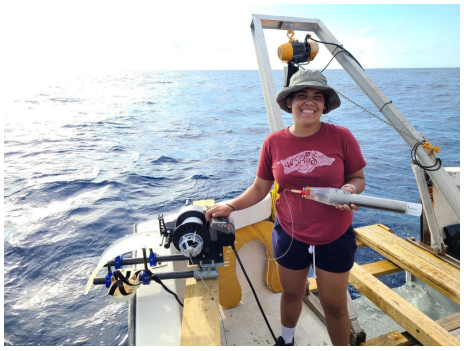








EDUCATIONAL PARTNERSHIP PROGRAM WITH MINORITY SERVING INSTITUTIONS

Undergraduate Scholarship Student Manual

May 2023

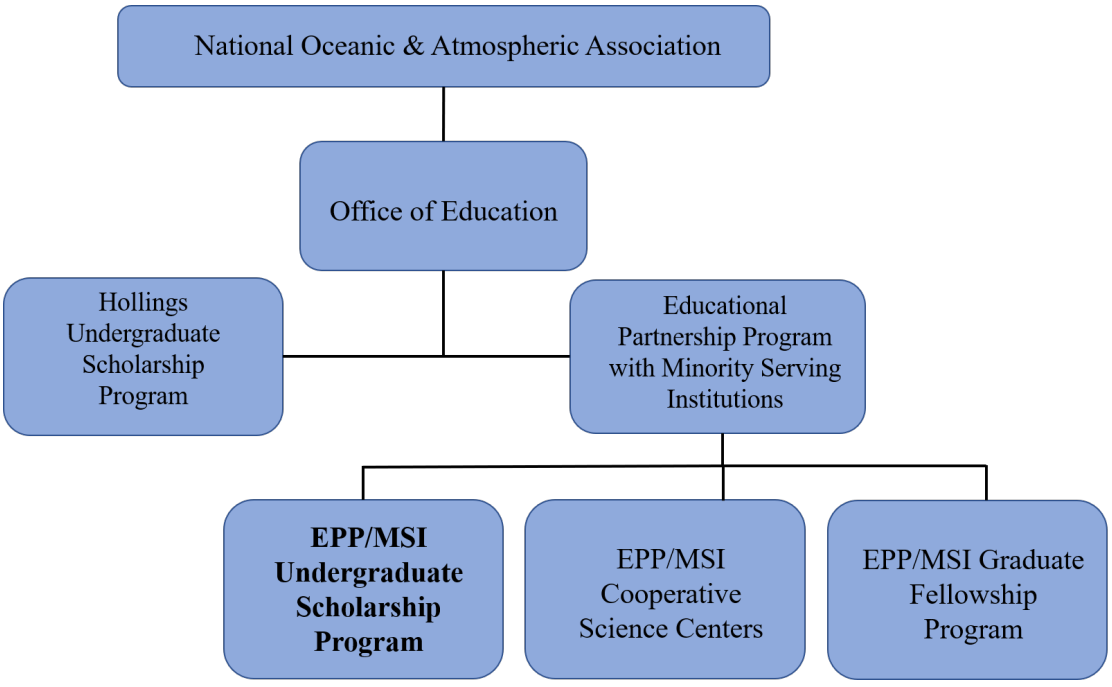
Table of Contents

I. OVERVIEW

The **National Oceanic and Atmospheric Administration's (NOAA)** mission is to understand and predict changes in the Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social and environmental needs. NOAA's vision is aninformed society that uses a comprehensive understanding of the role of the oceans, coasts and atmosphere in the global ecosystem to make the best social and economic decisions.

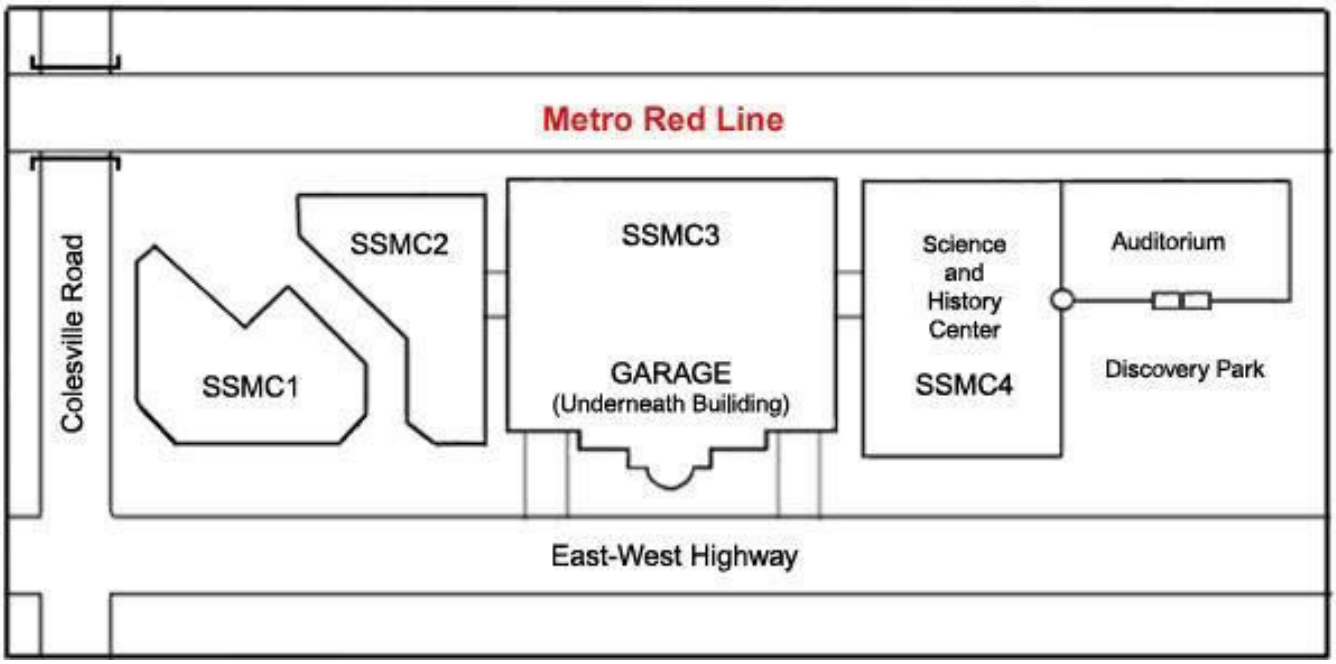
The **NOAA Office of Education (OED)** coordinates education activities across NOAA and oversees the implementation of NOAA's Education Plan and Policy. These efforts help to ensure that NOAA's education programs and activities are based on NOAA science and support the agency's cross-cutting priority of promoting environmental literacy. The Office of Education coordinates the educational policies of the agency and guides educational activities. For additional information on OED, please visit http://www.noaa.gov/office-education/epp-msi/undergraduate-scholarship

The NOAA OED, Educational Partnership Program with Minority Serving Institutions (EPP/MSI) **manages and administers the Undergraduate Scholarship Program (USP), the NOAA Cooperative Science Centers, and the Graduate Fellowship Program**. The EPP/MSI Undergraduate Scholarship Program offers scholarships and internships through a national competition to rising junior year students attending minority serving institutions. Students who major in disciplines, including, but not limited to, atmospheric science, biology, cartography, chemistry, computer science, engineering,environmental science, geodesy, geography, marine science, mathematics, meteorology, physical science, physics and remote sensing technology that directly support NOAA's mission are encouraged to apply. Scholarships with internship requirements are awarded to successful applicants to facilitate research, management and policy experiences for professional development at approved NOAA offices and facilities.



NOAA Silver Spring Complex

Silver Spring Metro Center



Parking

Public Parking underneath SSMC3 nearby Public Parking at Cameron Street and Ramsey Avenue

Addresses

SSMC1 - 1335 East-West Highway
SSMC2 - 1325 East-West Highway
SSMC3 - 1315 East-West Highway
SSMC4 - 1305 East-West Highway
NOAA Auditorium - 1301 East-West Highway

Information Regarding NOAA's SSMC Complex		
Service	**Location**	**Phone Number**
Library & Information Services	SSMC3, 2nd Floor 8:30 a.m. - 5:00 p.m.	301-713-2600
Wellness and Fitness Center	SSMC3 - Room M2-455	301-713-0473

II. EPP/MSI UNDERGRADUATE SCHOLARSHIP PROGRAM (USP) DESCRIPTION

2022 EPP/MSI Undergraduate Scholars at NOAA Orientation in Silver Spring, MD.
Photo Credit: Elvis Efamba (NOAA Education)

Scholarship recipients are selected by NOAA scientists and managers through a national competition to participate in a two-year scholarship program that provides hands-on training in NOAA mission-aligned sciences, research, policy and technology. Scholars are re-evaluated eachacademic term to ensure program requirements are being met and maintained. Scholars are required to earn a minimum 3.2 GPA each term and maintain a 3.2 GPA cumulatively.

This Undergraduate Scholarship Program Student Manual provides scholarship recipients with guidance on scholar responsibilities, program requirements, selecting a summer internship, program expectations and the role of the NOAA mentor. All Educational Partnership Program with Minority Serving Institutions (EPP/MSI) undergraduate scholarship recipients are required to read and retain this manual - which is your primary source of information.

The EPP/MSI Undergraduate Scholarship Program is administered by the NOAA Office of Education (OED, EPP/MSI Undergraduate Scholarship Team. The staff is physically located in the OED office at 1315 East-West Highway, 10th floor, SSMC3, Silver Spring, Maryland 20910, however, until further notice the team is working remotely. The scholarship staff may be reached by email at epp.usp@noaa.gov.

