National Oceanic and Atmospheric Administration

Office of Education

Educational Partnership Program

with

Minority Serving Institutions

Undergraduate Scholarship Student Manual

May 2015

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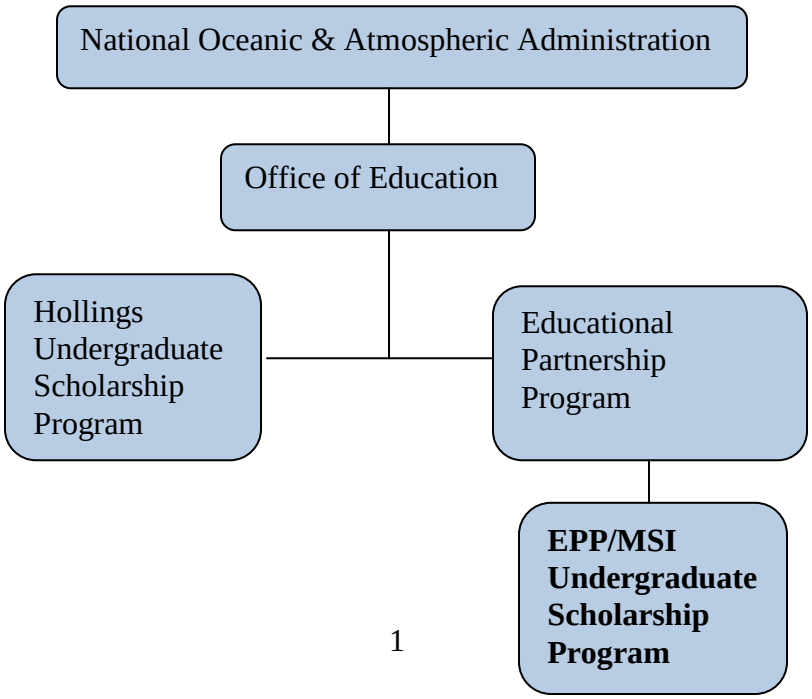
I. OVERVIEW

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.

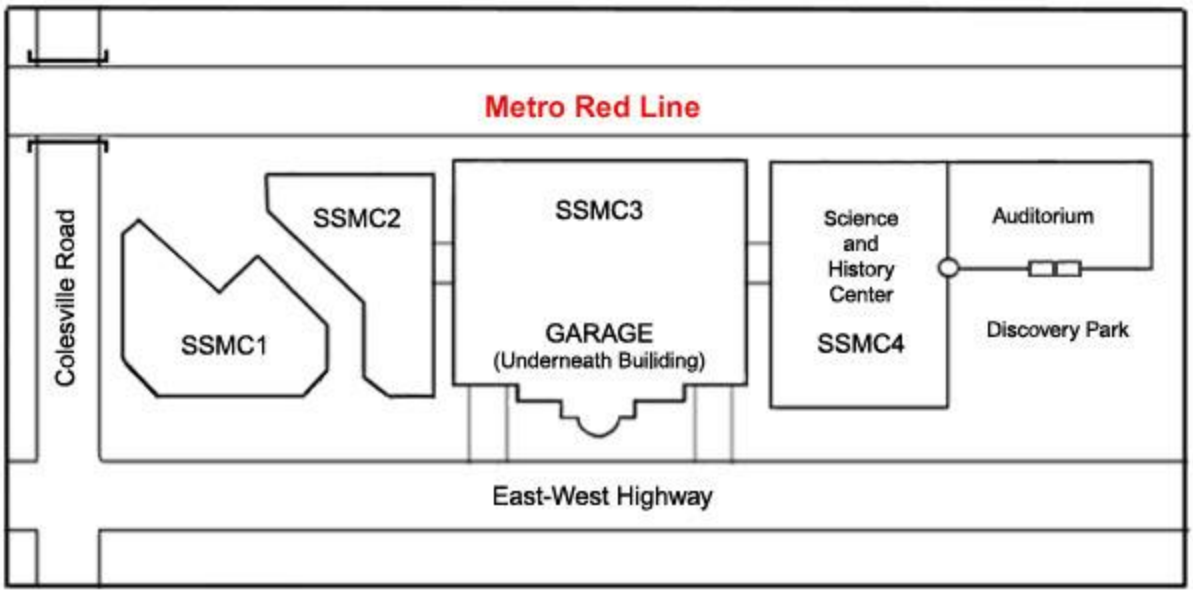
The **NOAA Office of Education (OEd)** coordinates education activities across NOAA and oversees the implementation of NOAA's Education Plan and Policy. These efforts help to ensure that NOAA's education programs and activities are based on NOAA science and support the agency's cross-cutting priority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

The NOAA OEd, Educational Partnership Program (EPP) with Minority Serving Institutions (MSI) **manages and administers the Undergraduate Scholarship Program, the Cooperative Science Centers and the Graduate Research and Training Scholars Program.** The EPP/MSI Undergraduate Scholarship Program offers opportunities for rising junior year students attending minority serving institutions who are majoring in disciplines (i.e., 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. Competitive appointments are awarded to students attending MSIs to facilitate hands-on research experience at approved NOAA offices and facilities.



NOAA Complex

Silver Spring Metro Center



Public Parking Underneath SSMC3
Nearby Public Parking at
Cameron Street and Ramsey Avenue

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
Health Units SSMC2 - Room 9300, 301-713-0545 SSMC3 - Room 3500 (also used by SSMC4), 301-713-2617
Library & Information Services SSMC3 - 2nd Floor 9:00 a.m. - 4:00 p.m., 301-713-2600
Wellness & Fitness Center SSMC3 - Room M2-455, 301-713-0473

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

2014 EPP/MSI Undergraduate Scholars at NOAA Orientation
in Silver Spring, MD.

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 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 grade point average each term as well as, maintain a 3.2 GPA cumulatively. Any scholar who does not earn and maintain a minimum 3.2 grade point average (on a 4.0 scale) will be terminated from the program after a one time probationary term.

The EPP/MSI Undergraduate Scholarship Program offers opportunities for rising junior year students attending minority serving institutions who are majoring in disciplines (i.e., atmospheric science, biology, cartography, chemistry, computer science, engineering, environmental science, geodesy, geography, marine science, mathematics, meteorology, physical science, physics and remote sensing technology) relating to NOAA's mission. Competitive appointments are awarded to students attending MSIs to facilitate hands-on research experience at approved NOAA offices and facilities.

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

The EPP/MSI Undergraduate Scholarship Program is managed 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, SSMC3, Silver Spring, Maryland 20910. The scholarship staff may be reached by e-mail at http://EPP.USP@noaa.gov

The EPP/MSI Undergraduate Scholarship Programs Team should always be your first point of contact if you have any 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.educationalpartnership.noaa.gov

A. STUDENT'S ELIGIBILITY REQUIREMENTS

Students must be:

- U.S. citizens;
- 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 within the United States or U.S. Territories; minimum 3.2 grade point average on a 4.0 scale (or equivalent on other identified scale) per 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 Undergraduate scholars:

- must travel to the mandatory 2-week NOAA Orientation Training Program in Silver Spring, Maryland;
- complete an evaluation of the Orientation Training Program;
- participate in two mandatory 10-week mentor-directed summer internships at NOAA research facilities or office conducting research and development activities while earning $700.00 per week and a housing allowance;
- spend the first summer at NOAA Offices in the Washington, D.C. metropolitan area. Scholars are housed in an apartment complex in close proximity to the NOAA Headquarters in Silver Spring, Maryland;
- are required to complete a Research Project Description Plan, complete and submit a bi-weekly Research Training Report;
- present their summer research project in Silver Spring, Maryland, during the last week of July;
- 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 Hawaii/Alaska Native Serving Institutions), and accredited MSI within the U.S. or U.S. Territories;

- conduct an evaluation of the program; and.
- complete an approved research project during the academic year and submit both a mid-year and final report to NOA EPP/MSI Program Office for approval.

1. CO-OP Program

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

2. Study Abroad Program

An EPP/MSI student scholar may study aboard during their junior or senior year and receive the monthly academic stipend payments. To study aboard and maintain their scholarship, the student scholar is **required** to provide the following documentation: (1) a letter from their university indicating they have been approved to study abroad and the host university is an accredited program from which their units will transfer; (2) a letter from their study abroad program indicating that the scholar will be a full-time student, the duration of their study abroad, the courses the scholar will take and that grades will be available and transferred; and, (3) upon arrival at their study abroad institution, a letter is sent from the host institution certifying full-time status with a copy of the scholar's course schedule and an updated contact information sheet. Scholars must complete their site-visit and finalize all logistics for the summer internship **prior to** departing from the U.S. for the study abroad semester.

