

Educational Partnership Program (EPP) Undergraduate Scholarship Program (USP)

Frequently Asked Questions (FAQ) and Answers

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, Undergraduate Scholarship Program?

The Educational Partnership Program, 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 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 a EPP/USP Scholarship include?

The Educational Partnership Program (EPP)/Undergraduate Scholarship Program (USP) provides selected undergraduate applicants with a scholarship award (up to a maximum of \$4,000) for two academic years of full-time study and two 10-week, full-time internships (\$650/week) during the summer at a NOAA facility. The internship begins the last week 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 week of May in the first year of the scholarship award; a housing subsidy for student scholars who do not reside at home during the summer internship; round-trip travel to the internship site including reimbursement for incidentals; travel funds for attendance and participation at a EPP/USP Scholarship Program conference at the completion of the internship; and, one professional conference to present the results of their summer project each year.

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

For more information about the EPP/USP Scholarship, contact: NOAA Office of Education/EPP at StudentScholarshipPrograms@noaa.gov or call (301) 713-9437 ext. 150.

Eligibility Requirements

Who is eligible to receive an EPP/USP Scholarship?

To be eligible to receive an EPP/USP Scholarship, at the time of application (October 1, 2008 – January 31, 2009) you must:

- be a U.S. citizen;
- 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 an accredited college or university within the United States or U.S. territories;
- earn and maintain a minimum 3.0 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 3.0 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 junior academic status in the Fall 2009 term. If I am a senior in the Fall 2009 term, am I eligible to apply?

Eligible EPP/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/USP scholars. Applicants entering their 4th academic year in the Fall and expecting to graduate at the end of that same academic year are **not** 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/USP?

EPP/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/USP.

If I receive another NOAA scholarship, am I still eligible to receive a EPP/USP Scholarship?

Yes. Providing the program requirements do not conflict with those of the EPP/USP Scholarship.

If my major is not listed under the areas of discipline on the application, am I still eligible to receive a EPP/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 provides the training necessary to pursue a NOAA-related career.

If I am a Student Career Experience Program (SCEP) employee, am I eligible to receive a EPP/USP Scholarship?

SCEP employees are **not** eligible to receive a EPP/USP Scholarship. Federal employees are not eligible to receive scholarship funds from the Federal government. A SCEP employee must choose either the SCEP appointment **or** the scholarship.

I want to participate in a university sponsored Certified Cooperative Education Program for one academic term; will my EPP/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 3.0 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).

Application Process

How do I apply for an EPP/USP Scholarship?

To apply for an EPP/USP Scholarship, students can download an application at http://www.epp.noaa.gov/undergrad_scholar/welcome.html. The application is available annually October through January. If you do not have Internet access, hard-copy applications can be requested by contacting: NOAA/Office of Education (OEd), 1315 East West Highway, Room 10703, Silver Spring, MD 20910-6233, Attn: Student Scholarship Team, or you can email: StudentScholarshipPrograms@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 form;
 - two essays;
 - official college transcript(s) (one for each institution attended; sent directly to NOAA by the institution);
- and,
- two academic references from a faculty member.

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

All applications and supporting materials must be received by January 31st, if supporting documents (i.e. academic reference forms, official 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** January 31st, 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 contact the Office of Education by email at: StudentScholarshipPrograms@noaa.gov to confirm that the submitted application and all supporting materials have been received prior to the deadline date. 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 scholarship team conducts an initial administrative review of scholarship applications (which includes the application form, two essays, two academic references, and all official transcripts) to determine compliance with requirements and completeness of applications. Only complete applications that meet **all** eligibility requirements, described in Section 3, 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 an review by a panel of scientific experts in the areas of study related to the EPP/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 (40%).
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%).

How is my scholarship application scored?

Each application is reviewed by three independent panel members. A numerical score ranging from 0 to 100 is assigned to each application based on the average of the panelist's individual ratings. The Director of Educational Partnership Program, will determine the final scholarship award recipients.

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

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

Selection Process

Are there additional selection factors NOAA considers when the determining EPP/USP Scholarships?

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?

The deadline for receipt of applications is January 31st. Successful EPP/USP student scholarship applicants are notified by e-mail the first week of April. Unsuccessful student scholarship applicants are notified by e-mail at the end of April.