The EPP/MSI Undergraduate Scholarship Program Team is always your first point of contact if you have questions or concerns. You may need to reference this document during your appointment so please keep it available or visit the EPP/MSI website at: http://www.noaa.gov/office-education/ epp-msi/undergraduate-scholarship.

A. STUDENT'S ELIGIBILITY REQUIREMENTS

Students must be:

- U.S. citizens or a U.S. national;
- full-time students;
- enrolled or plan to matriculate into the 3rd year of a 4-year degree program or 4th year of a 5-year degree program;
- attending an approved and accredited Minority Serving Institution (as defined by the U.S. Department of Education) within the United States or U.S. Territories;
- maintain a minimum 3.2-grade point average on a 4.0 scale (or equivalent on other identified scale) cumulatively in all completed undergraduate courses; and,
- majoring in NOAA mission-aligned disciplines including, but not limited to, oceanic, environmental, and atmospheric sciences, mathematics, engineering, remote sensing technology, physical and social sciences including, geography, physics, hydrology, or geomatics that support NOAA's programs and mission.

B. MANDATORY PROGRAM REQUIREMENTS

The EPP/MSI 2023 Undergraduate scholars are required to:

- participate in the mandatory NOAA Orientation Training Program in Silver Spring, Maryland during summer 2023;
- participate in the three-day NOAA Office of Education orientation during summer 2023;
- complete a survey upon completion of the Orientation Training Program;
- participate in a mentor-directed summer research project during the first of two mandatory 10-week internships;
- participate in a second mentor-directed 10-week summer internship during summer 2024 at NOAA research facilities or offices conducting research and professional development activities;
- conduct internship duties full-time (40 hours per week) during summer internships;
- complete and submit a Research Project Description Plan as well as bi-weekly Research Training Reports;
- present the results of the summer research project to NOAA EPP/MSI and fellow scholars at the NOAA Education Summer Research Symposium;
- maintain a minimum cumulative 3.2-grade point average while attending a Department of Education defined (Historically Black College and University, Hispanic Serving Institution, Tribal Colleges and Universities and Native Hawaii/Alaska Native Serving Institutions), accredited MSI within the U.S. or U.S. Territories;
- complete a survey on summer research and professional development activities;
- complete an approved mentor-supervised NOAA mission-aligned research project during the junior academic year and submit both a mid-year and final report to NOAA EPP/MSI Program Office for review and approval;
- complete a maximum 2-page report after participating and presenting at national or regional conferences and after internship site visits;

- participate in a 9-month NOAA mission-aligned Public Service activity during the senior academic year of the scholarship and submit both a mid-year and final report to NOAA EPP/MSI Program Office for review and approval; and,
- submit a Certificate of Enrollment and transcript at the beginning of each academic term.

1. Full-time Status

Scholars receive an academic stipend each academic term when enrolled full-time in credit-earning courses. Full-time status is determined by the scholar's Office of Registrar and is usually equated to between 9 - 12 course credit hours. Scholars are required to:

- enroll in credit-earning courses that earn Quality Points;
- earn and maintain a cumulative 3.2-grade point average (GPA); and,
- maintain full-time student status throughout the scholarship appointment;and, receive grades for all course work calculated on a 4.0 scale.

2. Study Abroad Program

An EPP/MSI student scholar may study abroad during their junior or senior year and receive the academic stipend payment. To participate in a study abroad program and maintain a scholarship, the EPP/MSI scholar is required to provide the following documentation:

- a letter from their university indicating approval to study abroad and verify the host university is an accredited program from which their units will transfer;
- provide a letter from the host institution to NOAA EPP/MSI certifying full-time status with a copy of the scholar's course schedule and an updated contact information sheet upon arrival at their study abroad institution; and,
- complete the summer internship site visit and finalize all logistics for the second summer internship before departing, if the study abroad period will occur in the spring semester.

C. EPP/MSI STUDENT SCHOLARSHIP PROGRAM ORIENTATION TRAINING PROGRAM

NOAA student scholarship recipients are required to participate in a mandatory orientation before beginning the first summer internship activities. During the orientation, NOAA Education program staff present more detailed information about the EPP/MSI Scholarship Program including selecting summer internships, travel procedures, scholars' and mentors' responsibilities, and stipend payments. Scholars will also participate in several professional development sessions including one that will address successful habits for a work environment including time management and communication skills, team building and establishing a successful relationship with your mentor.

1. Scholarship Travel

The NOAA EPP/MSI Administrative Support Contractor coordinates travel during this scholarship. The NOAA EPP/MSI Office supports all pre-approved program travel costs for scholarship recipients to and from their home or university to the internship site, as well as travel from the internship site to NOAA to participate in the symposium and the return trip to their home or academic institution. NOAA will not support the travel of scholars to and from destinations outside of the U.S. and its territories. The EPP/MSI Team will not approve travel if

all required documents (official transcript, Certificate of Enrollment and any plans or reports) are not submitted on time as required. EPP/MSI pays for all pre-approved costs associated with the scholarship recipient's travel. Pre-approved rideshare, taxi and metro fares are reimbursed when accompanied by the reimbursement request form and original receipts.

If a scholarship recipient chooses to drive a personal vehicle from their home or university to Silver Spring, Maryland or the internship site, after receiving approval from NOAA, the scholar will be reimbursed up to the cost of a nonrefundable round-trip airline ticket. NOAA EPP/MSI will not reimburse scholars for parking costs. **If the scholar misses a pre-arranged flight because of severe weather or airline rescheduling, the airline traditionally covers the cost of flight rebooking. However, if the scholar misses a flight that is not weather or airline scheduling related, the scholar will be responsible for paying all additional costs for a rebooked flight.**

2. Dress Code

Many of the summer internship assignments are located in professional, office settings where business casual attire is essential; including the in-person orientation. When meetings occur virtually, business attire is not required but attire must still be appropriate - pajamas and unkempt clothing are unacceptable. If you choose to wear business casual, there are examples below.

Examples of business casual attire are:

- Sports Jacket
- Slacks (dress and khaki)
- Shirts with collars
- Ties
- Suits
- Skirts, slacks jackets and blouses
- Dresses

Inappropriate attire is not acceptable for the NOAA office work environment and may not be worn at any time by any participant. Scholars are expected to be appropriately dressed at all times and adhere to their office's dress code; including adhering to office culture around tattoos, facial and body piercings, and nose rings. Belly buttons, abdomens, thongs, undergarments, etc. must never be visible while interning in NOAA offices and facilities. Halter tops and mini-skirts are not appropriate attire for any office setting and may not be worn during the internship.

There may be opportunities during the in-person summer internships for tours and field trips where research is conducted outdoors and scholars may choose to wear pants or shorts and shoes that will get muddy and wet. Students should coordinate with their mentors when field casual attire is appropriate.

3. The Orientation Training Program

Pre-Orientation: EPP/MSI Undergraduate Scholars will meet with the EPP/MSI Scholarship team virtually on April 17, 2023 to begin the orientation process. Scholars will receive a brief introduction of the program and its requirements, virtually meet the Class of 2023 cohort of EPP/MSI scholars, discuss resume preparation, summer internship selection and required security background checks. There will be opportunities to ask questions regarding program requirements.

Week 1: The EPP/MSI Undergraduate Scholars will meet with the EPP/MSI Scholarship Team from May 22 - 26, 2023 to continue the orientation process. Scholars will: be provided a detailed overview of the program; issued NOAA Badges; become more familiar with the EPP/MSI USP

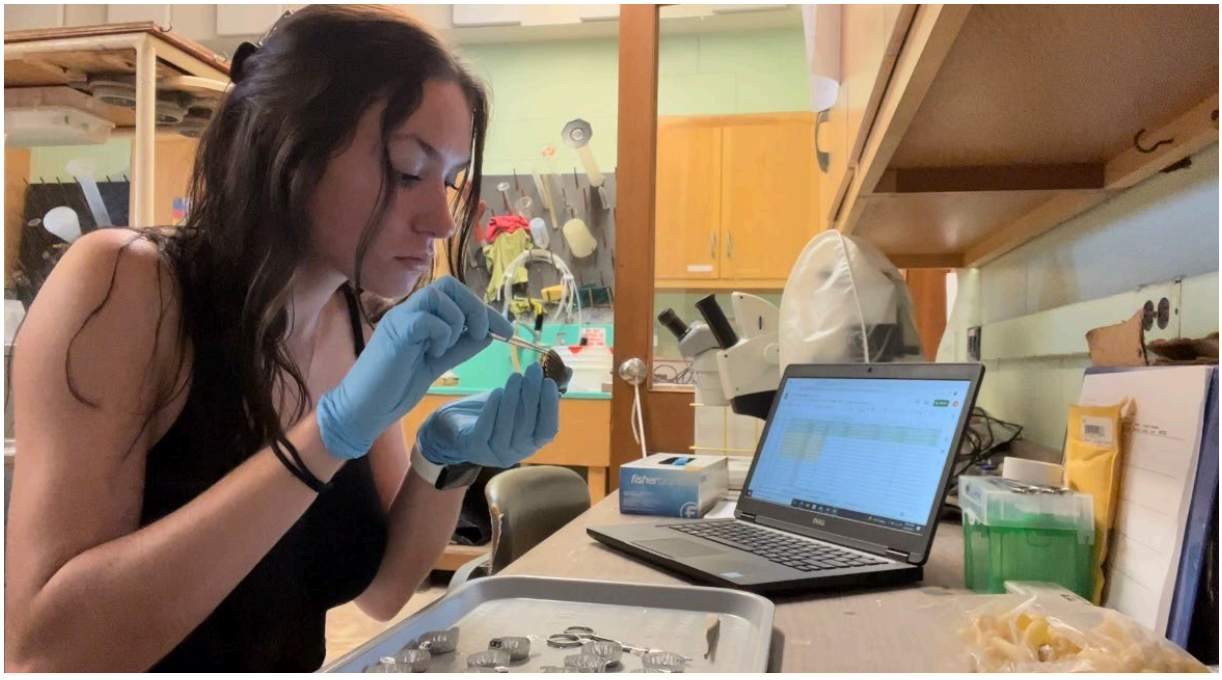
Class of 2023 cohort; take headshots and group photos; discuss internship reporting requirements; discuss the summer professional development schedule and other team engagements during the first summer. There will be opportunities to ask questions and seek clarification about the information in the student manual and on program in general as well as the internship opportunities with EPP/MSI staff.

