker Dewey is really, really easy!
- ## Post a project

Posting a project on Parker Dewey takes a couple minutes.
- ## View & Approve Students

Now that your project is posted, it's time to view your applicants
- ## Closing a project

Mark the project as completed through your dashboard