C. EPP/MSI STUDENT SCHOLARSHIP PROGRAM ORIENTATION TRAINING PROGRAM

NOAA student scholarship recipients are required to participate in a mandatory orientation at NOAA Headquarters in Silver Spring, Maryland during the last two weeks of May. NOAA Headquarters Organizations and selected Staff Offices present their mission and research program activities during this orientation program. Recipients meet NOAA senior leadership, leading environmental scientists, mentors, and NOAA program staff during the orientation.

NOAA program staff present more detailed information about the EPP/MSI Scholarship Program including the summer internships, selecting a NOAA mentor, travel procedures, scholar's and mentor's responsibilities, and stipend payments during the orientation. Scholarship recipients get to meet NOAA scientists who graduated with degrees in mathematics, biology, meteorology, etc. and how they apply the knowledge acquired at school in their careers. This year, tours of local NOAA facilities are scheduled on the third day of the second week of the orientation program. Scholars are required to participate in a field tour and may select from the following: Sterling, VA Weather Forecast Office, National Aquarium in Baltimore, Environmental Satellite Command Center, Oxford Laboratory, Jug Bay Chesapeake Bay National Estuarine Research Reserve, and the National Marine Systematics Lab.

1. Scholarship Travel

The NOAA Support Contractor coordinates travel and summer housing arrangements for the first internship held in the Washington metropolitan area, including the NOAA Silver Spring campus. NOAA EPP/MSI USP Scholarship Team approves travel costs for scholarship recipients to travel from their home or university and return at the end of the internship. NOAA will not travel scholars to and from destinations outside of the U.S. and its territories. NOAA pays for all pre-approved costs associated with the scholarship recipients' 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, after receiving prior approval from NOAA, s/he will be reimbursed up to the cost of a round-trip airline ticket.

2. Dress Code

During the orientation program, summer internship and final presentation week scholarship recipients are required to dress in business casual attire. There will be photo opportunities with NOAA senior staff that may appear on NOAA websites, in video clips, print media, brochures, etc.

Examples of business casual attire are:

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

Several of the summer internship assignments are located in a professional, office setting, where proper attire is essential. During the summer internship, scholars may meet with NOAA senior leadership and legislative branch representatives. In addition, there will be various photo opportunities with NOAA officials that may appear in NOAA public relations literature, program-related websites, etc. Business casual attire is considered appropriate at all times.

Inappropriate attire, including sagging pants, will not be tolerated at any time by anyone. While a complete suit and tie (for males) is not required on a daily basis, we expect scholars to be appropriately dressed at all times. Tattoos, facial and body piercings, and nose rings should be covered or removed during the orientation program and the summer internship. Shoes must be worn at all times, please do not wear shoes that are unsafe. Belly buttons, abdomens, thongs, under garments, etc. should not be visible while interning in NOAA offices and facilities. Halter tops and mini-skirts are inappropriate attire for any office setting.

There will be opportunities during the orientation and 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 will be informed when casual attire is appropriate.

3. The Orientation Training Program

Week 1: The EPP/MSI Undergraduate Scholars will meet with the EPP/MSI Scholarship Team in Silver Spring, Maryland on the morning of 5/19/15. Scholars will be provided an overview of the program, meet scholarship alumni, and receive training in preparation for the internship at NOAA HQ during the first summer. Scholars will also schedule meetings with mentors to discuss potential internship opportunities during the first summer.

Week 2: The Orientation Program with other NOAA Education scholarship recipients begins on Tuesday morning with welcome remarks from the Director of NOAA Education, who provides an overall briefing of NOAA's mission and vision. Each organization 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) along with various Program Offices will discuss the type of projects, research, programs, and occupations within their organizations. On Friday afternoon all organizations will designate a team of scientists/managers to discuss one-on-one the following topics: careers, research, and programs within their organization in various conference rooms. Scholars are encouraged to speak with these scientists and educators. The Orientation Program ends on Friday afternoon with a student panel discussion and question and answer session.

D. SELECTING A SUMMER INTERNSHIP

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://OedWebApps.iso.noaa.gov/ssio on-line system of NOAA summer internship opportunities located in the Washington, D.C. metropolitan area prior to their arrival for the Orientation Program. Scholars will interview with potential mentors beginning on Thursday 21, May 2015, and select an internship opportunity of interest by Friday 29, May 2015. Scholars report to their mentor's office on Monday 1, June 2015.

The Second Summer: NOAA Office of Education developed a Student Scholarship Internship Opportunity (SSIO) database found at https://OedWebApps.iso.noaa.gov/ssio that contains NOAA summer internship opportunities nationwide. The SSIO database consists of a brief description of each project, contact information for the NOAA mentor and internship location, and a summary of the tasks associated with the project. (See APPENDIX A) The SSIO database is updated annually by 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 a mutual agreement is reached, the student must e-mail the mentor using their NOAA e-mail account an updated resume and e-mail the EPP/MSI

USP Student Scholarship Team that a match was made along with the mentor's name, his/her contact information, and the title of the project selected for the second 10-week summer period.

The EPP/MSI USP Scholarship Team then sends the scholar and NOAA mentor a confirmation e-mail with additional information about the internship. After receiving the confirmation e-mail the program requires the scholar to travel during their winter semester break to the approved NOAA site to further discuss the summer project. Scholars must obtain a Site Visit Survey Form from the website and submit a completed form to the EPP/MSI Team at epp.usp@noaa.gov at the conclusion of their visit. Scholars begin the second 10-week summer internship on May 31, 2016.

1. **Site Visit – Prior to Second Summer Internship**

After the EPP/MSI USP Scholarship Team approves the scholar's participation in a project (SSIO), the scholar and the mentor then select the date and time (not to exceed three days) 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 31, 2016 and completed by April 15, 2016. Scholars are strongly encouraged to complete the site visit during their winter break.

2. **Travel to Site Visit**

After the mentor and scholar's match is approved by NOAA, the scholar must submit a Travel Request Form (see websites for the form) electronically to the program office at EPP.USP@noaa.gov at least three weeks prior to the travel departure date for continental U.S. travel and at least four weeks prior for travel to Alaska and a U.S. territory. 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 e-mail the scholar a travel itinerary for approval. The scholar should reply as soon as possible to the NOAA Support Contractor 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. Under no circumstances should scholars

purchase their own travel tickets. Scholars will not be reimbursed for airline, bus, or other unapproved travel costs.

Scholars must sign the lease if granted approval for car rental by NOAA. Scholars must submit all original travel receipts for reimbursement to the NOAA Support Contractor- Regis & Associates. Only receipts in the scholar's name will be reimbursed by the NOAA Support Contractor. Meal receipts are not needed as scholars receive per diem while in a travel status.

If a scholar decides to drive to conduct a site visit, s/he will be reimbursed mileage up to the cost of a roundtrip airline ticket. NOAA recommends no student drive more than 500 miles to a site visit.

Upon completion of the site visit, all scholars are required to submit a completed Site Visit Survey Form to the NOAA EPP/MSI Scholarship Team. The form may be found at the EPP/MSI website.

Scholars are required to send an e-mail to EPP.USP@noaa.gov with a copy the mentor if they both agree there is a good match for the selected internship.

E. THE SUMMER INTERNSHIP

EPP/MSI Undergraduate Scholars participate in two summer internships, one between the sophomore and junior year and the second between the junior and senior year. The official start date for the first internship is June 1, 2015.

1. Internship Code of Conduct [MANDATORY]

Scholarship recipients are expected to report to the NOAA office or research facility daily; meetings; and other Internship events, **ON TIME** and:

- Turn cell phones to "silent mode" or off while in meetings and while in the office. Do not use cell phones in the office;
- Dress appropriately in the office, lab, or at meetings;
- Inform their mentor of their whereabouts during the day when out of the office;
- Not engage in loud telephone conversations in the internship area at the expense of their neighboring employee.
- 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, talking 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,
- Spend 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 which are deposited into the scholar's account in the amount of $1,400. Academic year payments in the amount of $4750.00 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 to the Program Office

3. The Internships

It is a program requirement for all scholarship recipients to participate in two summer internships prior to the start of their senior year. Failure to participate in a summer internships will result in termination and removal 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. The NOAA scholar is required to e-mail the NOAA mentor their resume prior to the site visit.