Week 2: Orientation with other NOAA Education scholarship recipients will be conducted in-person from May 30 – June 1, 2023. The first day will consist of remarks from NOAA leadership who will provide an overall of NOAA's mission and vision. On the second day, each line office in NOAA (i.e., National Weather Service; National Environmental Satellite, Data, and Information Service; National Ocean Service; National Marine Fisheries Service; Office of Oceanic and Atmospheric Research; and, the Office of Marine and Aviation Operations) will provide an overview of the office. On the third day of orientation, all NOAA line offices will hold a career fair and discuss internship opportunities, careers, research, and programs within their organization. Scholars are required to attend all two-hour sessions during week two of orientation. Week 2 orientation sessions are two hours long, therefore, scholars may begin their internships during this 2nd week.

D. SELECTING A SUMMER INTERNSHIP

1. The First Summer:

The NOAA EPP/MSI team will provide scholars with internship opportunity descriptions via email. Scholars may interview with potential mentors beginning the week of April 24, 2023, and select an internship opportunity of interest by May 26, 2023. Scholars can begin their internships as early as May 30, 2023, but no later than June 5, 2023.



2. The Second Summer:

Scholars will use the Office of Education Student Scholarship and Internship Opportunities (SSIO) database to identify an internship opportunity for the second summer. The SSIO database consists of a brief description of each project, NOAA mentor contact information, the internship location, and a summary of the activities associated with the project (**See APPENDIX A**).
The SSIO database is continuously updated, with new internship opportunities for the following year. NOAA EPP/MSI staff is available to assist scholars as needed. However, the scholars are advised to contact the NOAA mentor identified in the SSIO directly to provide their resume and set up an interview to discuss the project further and determine interest and compatibility. If there is mutual agreement, the student must email the EPP/MSI USP Team (with the mentor copied on the email) that a match was made along with the mentor's name, their contact information, and the title of the project selected for the second 10-week summer period. The EPP/MSI USP Team must review and approve the internship before selection and match. **Scholars must identify an internship by January 31, 2024**.

To finalize the internship match, the EPP/MSI USP Team will send the scholar and NOAA mentor a confirmation email with additional information about the Program support during the internship. After receiving a confirmation email, the Program requires scholars to travel during their winter or spring break to the approved NOAA site to further discuss the summer project. Scholars must complete and submit a Site Visit Survey Form from the website and submit it toepp.usp@noaa.gov after the visit. Scholars begin the second 10-week summerinternship on May 28, 2024.

3. Site Visit – Before Second Summer Internship
After the EPP/MSI USP Team approves the scholar's internship project, the scholar and the mentor select the date and time (not to exceed three days & two nights) for a site visit. The purpose of the site visit is to allow the scholar an opportunity to meet the NOAA mentor, their staff, tour the facility, discuss the project further, identify summer housing, decide on the start date for the internship, and assess transportation needs.

Scholars will not be approved for more than one site visit. All site visits must be scheduled by March 29, 2024 and completed by April 19, 2024. Scholars are strongly encouraged to complete the sitevisit during their winter break. Site visits will not be approved after the April 19th deadline.

4. Travel to Site Visit
After the mentor and scholar's match is approved by NOAA EPP/MSI, the scholar must submit a Travel Request Form (see website for the Travel Request Form) electronically to epp.usp@noaa.gov no less than three weeks before the travel departure date for continental U.S. travel. Site visit travel is not supported for internships in Alaska, Hawaii, and Pacific Island territories.

For all EPP/MSI-supported travel, the scholar is required to select the hotel and indicate the name, address, and telephone number on the Travel Request Form. EPP/MSI will support hotel costs up to the amount approved based on the US Office of Personnel Management (OPM) per diem rates. Scholars may visit the OPM per diem website to view the approved hotel rates for the city being visited. The NOAA Support Contractor will email the scholar a travel itinerary for approval. The scholar should reply to the NOAA contractor as soon as possible accepting the e-ticket or recommending a change in the travel times/dates. The NOAA Support Contractor will purchase an airline or train ticket, pre-pay the hotel, when possible, and reimburse the scholar for **pre-approved** car rental while in a travel status. Car rental is only allowed where there is no public transportation available to the NOAA facility or site. **Under no circumstances should scholars purchase their own travel tickets. Scholars will not be reimbursed for airline, bus, or other unapproved travel costs.**

Rental cars may only be approved during site visits if public transportation is not reasonably available. Rental cars may not be requested as transportation during summer internships. Prior approval for rental cars must be obtained by NOAA. The EPP/MSI USP scholars must sign the lease if approved for car rental by NOAA. All originaltravel receipts for reimbursement must be submitted to the NOAA Support Contractor - GMG. Only receipts in the scholar's name will be reimbursed by the NOAA Support Contractor. Meal receipts are not needed as scholars receive a standard per diem while in a travel status. If a scholar chooses to drive for a site visit, they are reimbursed mileage up to the cost of a roundtrip airline ticket. NOAA recommends no student drive more than a total of 500 miles to asite visit. A Site Visit Survey Form is submitted to the EPP/MSI USP Team upon completion ofthe site visit. The form may be found on the EPP/MSI website.



E. THE SUMMER INTERNSHIP

1. Internship Code of Conduct

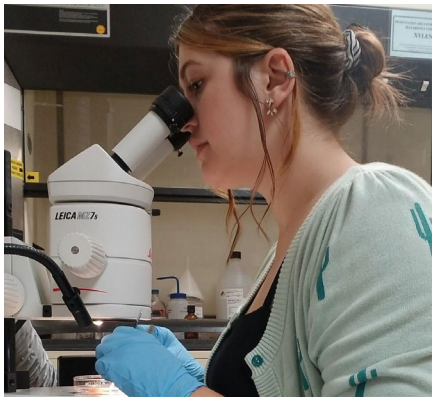
Scholarship recipients are expected to report at a time agreed upon with the mentor to the NOAA office or research facilitydaily for meetings and other internship events, and:

- turn cell phones to "silent mode" or off while in meetings and while in the office. Limit the use of cell phones in the office;
- dress appropriately for the office, lab, and for meetings;
- inform the mentor of their whereabouts during the day when out of the office;
- not engage in loud telephone conversations in the internship area that may be disruptive to colleagues;
- not conduct inappropriate personal business on the telephone;
- not use the computer, copier, fax machine, and other Government resources for personal business;

- not spend an inappropriate amount of time loitering outside Government office buildings, (e.g., smoke breaks, connecting with friends). Discuss the office policy on breaks with your NOAA mentor/co-mentor; official lunch breaks are 30 minutes. Discuss the lunch break policy with your NOAA mentor/co-mentor; do not exceed the agreed-upon; and,
- complete 8 hours per day at the office or facility and accurately report the hours of progress towards your summer project. The Research Training Record must be approved by your NOAA mentor.

2. Stipend Payments

During the summer internship(s) scholars receive bi-weekly payments of $1,400 via direct deposit to their designated bank account. Academic year payments of $4,750.00 are also deposited into the student's account at the beginning of each semester when all program requirements are met and all required documents are submitted and accepted by the Program Office. Scholarship disbursements, requests to attend conferences/meetings and reimbursement requests will not be processed without all approved scholarship required documents submitted and approved by the EPP/MSI Program Office. Required documents that are not submitted on time put the scholar at riskof probation and forfeiture of the stipend.



3. The Internships

It is a program requirement that all scholarship recipients participate in two summer internships before the start of their senior year. Failure to participate and complete both summerinternships will result in termination from the Program.

All scholars are required to participate in a project to be completed within 9 weeks. Duringthe second summer, scholars who report to their internship early or stay past 10 weeks will not receive a bi-weekly stipend payment beyond the 10 weeks.

Second summer internships begin on May 28, 2024, and end after 9 weeks at the NOAA facility for scholars attending colleges and universities on a semester system. Exceptions are granted only for scholars attending colleges and universities on the quarter system who will be allowed to begin their internships mid-June and end after 10 weeks. Scholars are required to complete a Research Project Plan (**see the EPP/MSI website**) during the first two weeks of the summer internship and submit the signed plan to the NOAA EPP/MSI Program Team. Bi-weekly Research Training Records (provided by the EPP/MSI team) are to be verified and signed by the mentor and submitted to the NOAA EPP/MSI USP Team.

NOAA mentors are required to conduct a midsummer assessment during the scholar's 5th week of the summer internship and a final assessment at the end of the summer internship. The NOAA EPP/MSI USP Team will provide the mentor with the appropriate assessment forms.

