EDUCATIONAL PARTNERSHIP PROGRAM WITH MINORITY SERVING INSTITUTIONS
Undergraduate Scholarship Student Manual
May 2021
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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 an informed 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) and the NOAA Cooperative Science Centers. The EPP/MSI Undergraduate Scholarship Program offers scholarships and internships through 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 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

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<tr>
<td>Health Unit</td>
<td>SSMC2, Room 9300</td>
<td>301-713-0545</td>
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<td>Library &amp; Information Services</td>
<td>SSMC3, 2nd Floor 9:00 a.m. - 4:00 p.m.</td>
<td>301-713-2600</td>
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<td>Wellness and Fitness Center</td>
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II. EPP/MSI UNDERGRADUATE SCHOLARSHIP PROGRAM (USP) DESCRIPTION

NOTE: The EPP/MSI Undergraduate Class of 2021 will have a unique set of experiences as a result of the global COVID-19 pandemic. Scholars are required to be flexible and conduct the first summer internship virtually with guidance from NOAA mentors. The NOAA EPP/MSI USP Team will closely monitor the activities of the scholars and offer support to ensure a successful scholarship and internship experience as a member of the Class of 2021.

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-related sciences, research, policy and technology. Scholars are re-evaluated each academic term to ensure program requirements are being met and maintained. Scholars are required to earn a minimum 3.2 GPA each term, as well as 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 in a convenient location 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) each term and cumulatively in all completed undergraduate courses; and,
- majoring in NOAA-related 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 2021 Undergraduate scholars are required to:
- participate virtually in a mandatory 8 day NOAA Orientation Training Program during summer 2021;
- complete a survey upon completion of the Orientation Training Program;
- participate in a mentor-directed virtual summer research project during the first of two mandatory 10-week internships while receiving $700.00 per week;
- participate in a second mentor-directed 10-week summer internships in 2022 at NOAA research facilities or offices conducting research and professional development activities while receiving $700.00 per week and a $400 housing allowance;
- complete a Research Project Description Plan as well as complete and submit a bi-weekly Research Training Report;
- present the results of the summer research project to NOAA EPP/MSI and fellow scholars, at the end of July 2021;
- maintain a minimum 3.2 grade point average each term and cumulative while attending a Department of Education defined (Historically Black College and University, Hispanic Serving Institution, Tribal Colleges and Universities and Native Hawai’i/Alaska Native Serving Institutions), at an accredited MSI within the U.S. or U.S. Territories;
- complete a survey about summer research and professional development activities;
- complete an approved mentor-supervised NOAA mission related research project during the first 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 at the conclusion of internship site visits; and,
- participate in a 9-month NOAA-related Public Service activity during the second academic year of the scholarship.

The COVID-19 (Coronavirus) global pandemic, created a unique situation where all aspects of the 2021 summer internships will be conducted virtually. The EPP/MSI USP Team will develop a virtual summer internship agenda that will challenge and immerse the scholars in NOAA mission-related science research and professional development. A fully virtual summer internship will require scholars to be flexible, responsible, disciplined and to communicate in a timely manner. Scholars are required to have a work space and IT capabilities such as a personal computer with a webcam and internet access to allow for virtual activities and engagement with NOAA EPP/MSI. Scholars must also frequently monitor their email which will be the primary form of communication.

1. Full-time Status

   Scholars receive an academic stipend each academic term when enrolled “full-time” in credit earning courses and are required to:
   - enroll in credit earning courses that earn Quality Points;
   - earn and maintain a 3.2 grade point average (GPA) each academic term;
   - maintain full-time student status throughout the duration of the scholarship appointment; and, receive grades for all course work calculated on a 4.0 scale.
   - Full-time status is determined by the scholar’s university Office of Registrar and is usually equated to between 9 - 12 course credit hours.

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 study abroad 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;
   - a letter from their study abroad program/institution indicating the scholar will be a full-time student, the duration of their study abroad, the courses the scholar will undertake and complete; and,
   - upon arrival at their study abroad institution, ensure a letter is sent 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.
   - If the study abroad period will take place during the spring semester, scholars must complete their site-visit and finalize all logistics for the second summer internship prior to departing.
C. EPP/MSI STUDENT SCHOLARSHIP PROGRAM ORIENTATION TRAINING PROGRAM

NOAA student scholarship recipients are required to participate in a mandatory virtual orientation during the third week of May prior to beginning the first summer internship activities. NOAA Education program staff present more detailed information during the orientation about the EPP/MSI Scholarship Program including the selection of summer internships, travel procedures, scholars’ and mentor’s responsibilities, and stipend payments. Scholarship recipients get to meet EPP alumni virtually who graduated with degrees in mathematics, biology, meteorology, etc. These EPP/MSI alumni will share how they apply the knowledge acquired at school and through internships in their current careers. Scholars will also participate in a professional development session that will address successful habits for a virtual environment including time management and communication skills, virtual team building and establishing a successful relationship with your mentor.