All 2nd summer internships begin the last week of May and end around the first week of August 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 by mid-August. 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://OedWebApps.iso.noaa.gov/sstr are to be submitted to the NOAA EPP/MSI USP Scholarship Team. The mentor is required to verify the Training Records on-line.

NOAA mentors are required to conduct a mid-term assessment during the scholar's 5th week of the summer internship and a final evaluation at the end of the summer internship. The NOAA EPP/MSI USP Scholarship Program team will send the mentor appropriate forms to complete.

4. Summer Housing

Scholars who do not live at home during the 2nd summer internship and whose internship is at least 50 miles from their permanent residence during the second summer are entitled to the $200.00 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 of NOAA's laboratories and research facilities provided dormitories or bunk housing at no cost for interns during the summer. The program will not provide the housing allowance to scholars who reside in NOAA funded housing. Scholars must identify their own summer housing for the second summer during their site visit. NOAA will not enter into a lease

agreement for scholars. The NOAA EPP USP Student Scholarship Team does compile a list of summer housing properties previously rented by scholars. This list is available to scholars during the Fall, upon request.

5. **Mandatory Science and Education Symposium**

All scholars are required to participate in the final week of presentation from July 27, 2015, through July 31, 2015, in Silver Spring, Maryland. The NOAA mentor and scholar will 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.

At the conclusion of the second summer internship, the program requires all scholars to travel to Silver Spring, Maryland during the 10th week of the internship to present their project in a poster or PowerPoint format to the NOAA scientific community. Travel will be 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 their home or internship airport at the end of the 9th week and travel to Washington, D.C. to participate in final week activities at the NOAA campus in Silver Spring, MD.

F. ACADEMIC STIPEND PAYMENTS

Scholars are required to earn a minimum 3.2 grade point average each term and cumulatively. Participation in the program is contingent upon maintaining the required minimum 3.2 per term and cumulative grade point average and full-time student status which is determined by university course credit hours (usually 12 credits).

At the completion of each academic term, scholars are required to send the NOAA EPP/MSI USP Student Scholarship Team an official transcript which will be used to verify grade point averages and full time academic status. Therefore, scholars attending college on the quarter system are required to submit three official transcripts over the course of an academic year and scholars attending college on the semester system are required to submit two official transcripts during the course of an academic year. **At the start of each academic term scholars are required to submit a 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 the required documents.

- If a scholar transfers to another university or changes their major, NOAA must be notified in writing at the beginning of the term that the transfer or change occurs.

- All scholarship payments are made electronically directly to scholarship recipients after the required paperwork is received by the EPP/MSI USP Team. The designated support contractor deposits scholarship or stipend payments

Internship Codes of Conduct

MENTOR EXPECTATIONS OF UNDERGRADUATE STUDENTS ARE:

Report to the office each day

Report to meetings ON TIME

Turn Cell Phones to "Silent Mode" or "Off" while in meetings or in the office

NOT engage in loud, unnecessary conversation (including NO profanity, slang, or street terminology)

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

Respect office equipment and use it for INTERNSHIP-RELATED purposes

OEd EXPECTATIONS OF UNDERGRADUATE STUDENTS

It is **mandatory** for each NOAA e-mail account holder (including undergraduate students) to: Complete the IT Security Awareness Training annually when prompted by the NOAA CIO

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

during the academic year 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, they must fulfill the requirements of the NOAA EPP/MSI Undergraduate Scholarship Program which are: participation in the mandatory Orientation Program and Final Week of Presentations; maintaining a full-time status of enrollment; remaining in a major field related to NOAA's mission; and, participation in two 10-week summer internships. There are no exceptions or substitutions to these program requirements.

G. USP CLASS OF 2015 TIMELINE

Application Period	**9/14 - 1/15/15**
Candidates selected	4/8/15
Orientation	5/19 – 5/30/15
Mentor selections	5/20 -5/29/15
Summer internship begins	6/1/15
Mid-term review	7/3/15
Science and Education Symposium	7/28 – 7/31/15
Disbursement of Stipend	9/4/15
Begin 2nd internship selection process	10/1/15
Site Visit	12/15 – 3/15
Disbursement of Stipend	1/8/16
Second summer internship begins	5/31/16
Mid-term review	7/1/16
Science and Education Symposium	7/26/16
Disbursement of Stipend	1/17
Completion of the Program	5/17

H. SCHOLAR'S RESPONSIBILITIES

Undergraduate Scholars are responsible for:

i. attending the Program Orientation at the end of May;
ii. conducting a site visit during their winter semester or quarter break;
iii. finalizing their internship selection by May 29, 2015;

iv. completing the Bi-Weekly Project/Research Training Record during the summer internship(s) and submitting it to EPP.USP@noaa.gov every other Friday;

v. contacting their mentor to make sure he/she verifies the Project/Research Training Record bi-weekly during the summer internship(s);

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

vii. presenting their project to the NOAA community in Silver Spring, MD, the last week of July; and

viii. submitting official transcript from previous academic term and certificate of enrollment at the start of each academic term.

I. NOAA BADGE PROCEDURES

The NOAA ID Badge is required to enter all NOAA facilities during the two summer internships. Therefore, student scholarship recipients must adhere to Federal Security Procedures to obtain a NOAA ID Badge. The NOAA EPP/MSI USP Student Scholarship Team will facilitate obtaining a NOAA ID badge during the first summer in Silver Spring, MD

J. NOAA E-MAIL ACCOUNT

NOAA EPP/MSI USP Student Scholarship staff will assign NOAA e-mail accounts to each scholarship recipient prior to the first week of orientation. Scholars are required to complete the IT Security Awareness Training at http://noaa.learnsecuritywith.us and print the certificate within three days of being assigned use of a NOAA e-mail and IT equipment. All questions about the NOAA e-mail or the course should be directed to the NOAA EPP/MSI USP Scholarship Team.

It is **mandatory** for each NOAA e-mail account holder to **complete the IT Security Awareness Training annually**, when prompted by the NOAA CIO. All users are required to be adequately informed of the latest threats, and know their responsibilities to combat those threats. NOAA e-mail accounts are closed if the required IT Security Awareness Training is not successfully completed. If a NOAA account is closed to due lack of responsiveness in completing the IT Security Training academic stipend payments will be suspended until the training is completed.

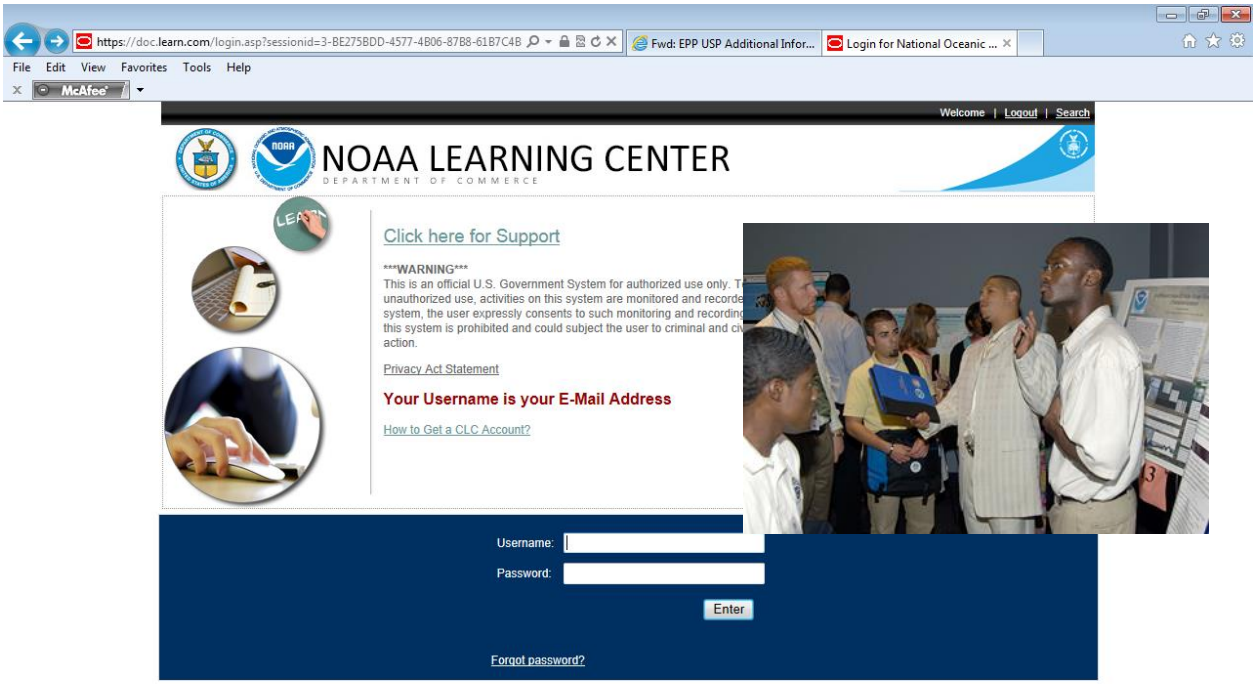
Scholars are responsible for reading their NOAA e-mail on a regular basis and maintaining their password. If you forget your password contact the program office at (301) 628-2908 and leave a message indicating such. Do not send an e-mail to the NOAA program office or your mentor using your personal e-mail account, this is a NOAA policy. **The program office will only communicate with scholars using their NOAA e-mail accounts.** When communicating with the mentor always use your NOAA e-mail account. You cannot access our student scholarship on-line systems unless you use your NOAA e-mail account as your login ID. To find out more about your NOAA e-mail computing environment and the Logging On procedures go to http://nrc.iso.noaa.gov click on “Welcome to OCIO.”