4. Summer Housing*

Scholars who do not live at home and whose internship is at least 50 miles from their permanent residence during the second summer will receive a $400.00 weekly housing allowance. **The**

housing allowance is provided to supplement the cost of summer housing and is not intended to cover the entire cost of rental or leasing for the summer. Some NOAA laboratories and research facilities provide dormitories or bunk housing at no cost for interns during the summer.The Program will not provide a housing allowance to scholars who reside in NOAA-funded housing. **Scholars must identify their summer housing for the second summer during the site visit. NOAA will not enter into a lease agreement on behalf of scholars**.

**The Program will not provide housing allowances when internships are conducted virtually.*

5. Mandatory Science and Education Symposium
All scholars are required to participate in the final week's presentations at NOAA HQ in Silver Spring, Maryland. NOAA mentors and scholars determine if the summer project presentation will be in an oral or poster format. The template format for oral presentations and specifications for the poster may be found in **Appendix B.**

Travel to the symposium is coordinated by the NOAA EPP/MSI support contractor. NOAA will not reimburse scholars who purchase their airline, bus, or train ticket, hotel, or car rental without pre-approval from NOAA. Scholars will travel from the internship site airport at the end of the 9th week and travel to theWashington metropolitan area to participate in final week activities at the NOAA campus in Silver Spring. If requested, shipping personal effects from the internship site to scholars' home after the second summer will be covered by EPP/MSI.

Internship Code of Conduct

MENTOR EXPECTATIONS OF UNDERGRADUATE STUDENTS:

Report to the office each day

Report to meetings ON TIME

Turn cellphones to "silent mode" or "off" while in meetings or in the office

DO NOT engage in loud, unnecessary conversation (NO profanity or slang)

Obey rules for lunch and other approved breaks. Any abuses of privileges (falsifying timesheets for yourself or colleagues) will result in corrective action or termination.

Respect office equipment and use it for INTERNSHIP-RELATED purposes

OED EXPECTATIONS OF UNDERGRADUATE STUDENTS:

Complete the IT Security Awareness Training annually when prompted by the NOAA CIO. *Access to email will be lost if training is not completed*

Participate in the NOAA Student Scholarship Orientation Training Program; Select a NOAA mentor and/or co-mentor for the 10-week summer internship periods.

F. ACADEMIC STIPEND PAYMENTS

At the end of each academic term, scholars are required to send the EPP/MSI USP Student Scholarship Team an official transcript which will be used to verify grade point averages and full-time academic status. Scholars attending schools on the quarter system are required to submit three official transcripts over an academic year. At the start of each academic term, scholars are also required to submit an official Certificate of Enrollment indicating full-time student status, course schedule, and graduation date. Academic stipend payments will not be issued until the Office of Education receives and approves all the required documents within the required timeframe.

- If a scholar transfers to another university or changes their major, the transfer must be to another MSI to continue receiving funding. NOAA must be notified in writing at the beginning of the term when a transfer or change occurs.
- All scholarship payments are made electronically directly to scholarship recipients after the required documents are received and accepted by the EPP/MSI USP Team. The designated support contractor deposits scholarship, stipend payments and reimbursement funds directly into the scholars' checking or savings accounts.
- Scholars are allowed to participate in other scholarship and internship programs while receiving a NOAA award providing the other funding source is not the Federal government and does not cover the same period. However, scholars must fulfill the requirements of the NOAA EPP/MSI Undergraduate Scholarship Program. There are no exceptions or substitutions to EPP/MSI USP program requirements.

G. EPP/MSI USP CLASS OF 2023 TIMELINE & DUE DATES

Application Period	**10/1/2022 - 1/31/2023**
Scholarship recipient notified	4/1/2023
Virtual meeting with EPP/MSI Team	4/17/2023
Deadline to submit updated resume	4/21/2023
Begin applying for internships	4/24/2023
Security documents Due	4/24/2023
EPP/MSI Orientation – Silver Spring, MD	5/22 - 24/2023
OEd Orientation – Silver Spring, MD	5/30 - 6/1/2023
Spring 2023 Transcript Due	6/2/2023
Summer internship begins	6/5/2023
Summer Research Project plan Due	6/21/2023
Mid-term review	7/10 - 14/2023
Science and Education Symposium	7/31 - 8/3/2023
Fall Certificate of Enrollment and Academic Year Research Plan Due	9/8/2023
Disbursement of Academic Stipend #1	9/15/2023
2nd internship selection process begins	10/6/2023
Site Visits Time Frame	12/1/2023 - 4/12/2024
Fall 2023 Transcript, Academic Year Research Mid-Year Report and Spring 2024 Certificate of Enrollment Due	1/12/2024
Disbursement of Academic Stipend #2	1/19/2024
Identify a 2nd Summer Internship	1/31/2024
Last day to schedule site visit	3/29/2024
Last day to complete site visit	4/26/2024
Academic Year Research final report Due	5/31/2024
Second summer internship begins	5/28/2024
Spring 2024 Transcript Due	6/7/2024
Summer Research Project Plan Due	6/10/2024
Mid-term review to EPP/MSI	7/5/2024
Science and Education Symposium	8/5 - 9/2024
Fall 2024 Certificate of Enrollment Due	9/4/2024
Disbursement of Academic Stipend #3	9/6/2024
Public Service Plan Due	9/27/2024
Fall 2024 Transcript, Spring Certificate of Enrollment and Public Service Mid-Year Report Due	1/8/2025
Disbursement of Academic Stipend #4	1/10/2025
Public Service Final Report Due	5/30/2025
Completion of the Program	5/30/2025

H. SCHOLAR'S RESPONSIBILITIES

Undergraduate Scholars are responsible for:

i. participating in the EPP/MSI Program and Office of Education Orientation May 22 – June 1, 2023;
ii. beginning Summer 2023 internship on June 5, 2023;
iii. completing 8 hours per day at the NOAA office or facility;
iv. completing the Bi-Weekly Research Training Record during the summer internship(s) and submitting it to epp.usp@noaa.gov every other Wednesday;
v. completing an agreed-upon summer project within 9 weeks during the internships;
vi. presenting the results of projects to the EPP/MSI USP community after 9 weeks;
vii. receiving no less than an average performance review from the mentor;
viii. submitting an official transcript from the previous academic term and Certificate of Enrollment at the start of each academic term. Scholars must submit an official transcript to EPP/MSI at the end of their sophomore academic year before the first internship begins. **Note: NOAA EPP/MSI does not reimburse scholars for the costs of securing official transcripts**; and,
ix. Update information in the Voluntary Alumni Tracking System post-program

Transcripts, Certificates of Enrollment, Reimbursement Requests and other required documents must be submitted on time unless the program is notified in advance of any challenges in securing documents. If required documents are not submitted on schedule, the scholar risks probation and forfeiture of the stipend.

I. MEETING SCHOLARSHIP REQUIREMENTS

Scholars who do not meet all program requirements will be placed on one-time probation. If requirements are not met at the end of the following term, the scholar will be terminated, except in documented extenuating circumstances. During a probationary period, the scholar will not be approved to travel to conferences or meetings with the support of NOAA EPP/MSI funds. **Scholars will be placed on probation during the first summer internship if an overall 3.2 GPA is not met at the end of their sophomore year.** Once the GPA is improved to 3.2, probation will be lifted. However, if the scholar does not regain the required 3.2 GPA at the end of the probation term, the scholar will be terminated from the program.

During the internship period, scholars are required to conduct internship activities 8 hours per day Monday through Friday. Scholars are not required to report on days when NOAA facilities are closed in observance of Federal holidays. Designated work hours need to be fully dedicated to internship duties including meetings and professional development sessions. These hours and tasks completed must be accurately documented in the bi-weekly Research Training Record, verified and certified by the NOAA mentor. If it is determined that the scholar has been committing time to activities outside of the internship (e.g., classes or part-time jobs) this constitutes grounds for probation and possible termination.

It is also the scholar's responsibility to perform at the highest standards during the internship period. If a scholar receives a performance rating below an 'Average' after the mid-summer review, the scholar will be put on notice and a performance action plan will be put into place. If by the end of the summer review a scholar receives a 'Below Average' rating, the scholar will be

put onto probation and not approved for travel to conferences or meetings to present their summer internship research.

J. NOAA BADGE PROCEDURES

The NOAA ID Badge is required to enter all NOAA facilities and for use of government computers during summer internships. Therefore, scholarship recipients must adhere to Federal Security Procedures to obtain an NOAA ID Badge. The NOAA EPP/MSI USP Team will facilitate obtaining an NOAA ID badge for scholars during Orientation in Silver Spring, MD. The EPP/MSI Program pays for the initial badge. It will be the student's responsibility to pay the cost to replace lost badges.

K. NOAA EMAIL ACCOUNT

The NOAA EPP/MSI IT staff will assign NOAA email accounts to each scholarship recipient before the first week of orientation. Scholars are required to complete the IT Security Awareness Training at https://campus.noaasecure.us/sign_in.k2 and submit the certificate to EPP/MSI within three days of being assigned use of an NOAA email. All questions about the NOAA email or the IT course should be directed to the NOAA EPP/MSI USP Scholarship Team.

Each NOAA email account holder **must** complete **the IT Security Awareness Training annually** when prompted by the NOAA OCIO. All users are required to be adequately informed of the latest threats and know their responsibilities to combat those threats. NOAA email accounts will be locked if the required IT Security Awareness Training is not completed. If a NOAA account is closed as a result of non-responsiveness in completing the IT Security Training, academic stipend payments will be suspended until the training is completed.

Scholars are responsible for reading their NOAA email regularly and maintaining a valid password. If you forget your password, email the program office indicating such. Scholarsmay not send an email to the NOAA program office or mentor using a personal email account. This is NOAA policy. **The program office will only communicate with scholars using their NOAA email accounts**. When communicating with the mentor always use your NOAA email account. You can only access the NOAA student scholarship online systems with your NOAA email account as your login ID.