1. Scholarship Travel
The NOAA Support Contractor coordinates travel during this scholarship. The NOAA EPP/MSI USP Team supports all travel costs, with pre-approval from the team, for scholarship recipients to travel from their home or university and return at the end of the second internship. NOAA will not support the travel of scholars to and from destinations outside of the U.S. and its territories. NOAA pays for all pre-approved costs associated with the scholarship recipient’s travel. Pre-approved taxi and metro fares are reimbursed when accompanied by the appropriate paperwork and original receipts. If a scholarship recipient chooses to drive a personal vehicle from their home or university to Silver Spring, Maryland for the end of summer symposium, after receiving prior approval from NOAA, the scholar will be reimbursed up to the cost of a round-trip airline ticket. NOAA EPP will not reimburse scholars for parking costs. **If the scholar misses a pre-arranged flight as a result 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
Traditionally, many of the summer internship assignments are located in professional, office settings, where business casual attire is essential. Although internships will not be conducted in the office, appropriate attire is still required in a virtual setting (e.g., during meetings with the NOAA EPP/MSI Team, professional development events and meetings with your mentor and/or host office). Business casual is not required but pajamas and unkempt clothing are prohibited. If you choose to wear business casual during your virtual summer internship, 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, when in person internships resume, 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. Tattoos, facial and body piercings, and nose rings should be covered or removed during the summer internship and during the final symposium presentation. Belly buttons, abdomens, thongs, undergarments, etc. should not be visible while interning in NOAA offices and facilities. Halter tops and mini-skirts are inappropriate 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

Week 1: The EPP/MSI Undergraduate Scholars will meet with the EPP/MSI Scholarship Team virtually from May 25 - 28, 2021 to begin the orientation process. Scholars will: be provided a detailed overview of the program; virtually meet the EPP/MSI USP Class of 2021 cohort; discuss virtual internship reporting requirements; exchange ideas and develop options for virtual internships; 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 program in general and the virtual internship opportunities with EPP/MSI staff.

Week 2: Orientation with other NOAA Education scholarship recipients will be conducted from June 1 - 3, 2021 with remarks from NOAA leadership who will provide an overall briefing 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.

D. SELECTING A SUMMER INTERNSHIP

1. The First Summer:
The NOAA EPP/MSI team provides scholars with login account information to allow scholars access to the Student Scholarship Internship Opportunity (SSIO) database found at https://oedwebdbapps.iso.noaa.gov/ssio online system of NOAA summer internship opportunities located in the Washington, D.C. metropolitan area prior to their arrival for orientation. Scholars will interview with potential mentors beginning on May 28, 2021, and select an internship opportunity of interest within a week. Scholars will begin their internship work no later than June 7, 2021.
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 updated annually starting October 1, 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 discuss the project further to determine their interest and compatibility. If there is mutual agreement, the student must email the mentor using only their NOAA email account an updated resume and email the EPP/MSI USP Team 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 prior to final selection and match. Scholars must identify an internship by January 31, 2022.

To confirm 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 term 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 to epp.usp@noaa.gov at the conclusion of the visit. Scholars begin the second 10-week summer internship on May 31, 2022.

3. Site Visit – Prior to Second Summer Internship

After the EPP/MSI USP Scholarship Team approves the scholar’s internship project, the scholar and the mentor then select the date and time (not to exceed three days & 2 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 are not approved for more than one site visit. All site visits must be scheduled by March 25, 2022 and completed by April 15, 2022. Scholars are strongly encouraged to complete the site visit during their winter break. Site visits will not be considered or supported after the April 15th deadline.

4. Travel to Site Visit

When the mentor and scholar’s match is approved by NOAA, the scholar must submit a Travel Request Form (see website for the form) electronically to EPP.USP@noaa.gov no less than three weeks prior to 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. 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.**

The EPP/MSI USP scholars must sign the lease if approved for car rental by NOAA. All original travel 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 a site visit. A Site Visit Survey Form is submitted to the EPP/MSI USP Team upon completion of the site visit. The form may be found on the [EPP/MSI website](#).