K. RECOMMENDED E-LEARNING TRAINING COURSES

NOAA recommends 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 all 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 on-line many commercial and NOAA-produced courses
- 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 you have completed to help ensure quality
- Maintain a personal transcript of your complete training history



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
Per 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 your favorite movie or song to select characters (e.g., type the acronym for "Luke, I Am Your Father" = LIAYF).
- Choose your 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 your 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 on-line NOAA sponsored training on an as-needed basis. Scholars may select courses they need to develop a comfort level. They may also complete other training available through the link; however, they must first have a valid NOAA e-mail account to access the website.

Some of the recommended on-line NOAA training courses found in **Web Based Training Index** under the **Desktop Collection** are the following:

MicroSoft Office 2010
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 the following:

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

Business Grammar Basics
Duration: usually 1.0 hour per course
Courses: Common Usage Errors, Parts of Speech, Punctuations, Sentence Construction, The Mechanics of Writing

Campus to Corporate

Duration: usually 1.0 hour per course
Courses: Developing a Professional Image, Meeting New Expectations

Critical Thinking Essentials
Duration: usually 1.0 hour per course
Courses: What is Critical Thinking, Applying Critical Thinking Skills

Doing Business Professionally: Communicating with Professionalism and Etiquette
Duration: usually 1.0 hour per course

Business Writing Basics
Duration: usually 1.0 per hour per course
Courses: Editing and Proofreading, How to Write Clearly and Concisely, Know Your Readers and Your Purpose

III. MENTOR's ROLES AND RESPONSIBILITIES

The NOAA mentor selected by the scholar is responsible for providing the scholar with a NOAA-related project in support of the scholar's academic field of study that can be completed in 10-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 in the selection of appropriate course work 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 evaluation; and provided constructive feedback.

The mentor will not be allowed to transfer the scholar's current NOAA e-mail account from OEd or obtain a NOAA badge for the scholar for the summer internship unless instructed to do so by the Office of Education, EPP/MSI USP Scholarship Team. Each

scholar receives a NOAA e-mail account prior to the Orientation Program and completes the paperwork required for a NOAA badge during the Orientation Program in May 2015.

Within the first two weeks of the summer internship, the mentor and intern should complete and sign a Research Project Plan for the EPP/MSI Undergraduate Program and e-mail the signed plan to the NOAA program staff at EPP.USP@noaa.gov. The forms are found on the EPP/MSI website.

The NOAA mentor is responsible for:

- completing Mentor Training at http://www.wfm.noaa.gov/e-learning/index.html and sending the NOAA Student Scholarship Program a copy of the training certificate;
- verifying the scholar's Project/Research Training Records every two weeks; (See the attached form.);
- providing guidance on technology, science, outreach, policy, operations, education, and/or research activities;
- conducting a mid-term assessment by mid-June and providing the scholar and NOAA support staff with your comments;
- supporting the scholar's presentation during the 10th week of the internship;
- completing an evaluation form upon completion of the internship and e-mailing it to EPP.USP@noaa.gov.

IV. EPP/MSI FREQUENTLY ASKED QUESTIONS (FAQs)

Purpose of Scholarship

What is NOAA and what is NOAA's mission?

Established in 1970, the National Oceanic and Atmospheric Administration (NOAA) is a Federal science agency within the Department of Commerce (www.doc.gov). NOAA's mission is:

To understand and predict changes in Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social, and environmental needs.

To achieve this mission, NOAA has identified four goals in which to focus agency activities:

- Ecosystems: protect, restore, and manage the use of coastal and ocean resources through an ecosystem approach to management.
- Climate: understanding variability and change to enhance society's ability to plan and respond.
- Weather and Water: serve society's needs for weather and water information.
- Commerce and Transportation: support the nation's commerce with information for safe, efficient, and environmentally sound transportation.

NOAA has also identified "promoting environmental literacy" as a cross-cutting priority essential to achieving NOAA's mission in all four of the goal areas. To learn more about the broad range of NOAA sciences, services, and stewardship activities that contribute to the agency's mission, goals, and priorities, explore the NOAA web site (http://www.noaa.gov/).

What is the purpose of the Educational Partnership Program with Minority Serving Institutions, (EPP/MSI) Undergraduate Scholarship Program?

The Educational Partnership Program with Minority Serving Institutions, Undergraduate Scholarship Program is designed to: (1) increase the number of students who undertake coursework and graduate with degrees in the target areas integral to NOAA's mission; (2) recruit and train students, particularly from under-represented communities in NOAA-related sciences; and, (3) recruit and prepare students for careers in research and operational occupations related to NOAA's overall mission.

Scholarship Provisions

What does an EPP/MSI USP Scholarship include?

The Educational Partnership Program (EPP) with Minority Serving Institutions/Undergraduate Scholarship Program (USP) provides selected undergraduate applicants with a scholarship award (up to a maximum of $9,500) for two academic years of full-time study and two 10-week, full-time internships ($700/week) during the 2nd summer at a NOAA facility. The internship begins at the end of May each year, and provides student scholars with "hands-on" research training involving in NOAA-related science, research, technology, and policy activities. Scholarships also include a mandatory NOAA orientation during the last 2 weeks of May in the first year of the scholarship award; a housing subsidy for student scholars who do not reside at home during the 2nd summer internship; round-trip travel to the internship site including reimbursement for

incidentals; travel funds for attendance and participation at a EPP/MSI USP Scholarship Program symposium at the completion of 2 internships; and, one professional conference to present the results of their summer project each year.

How can I get more information about the EPP/MSI USP Program?

For more information about the EPP/MSI USP Scholarship, contact: NOAA Office of Education EPP/MSI at EPP.USP@noaa.gov.

Eligibility Requirements

Who is eligible to apply for an EPP/MSI USP Scholarship?

To be eligible to apply for an EPP/MSI USP Scholarship, at the time of application (annually September through February) you must:

- be a U.S. citizen;
- attend an accredited Minority Serving Institution as defined by the U.S. Department of Education;
- be currently enrolled or accepted as a full-time 2nd year student in a four-year academic program or as a full-time 3rd year student in a five-year program at a program defined (detailed earlier), and an accredited minority serving institution (college or university within the United States or U.S. territories);
- earn and maintain a minimum 3.2 grade point average on a 4.0 scale (or equivalent on other identified scale) in all completed undergraduate courses each semester or quarter, as well as have and maintain a cumulative 3.2 GPA in your major field of study. The grade point average requirement applies for every semester or quarter, cumulative, and in your major field of study prior to and at the time of application for a scholarship, for the period between application and award notification, and after award distribution; and,
- have and maintain a declared major in a discipline including, but not limited to, oceanic, environmental, biological, 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. Related discipline areas of study may include: biological, social, and physical sciences; mathematics; engineering; and computer and information sciences.

The eligibility requirements state that applicants must have full-time sophomore academic status in the fall term, at the time of application. If I am a senior in the Fall term (at time of application), am I eligible to apply?