III. MENTOR'S ROLES ANDRESPONSIBILITIES

The NOAA mentor is responsible for generating a NOAA-related project in support of, or to enhance, the scholar's academic field of study that can be completed in 9 weeks; providing day-to-day guidance as needed; office space; a computer; and access to a telephone, fax, and the internet. Mentors will guide the research, science, operations, outreach, or policy topic, as well as assist the scholar, as needed, in the selection of appropriate coursework related to NOAA's mission for the duration of the scholar's participation in the Program. The mentor will assess the scholar's progress during mid-term and final evaluations and provide constructive feedback.

Mentors are not allowed to transfer the scholar's current NOAA email account from Office of Education or obtain a NOAA badge for the scholar for the summer internship unless requested to doso by the Office of Education, EPP/MSI USP Team. Each scholar receives a NOAA email account before the Orientation Program and will be provided the paperwork required for a NOAA badge during the Orientation Program before the second internship in 2024.

The NOAA mentor is responsible for:

- completing the Fostering Mentoring Relationships training at the Commerce Learning Center and sending the NOAA EPP/MSI USP Team Program a copy of the training certificate;
- verifying the scholar's Research Training Records every two weeks;
- guiding technology, science, outreach, policy, operations, education,and/or research activities;
- conducting a mid-term assessment during the 5th week of the internship and providingthe scholar and NOAA EPP/MSI USP team with comments;
- supporting the scholar's presentation during the 10th week of the internship, and;
- completing and emailing an evaluation form at the end of the internship to epp.usp@noaa.gov

IV. Frequently Asked Questions (FAQs)

FAQs about EPP/MSI may be found on the website.

APPENDIX A

STUDENT SCHOLARSHIP INTERNSHIP OPPORTUNITY (SSIO)

HOW TO SEARCH AND SELECT INTERNSHIP OPPORTUNITIES

(Please read these instructions in their entirety) https://oedwebdbapps.iso.noaa.gov/ssio

After logging in, please follow this complete list of instructions to search and select aninternship, internship approval, and site visit travel request procedures.

1. The scholar may search for opportunities by entering a keyword (example: type website" for opportunities that include website development/update), by NOAA Organization (click the drop-down arrow for complete listing), by State, or by Academic Status.
2. Thoroughly look through all of the NOAA internship opportunities.
3. If the scholar has worked with a mentor and does not see that position in the database contact that potential mentor and request they enter the internship opportunity position into the SSIO online system at https://oedwebdbapps.iso.noaa.gov/ssio. The Office of Education (OED) will review the selection and approve/disapprove the internship in the SSIO. An approval/disapproval email will be sent to the potential mentor. The scholar is to email the program staff at epp.usp@noaa.gov with the mentor's name and project title for the internship they are interested in.
4. When a scholar identifies an internship opportunity in the SSIO that is of interest, they contact the mentor listed in the Contact Information section via email. Once the scholar and the potential mentor agree it is the best fit for the internship, the scholar isrequired to email epp.usp@ noaa.gov indicating they have selected an internship, including the project title, and the mentor's name.
5. OED will review the selection and request for a match, if approved, will recommend the scholar and mentor decide on a time for the site visit to the NOAA facility. After the scholarreceives the approval email from epp.usp@noaa.gov, the scholar is required to complete and submit the Travel Request Form (found on the EPP/MSI website) to request travel for the site visit. Travel must be scheduled a minimum of 3 weeks before the departure date for travel.
6. If the travel request is approved, OED will respond to the scholar and mentor with additional instructions. DO NOT PURCHASE AIRLINE TICKETS, TRAIN TICKETS, OR BUS TICKETS WITH YOUR MONEY. During the site visit, the scholar and the mentor will discuss the project in further detail, meet the staff, locate possible summer housing, and assess the local transportation requirements.
7. Once your internship opportunity has been approved, it will no longer be available in the SSIO system.
8. The SSIO database will be updated with additional internship opportunities as they are received in OED. Please login frequently to check for additional internship opportunities.
9. All internship matches must be finalized by late March.
10. Site visit travel to the NOAA internship site must be completed by mid-April.

APPENDIX B

PRESENTATION FORMATS AND TIPS

TIPS FOR PUBLIC SPEAKING

Feeling some nervousness before giving a speech is natural and even beneficial, but too much nervousness can be detrimental. The following are some proven tips to control your butterflies and give better presentations:

1. **Know your material**. Select a topic of interest to you. Know more about it than you include in your speech. If you are comfortable, use some humor, personal stories and conversational language – that way you won't easily forget what to say.
2. **Practice. Practice. Practice!** Rehearse out loud with all equipment you plan to use. Revise as necessary. Work to control filler words; practice, pause and breathe. Practice with a timer and allow time for the unexpected.
3. **Know the audience.** Greet some of the audience members as they arrive. It's easier to speak to a group of friends than to strangers.
4. **Know the room**. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
5. **Relax**. Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. ("One one-thousand, two one-thousand, three one-thousand. Pause. Begin.) Transform nervous energy into enthusiasm.
6. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping – it will boost your confidence.
7. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They're rooting for you.
8. **Don't apologize** for any nervousness or problem – the audience probably never noticed it.
9. **Concentrate on the message – not the medium**. Focus your attention away from your anxieties and concentrate on your message and your audience.
10. **Gain experience**. Mainly, your speech should represent you — as an authority and as a person. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need in a safe and friendly environment.

Visit a Toastmasters meeting!
Toastmasters groups meet in the morning, at noon, or in the evening in communities and corporations all over the world. No matter where you live, work or travel, you'll likely find a group nearby.

PUBLIC SPEAKING MISTAKES TO AVOID

1. **Starting with a whimper**. Avoid starting with "Thank you for that kind introduction." Start with a bang! Give the audience a startling statistic, an interesting quote, a news headline – something powerful that will get their attention immediately.
2. **Attempting to imitate other speakers**. Authenticity is lost when you aren't yourself.
3. **Failing to "work" the room**. Your audience wants to meet you. If you don't take time to mingle before the presentation, you lose an opportunity to enhance your credibility with your listeners.
4. **Failing to use relaxation techniques**. Do whatever it takes – listening to music, breathing deeply, shrugging your shoulders – to relieve nervous tension.
5. **Reading a speech word for word.** This will put the audience to sleep. Instead, use a "keyword" outline: Look at the keyword to prompt your thoughts. Look into the eyes of the audience, and then speak.
6. **Using someone else's stories**. It's okay to use brief quotes from other sources, but to connect with the audience, you must illustrate your most profound thoughts from your own life experiences. If you think you don't have any interesting stories to tell, you are not looking hard enough.
7. **Speaking without passion.** The more passionate you are about your topic, the more likely your audience will act on your suggestions.
8. **Ending a speech with questions and answers**. Instead, tell the audience that you will take questions and then say, "We will move to our closing point." After the Q and A, tell a story that ties in with your main theme, or summarize your key points. Conclude with a quote or call to action.
9. **Failing to prepare.** Your reputation is at stake every time you face an audience – so rehearse well enough to ensure you'll leave a good impression!
10. **Failing to recognize that speaking is an acquired skill.** Effective executives learn how to present in the same way they learn to use other tools to operate their businesses.

ORAL PRESENTATION INSTRUCTIONS

An abstract must be submitted to epp.usp@noaa.gov by early-July, to present an oral report using PowerPoint. The format for the abstract, along with some tips, follow. The abstract will be sent to the judges in advance so that they may become familiar with your project and beable to judge the presentation fairly.

Oral presentations will be held in four separate, concurrent venues at NOAA Headquarters in Silver Spring, Maryland, during the 10th week of the internship. Oral presentations must follow the PowerPoint presentation format that follows. However, the attached PowerPoint template may be used as a guide but your presentation should express your creativity. The first page of the template is not negotiable; all first pages must contain the required information, including the NOAA logo. Make sure that you include information on the suggested content found in the template. Your presentation cannot be longer than 15 minutes which includes 3 minutes for questions and answers.

When conducted in person, all oral presentations are loaded onto OED laptops from 9:00 a.m. to 3:00 p.m., the day before the presentations begin in the NOAA Auditorium so **please bring your presentation with you on a USB flash drive**. The IT team will check the audio/video links and graphics in each presentation at this time. If your presentation includes video, you must use .wmv (windows media video) or .mpeg file format. If your presentation includes sound, you must use Wave or
.mp3 file format.

Scholars will not be allowed to load or make changes to their presentations on the day of the scheduledpresentation. There will be no exceptions!

The scholar's oral presentation with the highest score (taken as an average of the three Judges' Scores) in each of NOAA's mission goal areas will receive a first-place award. The second highest score will receive an honorable mention. In the event of a tie, a decision will be made by reviewing the Judges' comments.

ORAL PRESENTATION ABSTRACT CHECKLIST

Abstracts should meet two requirements. To quickly describe the value of the report and also provide the literature searcher enough information to assess its value and to index it for later retrieval.
Use the checklist below to assure that the scholar's abstract meets these requirements. The abstract should:

_ Strive for an impersonal, non-critical, and informative account.

_ Give a clear, grammatically accurate, exact, and stylistically uniform treatment of the subject.

_ Provide the rationale or justification for the study. The statement should give a brief account of the purpose, need, and significance of the investigation (hypothesis or how the present work differs from previous work).

_ State the objectives clearly.

_ Give a brief account of the methods, emphasizing departures from the customary. Be specific.