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**E. THE SUMMER INTERNSHIP**

The official start date for the second internship is May 31, 2022.

1. **Internship Code of Conduct**

Scholarship recipients are expected to report on time to the NOAA office or research facility daily for meetings and for 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 time; and,
• complete 8 hours per day at the office or facility and accurately report the hours of progress towards
• your summer project. The Project/Research Training Record must be approved by your mentor.

2. Stipend Payments
During the summer internship(s) scholars receive bi-weekly payments of $1,400 via direct deposit to designated bank accounts. Academic year payments in the amount 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 documents in place. Required documents that are not submitted on time, puts the scholar at risk of probation and forfeiture of the stipend.

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

All scholars are required to participate in a project that can be completed within 9 weeks. During the 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-week time period.

Second summer internships begin on May 31, 2022 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 USP website) during the first two weeks of the summer internship and submit the signed plan to the NOAA EPP/MSI Program Team. Bi-weekly Project/Research Training Records found at https://oedwebdbapps.iso.noaa.gov/SSSTR/ are to be submitted to the NOAA EPP/MSI USP Team. The mentor is required to verify the Training Record online.

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 $300.00 weekly housing allowance. The housing allowance is provided to supplement the cost of summer housing and not intended to cover the entire cost of rental or leasing for the summer. Some NOAA’s 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 own summer housing for the second summer during the site visit. NOAA will not enter into a lease agreement for scholars. The NOAA EPP/MSI USP Team does compile a list of summer housing properties previously rented by scholars. This list is available to scholars during the fall term, upon request.

*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 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 support contractor. NOAA will not reimburse scholars who purchase their own 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 the Washington 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.
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 the course of 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 of time. 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 USP CLASS OF 2021 TIMELINE & DUE DATES*

*All dates are subject to change

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<td>Scholarship recipient notified</td>
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<td>EPP/MSI Orientation</td>
<td>5/25 - 28/2021</td>
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<td>OEd Orientation</td>
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<td>Summer Research Project plan Due</td>
<td>6/21/2021</td>
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<td>Mid-term review</td>
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<td>Science and Education Symposium</td>
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<td>Fall Certificate of Enrollment and Academic Year Research Plan Due</td>
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<td>Disbursement of Stipend #1</td>
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<td>Site Visits Time Frame</td>
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<td>Fall 2021 Transcript, Academic Year Research Mid-Year Report and Spring 2022 Certificate of Enrollment Due</td>
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<td>Disbursement of Stipend #2</td>
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<td>Last day to complete site visit</td>
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<td>Academic Year Research final report Due</td>
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<td>Second summer internship begins</td>
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<td>Public Service Plan Due</td>
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<td>Fall 2022 Transcript, Spring Certificate of Enrollment and Public Service Mid-Year report Due</td>
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<td>Completion of the Program</td>
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H. SCHOLAR’S RESPONSIBILITIES

Undergraduate Scholars are responsible for:

i. participating in the virtual Program Orientation May 25 - June 3, 2021;

ii. beginning virtual internship on June 7, 2021;

iii. completing the Bi-Weekly Project/Research Training Record during the summer internship(s) and submitting it to EPP_USP@noaa.gov every other Wednesday;

iv. completing an agreed upon summer project within 9 weeks during the internships;

v. presenting the results of projects to the EPP/MSI USP community virtually after 9 weeks;

vi. 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,

vii. 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 a 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 they did not maintain a 3.2 overall GPA 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.

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 a NOAA ID Badge. The NOAA EPP/MSI USP Team will facilitate obtaining a NOAA ID badge for scholars. 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 prior to the first week of orientation. Scholars are required to complete the IT Security Awareness Training at [https://campus.noaasecure.us/sign_in.k2](https://campus.noaasecure.us/sign_in.k2) and submit the certificate to EPP/MSI within three days of being assigned use of a NOAA email. All questions about the NOAA email or the IT course should be directed to the NOAA EPP/MSI USP Scholarship Team.

It is mandatory for each NOAA email account holder to 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 successfully 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 on a regular basis and maintaining a valid password. If you forget your password, email the program office indicating such. Scholars may 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.

L. RECOMMENDED E-LEARNING TRAINING COURSES

NOAA recommends completing courses using the Commerce Learning Center (CLC), a learning management system (LMS). The CLC is used by employees, contractors, and supervisors as a “one-stop shopping” source for a variety of your training needs, including courses presented in classrooms, on-site or off-site workshops, developmental assignment programs, e-Learning, etc.