Eligible EPP/MSI USP applicants include 2nd year students in a four-year academic program and 3rd year students in a five-year academic program. To maintain eligibility, students must demonstrate full-time status for both academic years during which they are EPP/MSI USP scholars. Applicants entering their 4th academic year in the Fall and expecting to graduate at the end of that same academic year are <u>not</u> eligible.

This academic term I am having difficulty with a particular course and would like to drop it. Will I be dropped from the EPP/MSI USP?

EPP/MSI USP student scholars are required to maintain a full-time status each academic term. Full-time status varies depending on the academic institution. If a scholar is enrolled in a less than full-time status, yes, they will be terminated from the EPP/MSI USP.

If I receive another scholarship, am I still eligible to receive an EPP/MSI USP Scholarship?

Yes, providing the program requirements do not conflict with those of the EPP/MSI USP Scholarship and the funding is not from a Federal government source.

If my major is not listed under the areas of discipline on the application, am I still eligible to receive an EPP/MSI USP Scholarship?

If a particular major is not listed on the application under "Field of Study," you may still be eligible. Scholarships are limited to the fields of study identified on the application, NOT to the majors listed under those fields. A wide variety of general undergraduate academic programs can be applicable to NOAA's mission. Application reviewers will look specifically at applicant's coursework and statements of academic and career interest to assess how a particular course of study relates to NOAA and how it provides the training necessary to pursue a NOAA-related career.

If I am a Pathways participant, am I eligible to receive an EPP/MSI USP Scholarship?

Pathway participants are employees of the Federal government and are not eligible to receive an EPP/MSI USP Scholarship. Federal employees are not eligible to receive scholarship funds from the Federal government. A Pathways participant must choose either the Pathways program or the scholarship award.

I want to participate in a university sponsored Certified Cooperative Education Program for one academic term; will my EPP/MSI USP eligibility status change; and will I continue to receive the EPP/USP academic stipend?

Student scholars are required to enroll in credit earning courses that earn Quality Points. Each academic term a scholar is required to earn a minimum 3.2 grade point average (GPA). A student scholar receives the academic stipend during each academic term they are enrolled "full-time" in credit earning courses and receive Quality Points (GPA). If the scholar is enrolled full-time and receive Quality Points during the Coop Education Program they will continue to receive the EPP/MSI scholarship funds.

Application Process

How do I apply for an EPP/MSI USP Scholarship?

To apply for an EPP/MSI USP Scholarship, students can visit https://oedwebapps.iso.noaa.gov/uspa. The application is available annually September through February. If you do not have Internet access, hard-copy applications can be requested by contacting: NOAA/Office of Education (OEd), Educational Partnership Program with Minority Serving Institutions 1315 East West Highway, 10th Floor, Silver Spring, MD 20910-6233, Attn: EPP/MSI USP Scholarship Team, or you may email:epp.usp@noaa.gov.

What must I submit to apply?

Applicants are required to submit ALL of the following items for an application to be deemed complete and eligible:

- A completed scholarship application;
- Academic and career-oriented essay;
- Unofficial college transcript(s) (one for each institution attended; uploaded into the on-line application; and,
- Two academic references sent from the applicant's university/college faculty member. References from employers, parent's friends, neighbors, high school teachers, teaching assistants, etc. will not be accepted.

When are the EPP/MSI USP Scholarship applications due to NOAA?

All applications and supporting materials must be received by the application deadline. If supporting documents (i.e. academic reference forms, unofficial transcripts, etc.) are not received by the deadline, the application will be incomplete and, therefore, deemed ineligible for consideration.

What if I miss the deadline date?

NOAA's Office of Education will not review scholarship applications or supporting materials received after the deadline date. Applications and materials that are received after the application deadline will be deemed ineligible. Due to the large number of applications received annually, NOAA adheres strictly to the application deadline date. Therefore, NOAA strongly encourages scholarship applicants to check the status of their on-application to confirm that the submitted application and all supporting materials have been received prior to the deadline date. This is accomplished by checking the status box in the application system. NOAA's OEd strongly advises applicants to ensure that their two academic references have also submitted recommendations.

Evaluation Process

What is the Administrative Review?

NOAA's Office of Education EPP/MSI USP team conducts an initial administrative review of scholarship applications (which includes the application form, sophomore status, two essays, two academic references, and all unofficial transcripts) to determine compliance with requirements and completeness of the applications. Only complete applications that meet all eligibility requirements, described under the Eligibility Requirements, will be considered for a merit review. Applications identified as incomplete or that do not meet the eligibility requirements will be deemed ineligible.

What is the Merit Review?

All complete and eligible scholarship applications undergo a review by a panel of scientific experts in the areas of study related to the EPP/MSI USP Scholarship. Panel members rate applications based on the evaluation criteria described below.

How will my scholarship application be evaluated?

Applications are evaluated by a review panel on the following criteria:

1. Relevant course work (30%).
2. Education plan and statement of career interest (30%).
3. Academic recommendations and/or endorsements (reference forms) (20%).
4. Additional relevant experience related to diversity of education; extracurricular activities; honors and awards; non-academic and volunteer work; interpersonal, written, and oral communications skills (10%).
5. Interview. (10%)

How is my scholarship application scored?

Each application is reviewed by three independent panel members. A numerical score ranging from 0 to 90 is assigned to each application based on the average of the panelist's individual ratings. The results of the phone interview are added to the panel members' score to determine the final applicant score. The Deputy Director of NOAA Education determines the final scholarship award recipients.

Are advanced placement (AP) credit hours used to determine academic status?

No. Only undergraduate coursework that has received a letter grade will be considered to determine academic status because grade point average (GPA) is an eligibility criterion.

Selection Process

Are there additional selection factors NOAA considers when determining EPP/MSI USP Scholarship Awards?

In determining final awards, the NOAA selection official reserves the right to select student candidates out of rank order based on program-specific objectives and to ensure distribution across academic disciplines, type of institution, and geographic location.

When will I be notified with a decision?

EPP/MSI USP scholarship recipients are notified via e-mail and/or telephone call around the first week of April. Applicants not selected for the EPP/MSI USP scholarship are notified by e-mail by the end of April.

Can I receive my scores and the review panel's comments?

Scores will not be released.

How many EPP/USP recipients are selected?

Approximately, 10 EPP/MSI USP Undergraduate scholars are awarded based on appropriated funds from Congress.

- In 2001, 8 EPP/USP scholars were selected.
- In 2002, 8 EPP/USP scholars were selected.
- In 2003, 10 EPP/USP scholars were selected.
- In 2004, 20 EPP/USP scholars were selected.
- In 2005, 28 EPP/USP scholars were selected.
- In 2006, 15 EPP/USP scholars were selected.
- In 2007, 15 EPP/USP scholars were selected.
- In 2008, 16 EPP/USP scholars were selected.

- In 2009, 11 EPP/USP scholars were selected.
- In 2010, 10 EPP/USP scholars were selected.
- In 2011, 11 EPP/USP scholars were selected.
- In 2012, 12 EPP/USP scholars were selected.
- In 2013, 11 EPP/USP scholars were selected.
- In 2014, 7 EPP/USP scholars were selected.

How many EPP/MSI USP applications does NOAA receive annually?

NOAA receives an average of 70 EPP/MSI USP Undergraduate Scholarship applications each year.

Scholarship Recipients

What happens once I am selected as an EPP/MSI USP recipient?

Scholarship recipients will be notified via email and/or telephone call the first week of April. NOAA will follow-up with an appointment letter which must be signed and returned indicating acceptance of the student scholarship award. NOAA EPP/MSI USP scholars participate in two ten-week summer internships at NOAA facilities. The 1st summer all student scholars participate in a ten-week summer internship which includes mandatory orientation program at the NOAA Silver Spring Metro Center Campus in Silver Spring, Maryland during the last 2 weeks of May.

A NOAA support contractor coordinates the student scholarship recipient's travel and apartment housing arrangements for the 11-week summer stay in Silver Spring, Maryland. NOAA pays for all pre-approved costs associated with the student scholarship recipients' travel. Pre-approved taxi and metro fares are reimbursed when accompanied by the appropriate paperwork and receipts. A recipient who chooses to drive a personal vehicle to Silver Spring, Maryland after receiving prior approval from NOAA will be reimbursed up to the cost of a round-trip airline ticket. NOAA does not recommend nor encourage recipients to drive due to limited local parking in Silver Spring, Maryland.

1st Summer Internship: The program requires scholars to spend the first summer internship at NOAA Headquarter Offices in the Washington, D.C. metropolitan area immediately following the Orientation Program. The scholars will be housed in a complex in close proximity to the NOAA campus.

