

National Park Service Project Completion Report Rocky Mountains Cooperative Ecosystem Studies Unit (RM-CESU)

Project Title: Southwest Border Resource Protection Program Internship

Project Codes: P15AC01844, UCOD-92 and P16AC01152, UCOD-94

Type of Project: Education, Internship

Funding Agency: National Park Service

Partner University: University of Colorado, Denver

NPS Agreement Technical Representative: Krista Muddle, Regional Partnership Coordinator, National Park Service, Intermountain Region, P.O. B H1200-09-0004ox 25287, Denver, Colorado 80225-0287; 303-969-2356; krista_muddle@nps.gov

Principal Investigator: Tom Noel, Professor of History, Director of Public History and Preservation, University of Colorado Denver, Campus Box 182, P.O. Box 173364, Denver, CO 80217-3364; 303.556.2044; tom.noel@ucdenver.edu

Start Date of Project: 9/25/2015

End Date of Project: 9/19/2016

Funding Amount: \$10,037 and \$16,365

Project Summary:

Under this RM-CESU agreement between the Regents of the University of Colorado Denver and the National Park Service, one UCD student intern was hired to assist in the planning, organization, and dissemination of files, archival materials, project reports and deliverables as part of the Southwest Border Resource Protection Program. Valery Menard served as the program intern. Valery Menard completed more than 900 hours between November 2015 and September 2016 (and continued as a volunteer through March 2017) under the supervision of Krista Muddle, NPS, SWBRPP Manager.

Processing international travel requests and maintaining files, preparing Cooperative Agreements between SWBRPP and funding recipients, preparing Notice of Funding Opportunity documents, and tracking the status of funded projects were recurring responsibilities of the

internship. Along with closely reviewing each type of document for completeness and correctness, Valery became a point-of-contact for inquiries and updates. The internship thus benefitted both the program, by relieving some of the burden of administrative duties, and the intern, by familiarizing her with a range of federal policies and procedures.

Because partnership building is a central SWBRPP function, the intern assisted in planning a two-day conference, at which program constituents discussed opportunities for collaborating with Mexico to preserve natural and cultural resources. Valery handled most logistical aspects, raised awareness of the conference, and assisted in managing the budget. Specific tasks included pre-conference planning—especially taking notes during planning-committee calls, making arrangements with vendors, and planning tours of historic sites—as well as overseeing each stage of the conference and conducting post-conference follow-up. Roughly 40 NPS and non-NPS representatives, as well as two representatives from Mexican agencies, attended the conference in El Paso, Texas. The intern gained experience in event planning and partnership building, while the program met a strong demand from constituents for an SWBRPP-focused meeting.

Valery assisted in coordinating several additional efforts to raise the program's profile. She researched and conducted outreach to potential new partners in local/state governments, universities, and non-profit organizations. She completed and ensured distribution of the program's annual report by editing text, performing basic graphic design work, and working with the Micrographics department to order print copies. Valery coordinated with national offices to create an SWBRPP page on nps.gov (see <http://www.nps.gov/swbrpp>); she wrote and submitted the site request, participated in conference calls with the Web Editorial Board, prepared and uploaded text and images to the Content Management System, reformatted documents to comply with federal accessibility regulations, and developed the Content Strategy to ensure regular updates in the future. Along with expanding the program's resources for delivering information to NPS and non-NPS constituents, thereby increasing transparency and

engaging a wider set of partners, the internship built the intern's skills in digital, written and oral communication.

Number of students participating in this project: (1) graduate student: Valery Menard