The Commerce Learning Center users are able to:

- Take many commercial and NOAA-produced courses online
- Create Individual Development Plans to identify your training needs and set goals
- Browse available training by topic, using a new on-line Course Catalog
- View a Training Calendar of programs being offered throughout NOAA
- Request or register for training on-line, including supervisory approvals
- Provide billing/registration information and verify funds authorization
- Track the status of your training requests
- Evaluate training programs completed; and,
- Maintain a personal transcript of completed training
Login and Password Requirements:
Login – Use NOAA email account first.lastname@noaa.gov
Password - (Must be between 12 and 15 characters in length. Must contain at least 1 Number, 1 Uppercase Letter and 1 Symbol)

Change Password
As required by the Department of Commerce information systems security policy, the following practices must be followed when creating a password:

- Passwords must be created and changed every 90 days.
- Passwords must consist of at least eight (8) non-blank characters.
- At least one alphabet letter must be used.
- At least one number must be used. At least one special character ($,*, &) must be used.
- No more than 6 consecutive characters (AAAAAA) may appear in the password, and then, only once.

Passwords must not include any of the following:

- Vendor/manufacturer default passwords
- Names (e.g. system user name, family name)
- Words found in dictionaries spelled backwards or forwards
- Addresses or birthdays
- Note: The special character @ should not be used.

To create a strong password, follow these steps as an example:

- Create an acronym using a favorite movie or song to select characters (e.g., type the acronym for “Luke, I Am Your Father” = LIAYF).
- Choose a favorite year to select numbers (e.g., 87).
- Hold down the shift key while typing your favorite year to select symbols (e.g., hold down shift key and type 87=*&).
- Put characters, numbers, and symbols together to form a strong password (e.g., LIAYF87*&).

The Office of Education recommends all scholars complete at least three of the following online NOAA sponsored trainings on an as-needed basis. Other training is also available through the link; however, you must first have a valid NOAA email account to access the website.

Examples of the recommended online NOAA training courses found in Web Based Training Index under the Desktop Collection include the following:

Microsoft Office 2016
Duration: usually 1.0 Hour per course
Courses: PowerPoint, Excel, or Word
Some of the recommended on-line NOAA training courses found in Web Based Training Index under the Business Collection are:

**Basic Presentation Skills**
*Duration:* usually 1.0 hour per course
*Recommended Courses:* Creating a Presentation, Deliver a Presentation, Planning a Presentation

**Custom Grammar Skills & Better Business Writing**
*Duration:* usually 1.0 hour per course
*Courses:* Common Usage Errors, Parts of Speech, Punctuations, Sentence Construction, The Mechanics of Writing

**Developing Your Critical Thinking and Cognitive Flexibility Skillsoft SLDP**
*Duration:* usually 1.0 hour per course
*Courses:* What is Critical Thinking? Applying Critical Thinking Skills

### III. MENTOR’S ROLES AND RESPONSIBILITIES

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 provide guidance on 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 a mid-term and final evaluations and provide constructive feedback.

**Mentors are not allowed to transfer the scholar’s current NOAA email account from OEd or obtain a NOAA badge for the scholar for the summer internship unless requested to do so by the Office of Education, EPP/MSI USP Team.** Each scholar receives a NOAA email account prior to the Orientation Program and will be provided the paperwork required for a NOAA badge during the Orientation Program prior to the second internship in 2022.

The NOAA mentor is responsible for:
- completing Mentor Training at http://www.wfm.noaa.gov/e-learning/index.html and sending the NOAA EPP/MSI USP Team Program a copy of the training certificate;
- verifying the scholar’s Project/Research Training Records every two weeks; (See attached form);
- providing guidance on technology, science, outreach, policy, operations, education, and/or research activities;
- conducting a mid-term assessment during the 5th week of the internship and providing the 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)
APPENDIX A

2021 STUDENT SCHOLARSHIP INTERNSHIP OPPORTUNITY GENERAL INFORMATION

It is a program requirement for all EPP/MSI USP recipients to participate in two summer internships prior to the start of their senior year. Scholarship recipients are required to select an internship at a NOAA office or facility during a 9-week summer period. All scholars are required to participate in a project that can be completed within 9 weeks. The 10th week is spent in Silver Spring, Maryland, at the end of the summer presenting their project to NOAA and other scholarship recipients. Scholars will receive a bi-weekly stipend payment from NOAA OEd for a maximum of 10 weeks. Students who report to their internship early or stay past 9 weeks will not receive a bi-weekly stipend payment beyond the 10-week time period. All scholars are required to participate in the Symposium during the 10th week of the internship.