_ Clarify whether it is a field/research experiment or educational activity.

_ Identify scientific names of organisms, mammals, and chemicals, when possible.

_ State results succinctly.

_ Outline conclusions or recommendations. Emphasize the significance/relevance of the work, conclusions, and recommendations. This may include new theories, interpretations, evaluations, or applications.

_ Use specific figures whenever possible to avoid the use of general terms, especially inpresenting the method and reporting the results.

_ Contain at least 150 words for abstract.

_ Submitted to program staff at epp.usp@noaa.gov **on or before the due date.**

ORAL PRESENTATION ABSTRACT FORMAT

(Should contain minimum 150 words) epp.usp@noaa.gov

Project Title:

NOAA's Mission Goal:

Scholar's Name:

Mentor's Name:

Objective(s):

Method(s):

Results:

Conclusions:

POWERPOINT TEMPLATE

The following template is used to develop your oral PowerPoint presentations.

- You are required to include the Presentation Title page with the information indicated.
- All presentations must include a NOAA logo.
- The content of the PowerPoint presentation must include the information that is requested onsubsequent pages, however, you may be creative and original in the way/method used to present the information.
- Pictures/photos may be included on your slides.
- Do not use excessive text; bullets are most effective in preparing a Slide Show.
- Know your material and do not read from the slides.

POSTER SESSION INFORMATION

Posters are to be **set up from 9:00 a.m. – 12:00 p.m**. the day before the presentations begin in the NOAA Science Center located at 1301 East-West Highway, SilverSpring, Maryland. Please bring the complete printed posters to Silver Spring, Maryland, with you. Supplies will be made available for the poster set-up. Each poster will be assigned a numberthat scholars will receive before their arrival.

Locate the easel number that corresponds to the poster number and mount your poster. Poster number assignments are grouped according to NOAA mission goals. Posters cannot be moved during the setup as the judges will already have their assignments and will locate and evaluate their group of posters based on prior information. Poster takedown is on the day after the poster session.

Each scholar's poster will be judged by three assigned Poster Session Judges. The Judging Criteria is based on:

- Appearance and Organization (Does it have a title? Is it neat and well designed? Are the steps clearly labeled?);
- Problem Formulation (Was the problem/hypothesis stated? Is it testable?);
- Procedure (Are the steps listed in order?);
- Data Collection and Representation ((Is the data displayed scientifically? Was thedata collected carefully?);
- Valid and Appropriate Conclusion (Does the conclusion reflect the data? Is the hypothesis or question discussed in the conclusion?);
- The Interview (Can the scholar clearly explain the procedure and results? Can the scholar suggest another related project or the next steps? Is this your work?); and,
- Poster Summary Report (Does the report contain all of the information contained on the poster?) Submit the Project Report to epp.usp@noaa.gov **on or before the due date**. The Poster Summary Report should consist of the same information found on the poster, follow the format below for the poster. The Poster Summary Report should not be more than 10 pages.

Information on posters previewing in the NOAA Science Center will be provided to scholars and mentors no less than one week before the symposium date. Students are required to stand by their posters throughout the judging period. Three assigned Poster Session Judges will interview each scholar during this session. The judges will ask questions to make sure that scholars thoroughly understand their project. They are also interested in seeing if scholars can expand upon their project, and can think it through to the next step.

The scholar's posters with the highest score (taken as an average of the three Judges' Scores) in each of NOAA's mission goal areas will receive a first-place award. The second highest score will receive an honorable mention. In the event of a tie, a decision will be made by reviewing the Judges' comments.
Posters may be taken down after the poster session concludes.

FORMAT FOR THE POSTER PROJECT REPORT

The Poster Summary Report should contain the same content found on the poster as well as any other information the scholar feels will be helpful to the judges. The Poster Summary Report should consist of the same information found on the poster, please follow the content sections described below for the poster format. The Poster Summary Report should not be more than 10 pages. This report will be provided to the judges in advance of them viewing the posters.

Please submit the Poster Summary Report to epp.usp@noaa.gov **on or before the requested date.**

POSTER FORMAT

When constructing your poster, that posters cannot be larger than 42"(h) x 30"(w)—portrait-size, not landscape. The Project Display Information should contain a NOAA logo:

SCHOLAR'S NAME

PROJECT TITLE NOAA MISSION GOAL

THE QUESTION or HYPOTHESIS

The Project must start with a question. The question should be one that can lead to a project where something is changed and the result is measured. The question may ask about the effect of one thing upon another. The question should be one where you can collect data (ideally measurements or direct observations) rather than opinions.

INTRODUCTION

The Introduction should identify the location of your summer internship site. Briefly discuss how and why you selected this project. Discuss your search for background information that aided you in forming the basis for the project.

PREDICTION

The prediction is an attempted answer to the question or hypothesis being investigated. The prediction makes a reasonable guess about the outcome of the project and suggests a possible reason for this outcome. The prediction should be based on prior knowledge obtained through a literature search, observations, or research and is accepted or rejected by the results of the investigation.

MATERIALS

Materials include the equipment and supplies that were used to complete the project. Materials need to be listed in specific amounts and sizes.

PROCEDURE
The procedure includes all the steps that were followed in setting up the project and collecting the data. The procedure should be written clearly and concisely. Numbering the steps ishelpful. The procedure should reflect that enough data were collected to support the conclusion.Factors that can affect the outcome of the experiment, called variables, must be identified and controlled as part of the procedure. The variables should be listed and explained as part of the procedure.

RESULTS
The results should include measurements taken and observations made, as well as a written explanation. Along with the written explanation, results should be displayed in the form of data tables, graphs, and photographs.

The data table should match the project design. Using the independent and dependent variables will help organize the table. Data from the project should be analyzed and graphed.

CONCLUSION
A conclusion has four parts:

1. It should answer the original question that started the project and include the results used as the basis for that conclusion.
2. It should reflect on the original prediction and state whether it was supported or not.
3. It should include inferences that can be made from the results of the project.
4. It should also include any additional questions that could be investigated or information that could be researched in the future. In addition, any problems that were experienced during the project can be discussed.

ACKNOWLEDGEMENTS
Thank your mentor, co-mentors and others who assisted you and provided guidance.

PRESENTING AT CONFERENCES

The EPP/MSI Team encourages scholars to present their NOAA summer internship research at national conferences and meetings in addition to the NOAA Science and Education Symposium. When preparing to present at a conference or meeting, scholars should follow the guidelines above to prepare posters and oral presentations for meetings. **Before presenting, scholars are required to include their academic advisor(s) and NOAA mentor on all communications about their presentation and submit presentations to the EPP/MSI Team for approval**.

APPENDIX C

TRAVEL REQUIREMENTS

TRAVEL REQUEST FORMS

NOAA pays for all pre-approved costs associated with travel for scholars. To be pre-approved, scholars are required to complete a travel request form before site visits, summer internship sites, conferences, meetings, trainings, or research participation activities (e.g., observation, data collection, analysis, etc.). The EPP/MSI Team approves all travel from scholar's home or university to any of the activities listed above and to return at the end of the internship. NOAA will not support the travel of scholars to and from destinations outside of the U.S. and its territories. The EPP/MSI Team will not approve travel if required documents (official transcript, Certificate of Enrollment and any plans or reports) are not submitted. If scholars choose to travel by personal vehicle, scholars must receive prior approval from NOAA then the scholar will only be reimbursed up to the cost of a nonrefundable round-trip airline ticket. When selecting a hotel, the program recommends that scholars check the U.S. General Services Administration website to check per diem rates for their destination. The program will not approve hotels that are above the per diem rate set by GSA, unless special circumstances apply. Below is an example of the travel request form that is available on the EPP/MSI website. Scholars should send the completed form to epp.usp@noaa.gov for approval.

Post-travel, scholars are required to submit a travel reimbursement request (which the program will provide) along with the necessary receipts (e.g., baggage fee receipts, Uber/Lyft receipts) to the EPP/MSI Team. Receipts for food expenses are not required as those are reimbursed at a per diem rate. Reimbursements will be dispersed by GMG once the Team reviews and approves the reimbursement request.

CONFERENCE REPORT FORMS

Scholars are required to complete and submit a report of the conference presentation and experience to the EPP/MSI Team. The report should be a maximum of two pages and include the title and session conference attended and provide details of the outcomes of the presentation (e.g., how many people attended, did audience members ask questions). The report should also include information about what was learned at the conference (specific examples of talks, posters, panel discussions, or workshops attended areencouraged), any networking opportunity experiences, schools or graduate program representatives with whom you engaged to learn more about, etc. The conference report must accompany the scholar's conference travel reimbursement request.

TRAVEL REQUEST FORM

TODAY'S DATE: 4/25/2021
TRAVELER'S NAME: Janice Franks CELL PHONE: 323-555-5555

EPP/MSI Undergraduate Scholar, Class of 2022

DESTINATION: PLEASE INDICATE THE AIRPORT AS WELL AS PREFERREDTIMES OF DEPARTURE ON ALL LEGS OF TRAVEL. PROVIDE AT LEAST 2 OPTIONS IF APPLICABLE!