Scholars are provided a NOAA e-mail, a username and password prior to arriving in Washington, D.C. to access the on-line Student Scholarship Internship Opportunities (SSIO) system that identify available internships located in the Washington, D.C. metropolitan area at the start of the first summer. It is the student's responsibility to identify an internship opportunity of interest, contact the NOAA mentor to discuss a summer project, participate in an interview, and select an internship by the beginning of the first week of June. If the scholar and the mentor are in agreement, the scholar begins the internship after the orientation process.

2nd Summer Internship: Scholars are provided a username and password in early October to access the on-line Student Scholarship Internship Opportunities (SSIO) system that will identify

available internships nationwide. The program requires the scholar, in their 2nd year of the program, travel during their winter term break to an approved NOAA site to interview for the second summer internship. The site visit (not to exceed three days) provides the scholar with the opportunity to meet with the NOAA scientist and discuss a research project of interest to both NOAA and the scholar. The scholar is also allowed time to identify housing for the summer internship during the site visit. Scholars will be provided a Site Visit Survey Form to complete and submit to the NOAA program staff. The scholar begins the second ten-week summer internship the last week of May.

As part of the summer internship, scholars are required to complete a project plan, submit a bi-weekly training record and an evaluation of the program.

What are the responsibilities of an EPP/MSI USP student scholar?

Undergraduate student scholars are responsible for:

1. Attending the mandatory orientation program at the end of May;
2. Completing two agreed upon summer projects within 9 weeks;
3. Submitting the Research Training record through an online system every 2 weeks during each summer internship;
4. Presenting their project to the NOAA community in Silver Spring, MD the last week of July each summer;
5. Conducting a site visit during their winter semester or quarter break.
6. Complete 1 - 2 research projects during the two academic years of the scholarship.

What is the purpose of NOAA's mandatory orientation program?

NOAA provides student scholars the opportunity to learn about the agency, meet senior managers and understand the mission of the agency. NOAA organizations and selected staff offices present their research program activities during the mandatory orientation program. In addition, NOAA organizations describe the types of projects that are/may be available for the summer internships.

During the orientation program NOAA program staff present more detailed information about the student scholarship programs including finding a summer internship, selecting a NOAA mentor, travel procedures, student scholar’s and NOAA mentor’s responsibilities, stipend payments, and meeting the administrative support contractor. Tours of NOAA facilities will also be conducted.

Also during the orientation program, student scholars will receive their NOAA ID badges.

What is the dress code for NOAA's mandatory orientation program?

During the orientation program and the final presentation week student scholarship recipients are required to dress in business casual attire. There will be photo opportunities with NOAA senior staff that may appear on NOAA web sites, in video clips and print media, brochures, etc. Examples of business casual attire include:

For Males:
- Sports jackets
- Slacks (dress and khaki)
- Shirts with collars
- Ties
- Sagging pants will not be tolerated

For Females:
- Suits
- Skirts, slacks, blouses and jackets
- Sweaters

The dress code on tours is casual (sneakers, jeans, t-shirts, etc.), however, in appropriate clothing such as sagging pants are not acceptable.

At no time are cut-off jeans, shirts or blouses displaying abdomen, micro/mini-skirts, sagging pants, or flip flops appropriate.

Will I be paid for attending NOAA's mandatory orientation program?

Yes. The orientation program is part of the 1st summer internship.

When will I start receiving scholarship payments?

Student scholarship recipients receive bi-weekly stipends payments. Payments are deposited directly into the student scholar's checking or savings account every other Friday during the summer.

Will I be paid for attending the Final Presentation Week?

Yes. Student scholars are required to present their summary project reports during the final week and will be paid. The Presentation Week is considered the 10th week of the summer internship.

How does NOAA ensure students are enrolled full-time at a University?

At the start of each academic term, student scholars are required to submit an official certification of enrollment and their course schedule to the NOAA EPP/MSI USP Team to ensure that the student scholars continue their major field of study related to NOAA's mission and are enrolled full-time.

Can I transfer to another University after I accept an EPP/MSI USP Scholarship?

Yes. If a scholar transfers to another university or changes their major, NOAA must be notified in writing prior to the transfer or change in major to obtain approval for continued scholarship funds. **EPP/MSI USP recipients must attend a minority serving institution as defined by the U.S. Department of Education**.

May I study abroad during my junior or senior year?

Yes. A student scholar may study aboard during their junior or senior year and continue to receive the scholarship. To study aboard and maintain their scholarship a student scholar is required to provide the following documentation: (1) a letter from their university indicating they

have been approved to study abroad and that the university is an accredited program from which their units will transfer; (2) a letter from their study abroad program indicating that the student scholar will be a full-time student, the duration of their study abroad program, and the courses the student scholar will take will receive letter grades and will be transferred; and, (3) upon arrival at their study abroad institution, a letter from that institution certifying full-time status with a copy of the student scholar's course schedule and an updated contact information sheet will be sent to the EPP/MSU USP Team. Student scholars must complete their site-visit and finalize all logistics for the upcoming summer internship prior to departing from the U.S. for the study abroad academic term.

Will my Scholarship be affected by other student scholarship or internship programs in which I am involved?

No. Student scholars are allowed to participate in other student scholarship and internship programs while receiving a NOAA scholarship. However, they must fulfill the requirements of the NOAA EPP/MSI USP which are: participation in the mandatory orientation program and final week of presentations; maintaining a full-time student status of enrollment at a U.S. Department of Education Minority Serving Institution; receiving a minimum 3.2 grade point average per academic term, as well as cumulatively; continuing their degree in a major field related to NOAA's mission; participation in the 10-week summer internship; and, complete research projects/activities during the academic year. Student scholars are not eligible to receive scholarship funds if they are employed by the Federal Government. There are no exceptions, waivers, or substitutions to these program requirements.

Is my financial scholarship subject to taxes?

NOAA recommends that all student scholars contact a tax professional to determine tax obligations of financial Scholarships.

What is the process of obtaining a NOAA ID Badge?

The NOAA ID Badge is required to enter all NOAA facilities during both summer internships. Therefore, student scholarship recipients must adhere to Federal Security Procedures to obtain a NOAA ID Badge. The badging requirements changes from year to year, therefore, the Office of Education will announce and publish the process upon notification from the Office of Security.

Summer Internship

How do I find a Summer Internship?

The purpose of the internship is to provide "hands-on" research experience involving scholars in NOAA-related science, research, technology, and policy activities. Opportunities to complete the internship are available throughout the United States and U.S. territories. NOAA offices, programs, and laboratories offer a wide variety of options for the internship experience. Contact the NOAA Office of Education or visit the NOAA website at http://www.noaa.gov to explore the range of NOAA opportunities available at a desired location. If an internship requires relocation for the summer, scholars receive travel and housing subsidies under the terms of the scholarship.

NOAA will provide a username and password to scholars to access the on-line Student Scholarship Internship Opportunities (SSIO) system that will identify available internships

nationwide. The summer internship opportunities include a brief description of each project, contact information for the NOAA mentor and location, and a summary of the tasks associated with the project. NOAA program staff is available to assist scholars as needed. However, the scholars are advised to contact the NOAA mentor to discuss the project further to determine their interest. If a mutual agreement is reached, the student must e-mail the mentor an updated resume and e-mail the NOAA EPP/MSI Team information about the summer internship opportunity. NOAA will e-mail the scholar and NOAA mentor to confirm or deny the selection of the summer internship. After the NOAA EPP/MSI staff approves the scholar's participation in a project, the scholar and the mentor will select the date and time (not to exceed three days) for the site visit. The scholar must submit a Travel Request electronically to the NOAA EPP/MSI Team for approval of the site visit. If the Travel Request is approved, NOAA will contact the administrative support contractor, NOAA mentor, and scholar to proceed with travel arrangements.

What happens once I have identified a potential Summer Internship?

Once a Scholar has identified an internship, scholars must submit a Travel Request Form to NOAA for approval for a site visit. NOAA will approve or decline the Travel Request and copy the NOAA mentor and support contractor. If approved, the support contractor will contact the scholar to coordinate travel arrangements for the site visit. Funds will be provided for students to conduct one site visit. The purpose of the site visit is to allow the Scholar to meet the NOAA mentor, their staff, tour the facility, and discuss the project to be conducted, identify summer housing and assess transportation needs.