Scholars may find summer internship positions in the on-line Student Scholarship Internship Opportunity (SSIO) database starting October 1 through March 30. Please check the database on a regular basis as opportunities will be updated and added until March 30. The EPP/MSI USP team will provide the scholars with log-in information by October 1.

Second Official Internship Start Date: Each scholar will report to the NOAA approved site on May 31, 2022, to begin the 9-week summer internship, the 10th week is spent in Silver Spring, Maryland, at the Science and Education Symposium presenting a summary of their project. Scholars may begin their summer internship before or after May 31, 2022, if the mentor approves the new start and end date. Upon approval by the mentor, the scholar sends EPP.USP@noaa.gov an email with the new internship start and end date. All scholars are required to participate in the Symposium on or about August 4 - 8, 2022, in Silver Spring, MD.

Host Office: The host office does not enter into an employee/employer relationship with the Undergraduate scholars. The host office does not need an FTE or funding allocation for the scholar. The EPP/MSI Undergraduate scholars are seeking a summer project and a NOAA scientist to guide them through a discrete project.

The mentor and host office is not responsible for any costs associated with an OEd scholar. EPP/MSI scholars do not have a travel budget during the summer internship. If a mentor requires a scholar to visit another office during the internship, the mentor is responsible for providing those funds. OEd will make all the arrangements and provide transportation to and from the summer internship site and Silver Spring, Maryland.

During the summer internship the mentor is responsible for providing the scholar with office space, computer, printer, telephone access, and access to the internet and fax machine. Scholars are not permitted to drive government vehicles.
Students and mentors are required to discuss and complete a Project Plan during the first two weeks of the summer internship and submit the signed plan to the NOAA EPP/MSI USP Team. Bi-weekly Project/Research Training Reports are to be submitted to the NOAA EPP/MSI USP team. NOAA mentors are required to conduct a mid-term assessment of the scholar and final program evaluation at the end of the summer internship.

If a scholar contacts a potential Mentor not listed in the SSIO database and if the NOAA employee agrees to serve as a mentor, the individual is required to create an internship opportunity in the on-line database at https://oedwebdbapps.iso.noaa.gov/ssio and submit the completed form. The mentor is required to indicate on the form or in an email to epp.usp@noaa.gov, your name, the title of the project and that you have been selected for the internship opportunity. All internship opportunities must be submitted and approved through the on-line SSIO system. The OEd Student Scholarship Team will email the mentor approval or disapproval within 72 hours of submission.

If the proposed Mentor is not a NOAA Employee: A non-NOAA scientist may serve as a co-mentor but a NOAA scientist/manager must be the primary mentor. Co-mentors who are not NOAA employees may participate and even lead the scholar’s project under the guidance of a NOAA scientist/manager. The co-mentor must work at the facility where the project activities are being conducted. NOAA employees may complete and submit an SSIO on behalf of a non-NOAA scientist. The non-NOAA scientist must be identified on the SSIO form.

Student’s Responsibilities when seeking an Internship:

- Scholars are required to contact NOAA mentors or potential mentors to discuss projects of interest from the SSIO for the upcoming summer;
- After reaching an agreement with a NOAA mentor the scholar is to contact the program staff at EPP.USP@noaa.gov with the mentor’s name and title of the project. The program staff will approve/disapprove of the match and provide further instructions;
- The program requires the scholar to get travel plans pre-approved by the EPP/MSI USP team. Scholars should travel to their site visit during the winter or spring term break to the approved NOAA site to finalize their summer internship. The site visit (not to exceed three days) provides the scholar with the opportunity to meet with the NOAA scientist/mentor and other relevant staff to discuss the project in more detail. The scholar is also allowed time to seek housing for the summer internship during the site visit;
- Scholars are required to email the NOAA mentor their resume (and an optional statement of interest)
- prior to the site visit; and,
- All scholars are required to participate in the mandatory internship and attend the Science and Education Symposium. Scholars are required to finalize summer internship selections by late March, and complete site visit travel by mid-April.

Science and Education Symposium: All scholars travel to Silver Spring, Maryland, on the 10th week, to present a summary of their project. Pending NOAA approval and availability of funds, scholars starting their summer internships late will return to their NOAA facility to complete the
remaining weeks of their internship. The program requires every student to present an oral or poster summary of their summer project at NOAA Headquarters in Silver Spring, Maryland, during the 10th week of the internship.