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

Yes. An e-mail request may be submitted to studentscholarshipprograms@noaa.gov requesting the reviewers comments. The student scholarship team will respond to requests for comments within 30 days of the request and after the final selections have been made.

How many EPP/USP recipients are selected?

Approximately, 15 EPP/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.

How many EPP/USP applications does NOAA receive annually?

NOAA receives an average of 100 EPP/USP Undergraduate Scholarship applications each year.

Scholarship Recipients

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

Successful student scholarship recipients will be notified by NOAA via an email. A NOAA support contractor will follow-up with an appointment letter which must be signed and returned indicating acceptance of the student scholarship award. All student scholars must participate in a ten-week summer internship which includes a **mandatory** orientation program at the NOAA Silver Spring Metro Center Campus in Silver Spring, Maryland beginning the last week of May.

A NOAA support contractor will coordinate the student scholarship recipient's travel and apartment housing arrangements for the ten-week summer internship in Silver Spring, MD 20910. All flights arrive at Ronald Reagan Washington National Airport on the Sunday prior to the start of the mandatory orientation program. NOAA also provides bus transportation from the airport to the apartment complex located 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, MD.

1st Summer Internship: NOAA EPP/USP scholars participate in two 10-week summer internships at NOAA facilities. The program pays for scholar's travel to the NOAA Orientation at NOAA Headquarters in Silver Spring, Maryland, and to approved NOAA offices and facilities where scholars conduct research and development

activities. The program requires that the first summer internship starts the last week of May and be spent at NOAA Headquarter Offices in the Washington, D.C. metropolitan area. The scholars will be housed in a complex in close proximity to the NOAA campus.

Scholars are provided a list of internship opportunities 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 and to contact the NOAA mentor to discuss a summer project. If the scholar and the mentor **are in agreement**, a description of the project is submitted to the NOAA program staff.

2nd Summer Internship: Scholars are provided a list of NOAA internship opportunities located nationwide during the early fall semester. The program requires that the scholar, in their 2nd year of the program, travel during their winter semester break to an approved NOAA site to negotiate 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 for the student's second summer internship. The scholar is also allowed time to seek housing for the summer internship during the site visit. Scholars must obtain a Site Visit Form from the NOAA support contractor, and submit a completed form to the NOAA support contractor. The scholar begins the second 10-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/USP student scholar?

Undergraduate student scholars are responsible for:

1. Attending the mandatory orientation program at the end of May;
2. Completing an agreed upon summer project within 9 weeks;
3. Signing the Research Training record and e-mailing it to StudentScholarshipPrograms@noaa.gov every 2 weeks during the summer internship;
4. Presenting their project to the NOAA community in Silver Spring, MD the last week of July;
5. Conducting a site visit during their winter semester or quarter break.

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 mandatory 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 be provided.

Also during the mandatory orientation program, student scholars will be assigned NOAA E-mail accounts (which will be used for all official electronic communication between student scholars and the student scholarship team after the mandatory orientation program) and NOAA ID badges.

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

During the mandatory 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

For Females:

- Suits
- Skirts, slacks and blouses
- Sweaters

The dress code on tours is casual (sneakers, jeans, t-shirts, etc).

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

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

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

When will I start receiving scholarship payments?

Student scholarship recipients receive bi-weekly stipends beginning the last week of May. Payments are deposited directly into the student scholar's checking or savings account on every other Friday following the orientation program and upon receipt of the formal written acceptance of the scholarship award.

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 term student scholars are required to submit their course schedule to the NOAA support contractor 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 a EPP/USP Scholarship?

Yes. If a scholar transfers to another university or changes their major, NOAA and the support contract must be notified in writing prior to the transfer or change in major to obtain approval for continued scholarship funds.

May I study abroad during my junior or senior year?

Yes. A student scholar may study aboard during their junior or senior year and still receive the scholarship. 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 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, and the courses the student scholar will be taking and that grades will be available and transferred; and, (3) upon their 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. Student 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.