The NOAA administrative support contractor, Regis & Associates will purchase an airline or train ticket, pre-pay the hotel, and reimburse the scholar for pre-approved car rental and meals while in a travel status. Under no circumstances should scholars purchase their own airline, bus, or train ticket to or from their internship site or NOAA Headquarters. Scholars will not be reimbursed for airline, bus, or other unapproved travel costs.

Scholars must submit all original travel receipts for reimbursement to the NOAA administrative support contractor. Only receipts in the scholar's name will be reimbursed by the administrative support contractor. Receipts for meals are not required.

Scholars are not approved for more than one site visit, lasting no more than 2 days/3 nights. All site visits must be approved by March 31 and the travel completed by April 15. Scholars are encouraged to complete the site visit during their winter or quarter break.

Upon the completion of the site visit, all scholars are required to submit the completed Site Survey Form to the NOAA Program Staff.

Can I drive my personal vehicle to my 10-week Summer Internship?

NOAA recommends that scholars do not drive to their summer internship if it is more than 500 miles (a one-day trip) from their departure city/town. If a scholar does drive, scholars will be reimbursed up to the cost of a round-trip airline ticket for mileage. Please note that there will be no reimbursement for gas.

NOAA must provide pre-approval for scholars to drive their vehicles (no more than 8 hours recommended).

A vehicle is not required during the internships in Silver Spring, Maryland. The Silver Spring, Maryland apartment complex will charge a parking fee to the scholar. NOAA will not reimburse scholars for parking in Silver Spring.

Can I drive a government vehicle during my 10-week Summer Internship?

The NOAA Office of Education, EPP/MSI USP program does not permit scholars to drive government vehicles. In the event an EPP/MSI USP scholar is permitted to drive a government vehicle by their NOAA mentor, the Office of Education will not accept any responsibility or liability to cover insurance or repair claims if the scholar is involved in an accident.

If I rent a vehicle during my 10-week Summer Internship, will I be reimbursed for the cost?

NOAA will not approve or pay the cost for rental vehicles for use during the summer internship. It is strongly recommended that scholars select a summer internship site where a car is not needed if a scholar does not own a vehicle. Transportation needs should be assessed during the site visit.

When will my Summer Internship begin?

For scholars attending colleges and universities on the semester system, summer internships begin the last week of May and end the first week of August. For students on the quarter system, internships may begin mid-June and end by mid-August.

When do summer payments begin and how much are they?

During the summer internships scholars receive bi-weekly payments which are deposited into the scholar's account in the amount of $1,400.00 for scholarship and $200.00 as a housing allowance during the second internship. The housing allowance is provided only if the scholar does not live at their permanent residence and the scholar's permanent residence is more than 50 miles from their summer internship. The housing allowance is provided to supplement, not entirely cover the cost of summer housing. If summer housing is paid for by NOAA, the scholar will not receive a housing allowance.

If I work on my project for more than 40 hours a week, will I be paid overtime?

No. Scholars receive $700.00 per week during the 10 week summer internships in bi-weekly stipend payments for the training received during the internship.

How do I find summer housing during the 10-week Summer Internship?

During the first summer, scholars are required to stay in Silver Spring, Maryland. The NOAA EPP/MSI USP Team office is located in Silver Spring, Maryland and will coordinate housing arrangements with the administrative contractor.

During the second summer scholars are required to locate summer housing during their site visit. NOAA has compiled a list of summer housing contacts in various states. The scholarship team

will make that information available prior to your site visit. NOAA will not enter into a lease agreement for the scholars.

What are the requirements for the Final Presentation Week?

Scholars' participation in the final week in Silver Spring, Maryland, is mandatory each year of the program. The NOAA mentor and scholar will determine if the summer project presentation is either oral or in a poster format.

During the second summer internship, the program requires all scholars to travel to Silver Spring, Maryland, the last week of July to present their project in a poster or Power Point format to the NOAA scientific community; travel will be coordinated by the NOAA administrative 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 home at the end of their 9th week to deposit their personal effects and will depart their homes on Sunday and travel to Silver Spring, Maryland.

Will NOAA provide printing services for posters during Final Presentation Week?

Scholars will be reimbursed for the cost of printing posters for their project summary presentation upon submission of the original receipt. However, posters may be printed in Silver Spring, Maryland, for students who are conducting their summer internships in the Washington metropolitan area.

Will I be paid for attending the Science and Education Symposium?

Yes. Scholars are required to present their summary project reports during the final week and will receive their stipend payment. The Science and Education Symposium is considered the 10th week of the summer internship.

Mentors / Potential Mentors

What is the role of the EPP/MSI USP mentor?

The EPP/MSI USP mentor selected by the student scholar is responsible for: providing the student scholar with a NOAA-related research project in support of the student scholar's academic field of study that can be completed in 10-weeks; day-to-day guidance as needed; office space; a computer; and, access to a telephone, fax, and the internet. EPP/MSI USP mentors will provide guidance on the research, science, operations, outreach, or policy topic, as well as assist the student scholar in the selection of appropriate course work related to NOAA's mission for the duration of the student scholar's participation in the program. The EPP/MSI USP mentor will assess the student scholar's progress during a mid-term and final evaluation; and provide constructive feedback.

First summer: Within the first week of selecting a mentor, the EPP/MSI USP mentor and intern should complete and sign a Project Plan for the EPP/MSI USP programs and e-mail the signed plan to the NOAA program staff at EPP.USP@noaa.gov.

Second summer: By the second week of the summer internship the EPP/MSI USP mentor and intern should complete and sign a Project Plan. The EPP/MSI USP mentor is responsible for:

- completing a Mentor training module at http://www.wfm.noaa.gov/e-learning/index.html;
- signing the student scholar's Research Training Report every two weeks;
- providing guidance on technology, science, policy, operations, and/or research activities; as related to a specific project;
- conducting a mid-term assessment and providing the student scholar and NOAA support staff with your comments;
- supporting the student scholar's presentation during the 10th week of the internship; and,
- completing an evaluation form upon completion of the internship and e-mailing it to EPP.USP@noaa.gov.

How do EPP/MSI USP scholars select a mentor for the 2nd Summer Internship?

Student scholars are provided a list of nationwide NOAA internship opportunities during the early fall. Student scholars contact the prospective mentor to discuss the project further to determine their interest. If a mutual agreement is reached, the student may e-mail the internship mentor an updated resume and e-mail the NOAA EPP/MSI USP Team information about the summer internship opportunity. After NOAA approves the student scholar's participation in a project, the student scholar and the mentor will select the date and time (not to exceed three days) for the site visit, which the student scholar will coordinate with the scholarship team.

As a potential mentor with a single opportunity and several inquiries, how do I determine which student scholar is best suited for the position?

The selection process is like a job interview. Potential student scholars may be asked questions about their skills; their academic, scientific, and research interests; and their overall success in courses relevant to the mentor's project, etc. The mentor should be mindful of the information exchange with the potential scholar since student scholars are contacting several potential mentors, and must also agree to the selection.

Is there training available for mentors of EPP/MSI USP scholars?

Yes. Mentor training is required. Mentor training modules are available at http://www.wfm.noaa.gov/e-learning/index.html. After completing the training, please send the NOAA EPP/MSI USP Team a copy of the training completion certificate to EPP.USP@noaa.gov.

Can mentors of EPP/MSI scholars have more than one student scholar?

Yes. Mentors may host more than one student scholar per summer providing each student scholar has a discreet project assigned to him/her; hence, student scholars may not share a NOAA project, unless the project has definite discrete components.

Do mentors provide a NOAA Badge?

No. NOAA Badges are provided to the student scholars during the mandatory orientation program by the Office of Education. NOAA badges are collected from the student scholars during the final week of presentations in Silver Spring, Maryland, by the NOAA Office of Education (OEd).

Will the mentor create a NOAA e-mail account for the student scholar?

No. NOAA OEd creates and maintains NOAA e-mail accounts for all student scholars for their 2-year term in the scholarship program. The student scholars are fully supported (monthly academic stipend, summer bi-weekly stipend, housing allowance) by NOAA's OEd. The student scholars' email accounts will be maintained by the OFA Mail Admin Group and will not be transferred to the host office operating units.

Can the mentor change the summer project?

In the event a mentor changes the summer project, s/he is required to change the project with the student scholar and in coordination with OEd. Project changes must be agreed upon by the mentor, EPP/MSI USP student scholar and OEd. If the new project is found to be unsuitable for the student scholar, the student scholar is required to select another mentor and project for the remainder of the summer internship.