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 an internship, 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 recommend they enter the internship opportunity position into the SSIO on-line 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 or by phone. Once the scholar and the potential mentor agree it is the best fit for the internship, the scholar is required 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 the NOAA facility. After the scholar receives the approval email from EPP.USP@noaa.gov, the scholar is required to complete and submit the Travel Request Form (found on the EPP web site) to request travel for the site visit. Travel must be scheduled a minimum of 3 weeks prior to 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 OWN 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
APPENDIX B

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 own 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 be able 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 presentation on the day of the scheduled presentation. 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 use of general terms, especially in presenting 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 PowerPoint presentation must include the information that is requested on subsequent 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

When conducted in person, 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, Silver Spring, 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 number that scholars will receive prior to 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 take down 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 in a scientific way? Was the data 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 prior to 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 are able to 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 at the conclusion of the poster session.
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 that 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 in a clear and concise manner. Numbering the steps is helpful. 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 results used as the basis for that conclusion.
2. It should reflect back 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 research 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 send presentations to the EPP/MSI Team for approval.**
APPENDIX C

TRAVEL REQUIREMENTS
APPENDIX C

TRAVEL REQUEST FORMS

NOAA pays for all pre-approved costs associated with travel for scholars. To be pre-approved, all 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 scholars’ 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. 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 round-trip airline ticket. 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 voucher, which will be provided during orientation and can be obtained from GMG, along with the necessary receipts (e.g., baggage fee receipts, Uber/Lyft receipts) to the EPP/MSI Team. 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 indicate how the presentation went (e.g., how many people attended, did audience members ask questions). It should also include information about what was learned at the conference (specific examples of talks, posters, panel discussions, or workshops attended are encouraged), 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

□ Hollings Undergraduate Scholar, Class of 2021
□ EPP Undergraduate Scholar, Class of 2021

DESTINATION: PLEASE INDICATE THE AIRPORT AS WELL AS PREFERRED TIMES 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)

□ 1.) Site visit

Mentor(s) Name:
Title of Project:

□ 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
☐ AIR ☐ OTHER, explain

REIMBURSABLE EXPENSES (Check all that apply):
☐ Will you drive your personal vehicle from home/airport or home/destination? If so, provide approximate roundtrip mileage:
☐ 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: $
☐ Are there any other reimbursable costs? If so, please explain and provide cost:

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

NAME OF PREFERRED HOTEL:
Hotel Address:
Telephone Number: ☐ Nightly Rate: _
APPENDIX D

PROGRAM REPORTING REQUIREMENTS
APPENDIX D

BI-WEEKLY REPORTS

During the summer internships, scholars are required to provide the EPP/MSI Team with bi-weekly reports of their research 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 Scholar Training forms will be distributed via email.

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

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<tr>
<th>Name of Intern: Elisa Pierce</th>
<th>Name of Mentor: Bill Ruiz</th>
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<tr>
<td>NOAA Line/Program Office: NMFS, West Coast Regional Office</td>
<td>Title of Mentor: Communications &amp; External Affairs Specialist</td>
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**Weekly Total**

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| 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 |

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<td>Date 07/05/21</td>
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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.


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.


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. The plan must be sent to the EPP USP Team, with the mentor copied, for approval before research activities begin. The plan can be found on the EPP/MSI website. Below, we provide an example of the project plan for the summer and for the academic year.

**National Oceanic and Atmospheric Administration**

**Office of Education**

**EPP 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: cell number if virtual
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 programming 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 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 Scholarship Program internship and agree to fulfill its requirements (signature required by scholar and mentor).

Student’s Signature: ___________________________    Date: _____________
NOAA Mentor: _______________________________   Date: _____________
Co-Mentor: ___________________________________   Date: _____________
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 four are 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 that will 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).

September
- 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.

October
• 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:
  o keeping open communication with the research mentor to discuss progress,
accomplishments, and challenges with the project
  o managing time spent on activities to allow adequate progress to be made on the project
  o 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
  o CC research mentor on all correspondences about the project with the EPP/MSI team
  o complete a mid-year report and final research report
  o give an oral or poster presentation of the academic year research project

• Mentor duties include, but are not limited to:
  o guiding the student through the development of a NOAA-mission related research project
  o providing technical and/or research guidance
  o 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 Scholarship Program internship and agree 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 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.

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 ran into and how you overcame them, and what you plan to accomplish in the remaining months to reach the goals and objectives you set. The report should be a minimum of three pages but no more than five pages. Your mentor for the activity will need to sign off on the report and be copied on the email to the EPP/MSI Team.