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/USP which are: participation in the mandatory orientation program and final week of presentations; maintaining a full-time student status of enrollment; receiving a minimum 3.0 grade point average per academic term, as well as cumulatively; continuing their degree in a major field related to NOAA's mission; and, participation in the 10-week summer internship. Student scholars are not permitted to receive the scholarship if they are employed by the Federal Government. There are no exceptions 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 the 10-week summer internship. Therefore, student scholarship recipients must adhere to Federal Security Procedures to obtain a NOAA ID Badge. All student scholars must:

1. Complete the applicant Security Awareness Training at:
<http://www.osec.doc.gov/osy/HSPD12/Applicants.htm>
 - Enter your full legal name and contact information - use your NOAA EMAIL account for email address.
 - Under Status with the Department of Commerce, SELECT "I am a prospective contractor"
 - Leave Duty Station blank
 - For Bureau/Office, SELECT "NOAA"
 - Under Sponsor information, INPUT the following:
 - Sponsor's First Name: Chantell
 - Sponsor's Last Name: Haskins
 - Sponsor's email: Chantell.Haskins@noaa.gov
 - Sponsor's phone number: (301) 713-9437
 - SELECT "NEXT" to complete the training,
 - PRINT the certificate indicating course completion. Once "SUBMITTED" there is no

way to go back to print the certificate. Therefore, be sure to print the certificate first.

- o SELECT "SUBMIT" - if the training has been successfully completed, users will be directed to the Department of Commerce security homepage, indicating that this portion is complete.

2. Complete the **Special Agreement Check (SAC)** form, answering questions 1 through 6 and filling out Date of Birth (DOB), Place of Birth (POB) City, State, Country, Social Security Number (SSN) and Citizenship toward the bottom of the page only. **Do not** fill in any other questions on this form. This form will be provided in the student scholar's Welcome Package.

3. Complete the **Personal Identity Verification (PIV) Request Form** (Form CD-591), answering questions 5 through 9. **Do not** fill in any other questions on this form. This form will be provided in the Welcome Package.

4. Complete the **Declaration for Federal Employment** (Form 306), sign as an applicant.

5. Complete the Name and Social Security Number fields on the **Request for Security Services Form** (Form 65-8). This form will be provided in the student scholar's Welcome Package.

6. Make a photocopy of two forms of picture identification such as your driver's license, passport and/or college ID card.

7. Compile a one page resume.

8. Obtain 2 sets of fingerprints from your local police station **prior to your arrival** in Silver Spring, MD., for the mandatory orientation program. Fingerprint cards will be provided in the student scholar's Welcome Package. Student scholars should retain a receipt for reimbursement for costs associated with fingerprinting. The following sections must be completed on both fingerprint cards:

- o Signature of person fingerprinted
- o Residence of person fingerprinted
- o Date
- o Signature of Official taking fingerprints
- o Title and address of official taking fingerprints
- o Position to which appointed: EPP/USP Student Scholarship Intern
- o Department, Bureau, and Duty Station (City and State): DOC/NOAA, Silver Spring, MD.

- o Last Name, First Name, Middle Name
- o Aliases (if applicable, i.e. maiden name)
- o Social Security Number
- o Sex (M/F)
- o Race - Use the categories and abbreviations below:

- American Indian (AI) or Alaska Native (AN) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

- Asian (AS) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- Black or African-American (B) - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African-American."

- Hispanic or Latino (L) - A person of Cuban, Mexican, Puerto Rican, South or Central- American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

- Native Hawaiian or Other Pacific Islander (PI) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White (W) - A person having origins in any of the original peoples of Europe, the Middle-East, or North African.
- Other (O) - persons of any other origins
- Height
- Weight
- Eyes - provide color: Blue (BL); Brown (BR); Green (G).
- Hair - provide color: Brown (BR); Black (B); Blonde (BL); Red (R); Gray/White (G)
- Place of Birth - City & State
- Date of Birth

Bring all forms to NOAA's mandatory orientation program in May (including the completed PIV form, completed SAC form, completed Form 306, Form 65-8, your resume, the applicant training certificate, 2 completed fingerprint cards (with fingerprints and receipt) and 2 forms of picture ID).-->

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 list of summer internship opportunities including 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 may e-mail the mentor an updated resume and e-mail the NOAA Student Scholarship Program information about the summer internship opportunity. After NOAA 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 Student Scholarship Program for approval of a site visit. NOAA will e-mail the scholar and NOAA mentor to confirm or deny the selection of the summer internship and, if 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, discuss the project to be conducted, identify summer housing and assess transportation needs.

The administrative support contractor 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 travel tickets. 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. All site visits must be completed by January 15. Scholars are encouraged to complete the site visit during their winter break, however, scholars attending universities and colleges on the quarter system are granted an extension to April 15.