Can the mentor assign multiple projects to the student scholar?

No. Each student scholar must have one project which can be completed in 9-weeks. At the end of the 9 weeks, the student scholar must present the results of that project to the NOAA community in Silver Spring, Maryland.

As the scholar's mentor can I allow the EPP/MSI USP scholar to drive our government vehicle during the Summer Internship?

The NOAA Office of Education has consulted with the NOAA Chief Administrative Officer who has advised us that if a scholar drives a government vehicle and has an accident the office that the scholar is assigned to, namely OEd is responsible for the cost associated with the vehicle repairs. Therefore, OEd does not approve EPP/MSI USP scholars to drive government vehicles. The NOAA Office of Education does not budget funds to cover vehicle repairs or insurance claims due to personal injury or liability.

Can the mentor pay for the student scholar's travel to NOAA field sites and/or conferences?

Yes. If funds are available, EPP/MSI USP mentor's may travel their student scholar to NOAA field sites, conferences and meetings that would enhance the student scholar's summer internship experience and add value to their project. The EPP/MSI USP Scholarship has funds to support the travel for the student scholar to no more than one conference during their term in the program to present their NOAA research. EPP/MSI USP mentors are encouraged to work with their student scholar to submit an abstract to a professional conference where the student scholar presents the results of their summer internship.

Can the mentor attend the final presentations? Will OEd pay for the EPP/MSI USP mentor's travel?

OEd is unable to provide any travel support to Silver Spring, Maryland, for the EPP/MSI USP mentor to attend the final week of presentations. However, EPP/MSI USP mentors are encouraged to attend the final presentations both to support their student scholar as well as to assist with the judging process.

What is the EPP/MSI USP program evaluation process?

At the end of the summer internship EPP/MSI USP student mentors will receive an evaluation form from the program office. EPP/MSI USP mentors are asked to evaluate the student scholar's preparedness, contribution, and performance during the summer internship. Student scholars are also provided a separate evaluation form to provide feedback on their experience with the project and the EPP/MSI USP mentor.

APPENDIX A

STUDENT SCHOLARSHIP INTERNSHIP OPPORTUNITY (SSIO)

APPENDIX A

2016 STUDENT SCHOLARSHIP INTERNSHIP OPPORTUNITY

GENERAL INFORMATION

It is a program requirement for all EPP/MSI USP scholarship recipients participate in a 2nd summer internship 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, 2015 through March 31, 2016. NOAA scientists have updated previous internship positions and added new opportunities. They will continue to do so until March 31, 2016, therefore, please check the database on a regular basis. The EPP/MSI USP team will provide the scholars with log-in information by October 1.

Official Internship Start Date: Each scholar will report to the NOAA approved site on May 31, 2016, 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. Exceptions are granted for scholars attending colleges and universities on the quarter system, who will begin their internships by June 13, and end by August 12, 2016. Scholars may begin their summer internship before or after May 31, 2016, if the mentor approves their new start and end date. Upon approval by the mentor, the scholar sends **EPP.USP@noaa.gov** an e-mail with the new internship start and end date. Scholars who attend universities on the quarter system and intern in other parts of the country may negotiate an internship start and end date that is no later than mid-June. All scholars are required to participate in the Symposium from July 25 through July 29, 2016, 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 only 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 mentor is required to create an internship opportunity in the on-line database at **https://OedWebApps.iso.noaa.gov/ssio** and submit the completed form. The mentor is required to indicate on the form or in an e-mail 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 e-mail 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 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. The co-mentor must work at the facility where the project tasks 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 they would like to participate in 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 the match and provide further instructions.
- The program requires that the scholar get their travel plans pre-approved by the EPP/MSI USP team. Scholars should travel to their site visit during the winter or spring semester/quarter 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 e-mail the NOAA mentor their resume prior to the site visit.

- 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 March 31, and complete site visit travel by April 15.

Science and Education Symposium: All scholars travel to Silver Spring, Maryland, on July 24, 2016, the 10th week, to present a summary of their project. Pending NOAA approvals 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, from July 25 through July 29, 2016.**

NOAA will not approve or pay the cost for students who rent cars during the summer internship. Students are also not permitted to drive a government vehicle. NOAA recommends that students select a summer internship site where there is accessible public transportation if they do not own a car.

HOW TO SEARCH AND SELECT 2016 INTERNSHIP OPPORTUNITIES

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

Once the scholar has logged in, please follow this complete list of instructions for searching and selecting an internship, internship approval, and site visit travel request procedures.

1. The scholar may search for opportunities by entering a keyword (example: type "web site" 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. Take your time and look through all of the NOAA internship opportunities.

3. If the scholar has been working with a mentor and does not see that position in the data base contact that potential mentor and instruct him/her to enter the internship opportunity position into the SSIO on-line system at https://OedWebApps.iso.noaa.gov/ssio. The Office of Education (OEd) will review the selection and approve/disapprove the internship in the SSIO. An approval/disapproval e-mail will be sent to the potential mentor. The scholar is to e-mail 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 the scholar identifies an internship opportunity in the SSIO that is of interest, the scholar should contact the mentor listed in the Contact Information section via e-mail or by phone. Once the scholar and their potential mentor agree that they are the best fit for the internship, the scholar is to e-mail EPP.USP@noaa.gov indicating that they have selected an internship, include the project title, and the mentor's name.

4. OEd will review the selection and request for a match, if approved, will recommend that the scholar and the mentor decide on a time for the site visit the NOAA facility. After the scholar receives the approval e-mail 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 their site visit. Travel must be scheduled at least 3 weeks prior to the departure date for domestic travel and 4 weeks prior to the departure date for travel to Alaska or a U.S. territory.

5. If the travel request is approved, OEd will respond to the scholar and mentor with additional instructions. DO NOT PURCHASE AIRLINE TICKETS, TRAIN TICKETS, AND BUS TICKETS WITH YOUR PERSONAL 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.

6. Once your internship opportunity has been approved, it will no longer be available in the SSIO system.

7. The SSIO database will be update with additional internship opportunities as they are received in OEd. Please login frequently to check for additional internship opportunities.

8. All internship matches must be finalized by March 31, 2016.

9. Site visit travel to the NOAA internship site must be completed by April 15, 2016.

APPENDIX B

PRESENTATION TIPS AND FORMATS

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. Here are some proven tips to control your butterflies and give better presentations:

1. **Know your material.** Pick a topic of interest to you. Know more about it than you include in your speech. If you are comfortable, use 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**. Don't start 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 July13, 2015, to present** an oral presentations 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, from July 28 through July 31, 2015. 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 last longer than 15 minutes which includes 3 minutes for questions and answers.

All oral presentations will be loaded onto OEd laptops on Monday 27, July 2015, from 9:00 a.m. through 3:00 p.m., 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 they are scheduled to present! 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, be able 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, noncritical, and informative account.

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

__ Provide 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 as to what is to be obtained.

__ 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 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 by July 13, 2015.

ORAL PRESENTATION ABSTRACT FORMAT

(Should contain minimum 150 words)

Due to EPP.USP@noaa.gov by July 13, 2015

Project Title:

NOAA's Mission Goal:

Scholar's Name:

Mentor's Name:

Objective(s):

Method(s):

Results:

Conclusions:

POWERPOINT TEMPLATE

The following template is to be 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 a lot of text; bullets are most effective in preparing a Slide Show.
- Know your material, know your material, and do not read from your slides.

POSTER SESSION INFORMATION

Posters are to be **set-up on Monday 27, July 2015, from 9:00 a.m. – 12:00 p.m.** in the NOAA Science Center located at 1301 East-West Highway, Silver Spring, Maryland. Please bring 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 on July 28th, 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 on Monday because 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?)
- Poster Summary Report (Does the report contain all of the information contained on the poster?) Submit the Project Report to EPP.USP@noaa.gov by **Friday 17, July 2015**. 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.

Posters will be available for previewing from Monday 27, July at 1:00 p.m. through Wednesday, 29, July at 4:30 p.m. in the NOAA Science Center. Students are required to man their posters on Wednesday 29, July from 1:00 p.m. – 4:30 p.m. Three assigned Poster Session Judges will interview each scholar during this session. The judges will ask questions to make sure that scholars really 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 after the poster session on Wednesday 29, July 2015.

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 by **Friday 17, July 2015**.

POSTER FORMAT

When constructing your poster, keep in mind that posters will be no 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.

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