OPTION 1: From (**Home/School State Only**) DTW To BWI
Return from: BWI To (**Home/School State Only**) DTW

OPTION 2: From (**Home/School State Only**) DTW To DCA
Return from: DCA To (**Home/School State Only**) DTW

****NOTE: Program has responsibility for flying scholars from/to home or school states only.On occasion, emergency situations require traveling to/from a destination other than your home or school states. If applicable, please provide location and reason for request below. If approved, scholars will be required to absorb any additional costs related to this accommodation.**

Location:

Reason:

DATES & TIMES: Begin (**day and date**) 5/31/2021 6:00 am EST End (**day and date**) 8/6/2021 9:00 pm EST

PURPOSE OF TRAVEL: (Check One)

X 1.) Site visit
Mentor(s) Name: John Smith
Title of Project: Controls on Phytoplankton Community Composition Along Physical Gradients on the Northeast Shelf

☐ 2.) Research Participant (obs, collecting data, analysis, etc)

☐ 3.) Conference Attendance, Title:
Abstract Title: Approved: Yes _ No _

☐ 4.) Training attendance, Title:

☐ 5.) To/From Summer Internship

DESCRIPTION (Provide all details of trip):

MODE OF TRANSPORTATION (Check all that apply):

☐ Personal Vehicle ☐ RAIL

X AIR ☐ OTHER, explain

REIMBURSABLE EXPENSES (Check all that apply):

☐ Will you drive your personal vehicle from home/airport or home/destination? If so, provideapproximate roundtrip mileage:

X Will you need a shuttle to/from your destination Airport? Provide cost each way: **$ 30.00**

☐ Will you need a Rental car at the destination? If so, provide cost/day: $

☐ Are there registration fees for the conference? If so, provide cost: $

X Are there any other reimbursable costs? If so, please explain and provide cost: **$60 baggage fees**

If you have selected a Hotel, please provide information below:

NAME OF PREFERRED HOTEL: Holiday Inn Express
Hotel Address: 7990 Georgia Ave, Silver Spring, MD 20910
Telephone Number: 301-565-3444 **Nightly Rate:** $132/night

APPENDIX D

PROGRAM REPORTING REQUIREMENTS

BI-WEEKLY REPORTS

During the summer internships, scholars are required to provide the EPP/MSI Team with bi-weekly reports of their internship activities. The report should provide the team with enough information to determine the progress made in the reporting 2-week period towards meeting the goals and objectives of your individual Project Plans. Scholars must report on what has been accomplished, what has been learned, what challenges were presented and how they are working to resolve these challenges. An example of a comprehensive report is provided below and should be used as a guidance for all reports.

EPP/MSI STUDENT SCHOLARSHIP TRAINING RECORD (SSTR)

TIME PERIOD: 06/23/21 to 07/06/21

NOAA EDUCATION
Educational Partnership Program
with Minority Serving Institutions

Name of Intern: Elisa Pierce	Name of Mentor: Bill Ruiz
NOAA Line/Program Office: NMFS, West Coast Regional Office	Title of Mentor: Communications & External Affairs Specialist

Week #2	Start Time	End Time	HOURS
Date: 06/23/21			
Date: 06/24/21	8:00 am	4:30 pm	8
Date: 06/25/21	8:00 am	4:30 pm	8

Date: 06/26/21	8:00 am	4:30 pm	8
Date: 06/27/21	8:00 am	4:30 pm	8
Date 06/28/21	8:00 am	4:30 pm	8
Date 06/29/21			
Weekly Total			40

Week #3	Start Time	End Time	HOURS
Date: 06/30/21			
Date: 07/01/21	8:00 am	4:30 pm	8
Date: 07/02/21	8:00 am	4:30 pm	8
Date: 07/03/21	8:00 am	4:30 pm	8
Date: 07/04/21	8:00 am	4:30 pm	8
Date 07/05/21	8:00 am	4:30 pm	8

Date 07/06/21			
Weekly Total			40

MEETINGS WITH MENTORS (List/describe meetings with mentor)

Daily informal discussions with mentors about questions or for clarification

Week 2:

Monday 6/22: Check in - EPP/MSI Class of 2021 (biweekly)

Tuesday 6/23: Virtual Coffee – Portland Branch Office

Check in - Prep for upcoming interviews

Wednesday 6/24: Virtual Coffee – West Coast Region Interns (weekly): ESA short-course

Thursday 6/25: Check in – Goals, challenges, and questions (weekly)

Week 3:

Wednesday 7/1: Virtual Coffee – West Coast Region Interns (weekly): Barry Thom, WCR Administrator

Thursday 7/2: Virtual Coffee – "First Thursday" with the NMFS West Coast Region (monthly)

Check in – Goals, challenges, and questions (weekly)

WEEKLY ACCOMPLISHMENTS

1. Meeting Call x2 - NMFS West Coast Region Senior Staff (weekly)
2. Meeting Call x3 – NMFS West Coast Region Operations Update (twice weekly)
3. Seminar – EPP/MSI USP Professional Development Session III: GIS in Fisheries
4. Interview – Lois Stanley from NOAA Northwest Fisheries Science Center: Challenges in measuring salmon habitat restoration success
5. Interview – Bernard Moreno from NOAA Northwest Fisheries Science Center:

Challenges in measuring salmon habitat restoration success

6. Interview – Margie Flowers from the Columbia River Inter-Tribal Fisheries Commission (CRITFC): Perspective on salmon recovery and history of decline, academic and professional experience, career interests, and current Nez Perce Tribe projects.

7. Interview – Edwin Austin from US Fish and Wildlife Service (USFWS): Designing research and monitoring projects and discussing virtual opportunities of the Portland State University River Restoration Certificate program.

8. Seminar – EPP/MSI USP Professional Development Session IV: 21st Century Skills

9. Interview – Lillian Estrada from NMFS West Coast Region, Protected Resource Division: 5-Year Status Review of Pacific Salmon and Steelhead and challenges in partner collaboration.

10. Meeting – Protected Resources Division: "All Hands" (biweekly)

11. Meeting – Protected Resources Division: Research Permit Team

12. Film & Discussion – Native Village of Eklutna presentation on restoration of Eklutna River near Anchorage, AK.

13. Public Meeting – Pacific Fishery Management Council: Southern Resident Killer Whale Workgroup

14. Seminar – EPP/MSI USP Professional Development Session V: Career Opportunities in NOAA Corps

15. Virtual Coffee – EPP/MSI Class of 2020 Cohort hang out (weekly)

16. Meeting – Portland Branch (biweekly)

PLANNED ACTIVITIES

1. Read technical reports, took notes, and designed questions on Pacific salmon and steelhead Recovery Plans, Pacific Coastal Salmon Recovery Fund (PCSRF) Fiscal Year (FY) '20 Applications, the Endangered Species Act (ESA), 5-Year Status Reviews, and other provided readings in preparation for my interview with Nora Berwick regarding the 2021 Salmon and Steelhead 5-Year Status Review.

2. Read white papers, took notes, and designed questions on habitat restoration techniques, Intensively Monitored Watersheds (IMWs), salmon habitat restoration project efficacy papers, and other materials in preparation for their interviews.

3. Read, took notes, and designed questions regarding Columbia River tribal relations within Pacific salmon recovery projects

4. Read and prepared for the discussion on 21st Century Skills

5. Organized my desktop, cleaned up emails and Drive folders, and reconstructed my schedule.

6. Began structuring the outline for both my final presentation and my speed talk on the Eklutna River dam removal.

7. Designed questions for the Research Permit Team meeting.

8. Explored current events relevant to the West Coast Region and salmon recovery overall.

9. Made an appointment for an interview with the Cowlitz Tribe to follow up on responses from my survey.

10. Began compiling the data from my survey responses.

11. The largest challenge during this time period has been staying on top of reading and being prepared for meetings and interviews where I contribute as a member of the team. This challenge was successfully met due to provided resources from my mentors and partners, as well as due to diligence in maintaining my own schedule.

RESEARCH PROJECT PLAN REPORT

Scholars are required to submit a Research Project Plan for the summer internships and for the junior academic year. Scholars are required to work with their NOAA or academic mentor to complete the plan and mentors must approve the plan prior to submission to the EPP/MSI Team. Plans must be submitted via email to the EPP/MSI USP Team, with the mentor copied, for approval before research activities begin.

Below are examples of the project plan for the summer and for the academic year.

National Oceanic and Atmospheric Administration

Office of Education

EPP/MSI Undergraduate Scholarship Program

Research Project Plan Example

Project Title: Controls on Phytoplankton Community Composition Along Physical Gradients on the Northeast Shelf

Student's Name: Joel Thompson Internship Site Phone: _____

NOAA Mentor: Johanna Wiseman

Work Phone: 312-669-5678

Email Address: johanna.wiseman@noaa.gov

Co-mentor (if applicable): N/A

Work Phone: _____

Email Address: _____

Internship Address: Virtual

City:_____

State: _____

DUTIES: (List specific required tasks or procedures the student will perform that are associated with the project.) *Note: You may add more duties but four is the minimum*

1. Conduct a literature review on phytoplankton community composition on the Northeast Shelf
2. Analyze the flow-through temperature, salinity, and fluorescence data provided by past cruises
3. Compare flow-through temperature and fluorescence data with satellite sea surface temperature and chlorophyll data
4. Compare the phytoplankton composition with the hydrographic data and satellite data

REQUIRED KNOWLEDGE AND ABILITY: (The objective is for the student to learn skills, techniques, and experience hands-on research and/or education activities applicable to a career in environmental science.)

1. Proficient understanding of analytical programing language
2. Sufficient ability working with large temporal and spatial data sets
3. Proficiency with utilization of satellite imagery data and color remote sensing products
4. Familiarity with different phytoplankton species and their ecosystem function
5. Ability to present geospatial/temporal data sets in a cohesive manner
6. Gaining a better understanding of the utilization of remote sensing data in analysis-based line offices
7. Understanding of organism dynamics within oceanic habitats
8. Ability to analyze relationships between phytoplankton communities and physical drivers
9. Ability to visualize and analyze bulk flow cytometry datasets

GUIDANCE/SUPERVISION: (What type of guidance is the student given and by who?)