Upon the completion of the site visit, all scholars are required to submit the completed Site Survey Form to the NOAA administrative support contractor.

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

NOAA recommends that students do not drive to their summer internship if it is more than 500 miles (a one-day trip) from the location of their vehicle. If a student does drive, students will be reimbursed up to the cost of a round-trip airline ticket.

NOAA must provide pre-approval for students to drive their vehicles (8 hours driving).

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

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

The NOAA Office of Education, EPP/USP programs do not permit scholars to drive government vehicles. In the event a EPP/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 highly 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 students 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 \$1,300.00 for scholarship and \$275.00 as a housing allowance. 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 I work more than 40 hours a week, will I be paid overtime?

No, scholars receive \$650.00 per week during the 10 week summer internships. The scholars receive bi-weekly stipend payments for the training they receive during the internship not for work.

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

During the first summer, scholars are required to live in Silver Spring, Maryland. The NOAA Student Scholarship Program office is located in Silver Spring, Maryland and will coordinate housing arrangements.

During the second summer scholars who select other NOAA laboratories and field sites need to locate summer housing during their site visit. NOAA is compiling a list of summer housing used by previous program participants. The scholarship team will make that information available prior to your site visit. NOAA will not enter into a lease agreement for the scholars.

For all scholars, the housing allowance is \$137.50 per week provided you do not either live at your permanent residence and your permanent residence is more than 50 miles away from your summer internship. **The housing allowance is not intended to cover all summer housing costs, rather to offset the costs associated with housing.** Scholars residing in Silver Spring, Maryland in the Program coordinated housing will not receive the housing allowance as it will be directly applied towards the rental costs, and in addition, may be required to pay an additional amount from their stipend to cover the complete cost of housing.

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 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 support contractor. NOAA will not reimburse scholars who purchase their own airline 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 Final Presentation Week?

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

Mentors / Potential Mentors

What is the role of the EPP/USP mentor?

The EPP/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/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/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/USP mentor and intern should complete and sign a Project Plan for the EPP/USP programs and e-mail the signed plan to the NOAA program staff at StudentScholarshipPrograms@noaa.gov.

Second Summer: By the second week of the summer internship the EPP/USP mentor and intern should complete and sign a Project Plan.

The EPP/USP mentor is responsible for:

- completing the Mentor training at <http://www.orau.gov/mentoring> and sending the NOAA Student Scholarship Program a copy of the training certificate;
- 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-mail it to StudentScholarshipPrograms@noaa.gov.

How do EPP/USP scholars select a EPP/USP 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 EPP/USP mentor to discuss the project further to determine their interest. If a mutual agreement is reached, the student may e-mail the EPP/USP mentor an updated resume and e-mail the NOAA Student Scholarship Program information about the summer internship opportunity. After NOAA approves the student scholar's participation in a project, the student scholar and the EPP/USP 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 EPP/USP

mentor's project, etc. Be mindful of the information exchange between you and the potential scholar and that student scholars are contacting several potential EPP/USP mentors, and must also agree to the selection.

Is there training available for EPP/USP mentors?

Yes. Mentor training is required. Mentor training is available at <http://www.orau.gov/mentoring>. After completing the training, please send the NOAA Student Scholarship Program a copy of the training certificate to StudentScholarshipPrograms@noaa.gov.

Can EPP/USP mentors have more than one student scholar?

Yes. EPP/USP mentor's 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 EPP/USP 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 EPP/USP 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 operating units.

Can the EPP/USP mentor change the summer project?

In the event a EPP/USP mentor needs to change the summer project, the EPP/USP mentor can request to change the project with the student scholar and in coordination with OEd. Project changes must be agreed upon by the EPP/USP mentor, 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 EPP/USP mentor and project for the remainder of the summer internship.

Can the EPP/USP 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. Scholarships are given for the best presentations.

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

The NOAA Office of Education has consulted the NOAA Office of Finance and Administration 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/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.

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

Yes. If funds are available, EPP/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/USP Scholarship has funds to support the travel for the student scholar to two conferences during their term in the program. EPP/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 EPP/USP mentor attend the final presentations? Will OEd pay for the EPP/USP mentor's travel?

OEd is unable to provide any travel support to Silver Spring, Maryland, for the EPP/USP mentor to attend the final week of presentations. However, EPP/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/USP program evaluation process?

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