1. Data analyses will be assisted and supervised by Dr. Wiseman
2. Regular "check-ins" will take place at 9:30 EST each work day with Dr. Wiseman to go over the day's goals
3. Weekly team meetings will take place using Google Meet with the entire team to judge project progress

Students involved in internships with the NOAA Office of Education EPP/MSI Undergraduate Scholarship Program are expected to demonstrate initiative in discussing their goals, expectations, progress, and level of satisfaction in the internship with the mentor.

I have read the above Research Project Plan for the EPP/MSI Scholarship Program internship andagree to fulfill its requirements (signature required by scholar and mentor).

Student's Signature: _____ Date:_____
NOAA Mentor: _____ Date:_____
Co-Mentor: _____ Date: _____

National Oceanic and AtmosphericAdministration Office of Education
EPP/MSI Undergraduate ScholarshipProgram
Academic Year Research Project Plan Example

Project Title: Assessment of Toxoplasma Gondii and Sarcocystis Neurona Seroprevalence in Marine Mammals

Student's Name: Michelle Heath

Research Mentor: Jose Warner

Work Phone: 850-999-6789

E-mail Address: jose.warner@university.edu

Co-Mentor (if applicable): N/A

Work Phone:

E-mail Address:

Project Description (minimum 150 words):

This research project introduces the student to T. gondii and Sarcocystis Neurona seroprevalence in marine mammals, its possible transmission route to terrestrial and humans, and socio-economic impacts. This project will identify the marine mammals that have been infected with T. gondii and Sarcocystis Neurona in the Northern Pacific Coastal waters. It is believed that at the end of this research, the student will have become familiar with T. gondii and Sarcocystis Neurona biology and understand how the parasite invades the bodies of marine mammals. Further research will be conducted on how T. gondii and Sarcocystis Neurona affects the marine host to the point where it can transmit to human beings and our coastal waters. Lastly, the student will create a research report for the final project that identifies T. gondii and Sarcocystis Neurona in Coastal waters, which will focus on the abnormalities found through distribution and waterborne zoonotic diseases assessed.

DUTIES: (List specific required tasks or procedures to be performed that are associated with the project. A minimum of four are required but more duties may be added.)

1. Conduct a literature review of T. gondii and Sarcocystis Neurona biology and transmission in

marine mammals

2. Culture and identify T. gondii and Sarcocystis Neurona parasite using cell-based and fluorescent-based techniques
3. Conduct a statistical analysis of the number of parasites in marine mammals in Northern Pacific Coastal waters.
4. Produce a review paper on the current seroprevalence of T. gondii and Sarcocystis Neurona in marine mammals

REQUIRED KNOWLEDGE AND ABILITY: (The objective is to learn skills, techniques, and experience hands-on research and/or policy in support of NOAA's mission. A minimum of fourare required but more may be added.)

1. Understanding of Toxoplasma Gondii and Sarcocystis Neurona biology and its seroprevalence in marine mammals
2. Mastering statistical analysis tools such as Graph Pad software, Excel, and Powerpoint presentation
3. Understanding coastal water zoonotic disease contamination and impacts on humans
4. Understanding a high quantity of Scientific Vocabulary
5. Gained knowledge of human and marine mammal zoonosis disease connection
6. Using microscopy and acquiring staining and identification techniques
7. Mastering writing a scientific review paper

GUIDANCE/SUPERVISION: (What type of guidance is provided and by whom?)1.Data analysis will be supervised by the mentor
2.Weekly check-ins will be occur with the mentor to discuss progress and challenges
3.Student will receive guidance from graduate students on necessary lab techniques

TIMELINE OF PROPOSED ACTIVITIES: (Please provide a timeline of monthly activities thatwill help you manage the time needed to complete the research project on schedule. Remember to include the due dates for the mid–year report (due mid-January) and the final report (due end of May).

<u>September</u>

- Conduct literature review of important scientific terms utilized in the selected research articles
- Review articles to use for research report
- Research zoonotic parasites to gain more knowledge on the focused host
- Student will understand more about the life of zoonotic parasites, how they breed and how they are able to spread to marine mammals, and humans.

<u>October</u>

- Research information about the proposed host (marine mammals) to understand how they can be affected by parasites
- Form outline of sub-titles for lab report

- Collaborate with mentor on other characteristics of focused parasites

November

- Form outline of sub-titles for lab report
- Finalize abstract

December

- Write introduction
- Draft materials and methods section
- Edit materials and methods with mentor
- Draft mid-year report

January

- Continue to edit introduction and methods sections
- Finalize and submit mid-year report on 1/7/2022

February

- Draft results section
- Conduct statistical analyses
- Draft results section

March

- Draft discussion section
- Draft Conclusion section
- Start working on figures
- Have a completed full first draft of final report

April

- Receive and review edits on first draft from mentor
- Complete second draft

May

- Submit final report
- Present academic year research to lab
- NOAA Office of Education EPP/MSI Undergraduate Scholarship Program recipients are expected to demonstrate initiative in developing the research, discussing their goals, expectations, and progress with the mentor. The student's duties include, but are not limited to:
    - keeping open communication with the research mentor to discuss progress,

accomplishments, and challenges with the project
- managing time spent on activities to allow adequate progress to be made on the project
- submitting all required documents to the EPP/MSI team **on time** and assuring that these documents have been reviewed and approved by the research mentor
- CC research mentor on all correspondences about the project with the EPP/MSI team
- complete a mid-year report and final research report
- give an oral or poster presentation of the academic year research project

Mentor duties include, but are not limited to:
- guiding the student through the development of a NOAA-mission related research project
- providing technical and/or research guidance
- reviewing and providing approval to all documents submitted to the EPP/MSI team

It is required that the research proposed in this plan be summarized in a final research report. The final report should be a **minimum** of six pages but **no more** than ten and include a cover page, abstract, body text which should include an introduction, methods, results, and discussion section, figures, references, and acknowledgements of your funding source and people who contributed to the completion of your research.

I have read the above Research Project Plan for the EPP/MSI Scholarship Program internship andagree to fulfill its requirements (signature required by scholar and mentor).

Student's Signature:_____ Date:_____

Research Mentor:_____ Date:_____

Co-Mentor:_____ Date:_____

PUBLIC SERVICE REPORT

All EPP/MSI Undergraduate Scholarship Program scholars are required to participate in a NOAA mission-aligned public service activity. Activities must take place from September to May during the scholar's senior year. Scholars must dedicate a minimum of 10 hours a month to a public service activity.

Scholars must submit a proposed plan of activities with a description of the program or organization the scholar will be volunteering with, the mission and goals of the program, the scholar's proposed activities and how those activities contribute to the overall mission and goals. Scholars should also include an estimated monthly timeline for their proposed activities for the nine-month period.

Scholars are required to submit a record of their monthly hours along with a summary of their accomplished activities for that month and planned activities for the next month. The Public Service Record will be due to the EPP/MSI Team by Close of Business (5 pm EST) on the last Friday of each month. An example of the record is provided below and should be used as guidance. The record template can be found on the EPP/MSI website.

In addition to monthly reports, scholars need to submit a mid-year report for the activities that took place from September to January and a final report to summarize the activities of the whole year. All reports need to be submitted to the EPP/MSI Team with a copy to the mentor for review and approval.

All reports need to be submitted to the EPP/MSI Team with a copy to the mentor for review and approval.

NOAA Office of Education
Educational Partnership Program with Minority Serving Institutions
Undergraduate Scholarship Program

Public Service Activity Record Example

Instructions: Please complete this form every month to track your public service hours. Provide a summary of activities for each month and provide an overview of planned activities for the next month.

Submit a signed record to epp.usp@noaa.gov on the last Friday of each month (September - April).

Name of Intern: Stephen Peters
Name of Mentor: Jim Hopkins, Club Z Tutoring
Title of Mentor: Volunteer Coordinator

Month: September **Hours:** 10

Summary of Activities (bullet points are acceptable):

- Tutored two students for one hour every week in science
- Hosted a one-hour group study session twice and reviewed Biology material
- Had weekly check-in meetings with my mentor to discuss the progress of the students and some challenges I was having
- Spent at least an hour a week preparing for tutoring and review sessions

Planned Activities (bullet points are acceptable):

- Host a virtual Biology review session that will be recorded for students that cannot make the session
- Continue one-on-one tutoring with the two students once a week

Intern Signature: **Date:**

Mentor Signature: **Date:**

MID-YEAR REPORT FOR ACADEMIC AND PUBLIC SERVICE ACTIVITY REPORTS

During the academic year, scholars will be required to submit a mid-year report for their academic research (junior year) and public service activity (senior year). The mid-year report should be a review of the goals and objectives put into place at the beginning of the research or public service activity, what has been accomplished thus far, any challenges you encountered and how they were overcome, and what you plan to accomplish in the remaining months to reach the goals and objectives of the project. The report should be a minimum of three pages but no more than five pages. Your mentor for the activity **must** sign off on the report and be copied on the email to the EPP/MSI Team.

FINAL REPORT FOR ACADEMIC YEAR RESEARCH AND PUBLIC SERVICE ACTIVITY

It is required that your academic year research be summarized in a final research report. The final report should be a **minimum** of six pages but **no more** than ten and include a cover page, abstract, body text which should include an introduction, methods, results, and discussion section, figures, references, and acknowledgements of your funding source and people who contributed to the completion of your research. Scholars should summarize their public service activities in a final report that is **no more** than five pages. The report should detail everything you accomplished during the duration of your public service activity.