NOAA Fellows Program – Sponsored by Clark University

2018

The George Perkins Marsh Institute

The Mosakowski Institute for Public Enterprise

Application Instructions

Deadline: February 12th, 2018, 4:30pm

Scientists and managers with the National Oceanic and Atmospheric Administration (NOAA) are partnering with Clark University to offer qualified undergraduate students paid summer field internships for summer 2018. Opportunities are available in NOAA labs and offices nationwide, working in fields such as applied ocean and atmospheric science, policy, and science communication. **Available internship opportunities for summer 2018, along with supporting information, may be found at** [**https://coastalscience.noaa.gov/about/internship/**](https://coastalscience.noaa.gov/about/internship/).

Each student’s summer activities will be overseen by the NOAA scientist or manager (henceforth, the NOAA scientist) identified in the internship listing, and advised by a Clark faculty mentor chosen by the student. Internships are for a period of approximately 10 weeks. Starting dates are flexible and will be coordinated between the student and NOAA scientist; most internships begin in June and end in August. Most internships will take place at a NOAA facility, although a small number may enable the student to spend some time working elsewhere (e.g., from Clark or home). Opportunities are available at many locations across the United States. Details are provided in the list of opportunities.

Interns will be selected on a competitive basis, and will receive a summer stipend of $4500. We anticipate placing three interns from Clark during summer 2018. Students who accept internships are responsible for their own travel and housing arrangements, although some NOAA field stations may offer free housing. Participating NOAA scientists and managers can often provide guidance to students related to housing and other local arrangements. Most of the participating NOAA managers and scientists have hosted interns for many years. Stipends will be paid directly to students by the Mosakowski Institute. After completion of the internship, students will be expected to present the results of their experience at an appropriate university forum, and provide a matching summary report (1-2 pages).

**An information and Q&A session on the program for interested students will be held on Thursday, January 25th at 4:00pm in the Fuller Conference Room, 4th Floor Goddard Library**. All are welcome to attend. Attendance at this information session is not required to apply for the program, but can provide helpful information. It also provides an opportunity to ask questions about the program and application process.

**Who is Eligible to Apply?**

Clark University undergraduate students are eligible to apply up through their third year of study (current seniors are not eligible). The program is aimed primarily at those in their junior year (i.e., most internships will occur between the junior and senior years), although first and second year students are welcome to apply. In past years we have selected multiple first and second year students for the program. To be eligible, all applicants must be planning to return to Clark University for the academic year after their internship summer. Graduate students are not eligible for this program. Specific requirements for each internship (e.g., skills needed) are provided on the website listed above.

**Is US Citizenship Required?**

Some but not all internship placements require US citizenship. In some other cases more extensive security paperwork is required for those who are not US citizens. As a helpful hint, placement options within the National Estuarine Research Reserve System (NERRS) are often easiest in terms of security and paperwork for non-citizens, although many other placements are possible. If you have questions on this topic, please contact us at the email addresses provided below.

**Placements and Selection**

Interested students should apply following the instructions provided below. As part of the application, students must identify their first, second and third choice of internships from those on the website listed above. Applications will be reviewed by a panel of Clark University faculty and administrators, in coordination with relevant NOAA personnel. Accepted students will be notified of their placements (i.e., the specific internship that they are being offered) in early March. Based on our past experience, we anticipate that most students accepted into the program will receive their first choice, but cannot guarantee this. Internship details will be discussed between the student and the NOAA intern supervisor soon after initial placements are announced, but before final student decisions must be made. Through this discussion, both the student and the supervisor will determine whether the initial internship placement is a good fit. If the initial internship placement is not a good fit, alternatives may be available. Students must accept or decline offered placements by the end of March. Once a placement is accepted by both the student and the NOAA supervisor, the student must complete a variety of forms required by the US government. These are found at <https://coastalscience.noaa.gov/about/internship/guidance/>. Please note that these forms are NOT REQUIRED for the initial application—they are only needed once a placement has been accepted.

**Faculty Mentors**

Each student must choose a faculty mentor, who agrees to participate in the student’s application. This mentor must be a full-time member of the Clark University faculty. Often, a student’s major advisor is the best choice for a faculty mentor, although other faculty members may also be chosen. The primary role of mentors is to provide students with guidance and communication during the internship and to maximize the connections between the NOAA internship and the student’s academic program. The mentor also provides a friendly voice with whom the student can share any questions or concerns about the internship. Faculty mentors of students selected for the program will receive a stipend of $750 from the Mosakowski Institute for Public Enterprise, and are expected to be in regular contact with both the student and NOAA scientist during the summer. This correspondence is expected to take place via email or telephone at least 2 times per month during the internship period. Faculty mentors must approve the student’s application, and must complete a brief recommendation form.

**How to Apply**

Applications must be submitted via email to Lisa Coakley, Executive Assistant to the Director,

Mosakowski Institute for Public Enterprise, lcoakley@clarku.edu. Applications must include:

1. A completed application form, including a statement of interest and a choice of placements from the list of available opportunities,
2. A resume or curriculum vitae of no more than 2 pages,
3. An electronic or scanned copy of the student’s current transcript.
4. Faculty mentors must also email a copy of the completed Faculty Mentor Confirmation Form (see below).

Applications must be submitted as a single pdf file of no more than 5MB in size. Hard copy submissions or those not meeting submission requirements will not be accepted. Applications not submitted as a single pdf file will not be accepted. All applications must be received at lcoakley@clarku.edu by Monday, February 12, no later than 4:30pm, ET. Late applications will not be accepted, and deadline extensions will not be granted.

**Relationship to the Liberal Education and Effective Practice (LEEP) Fellows Program**

The NOAA Fellows Program is separate from, but in the same spirit as, the Liberal Education and Effective Practice (LEEP) Fellows Program at Clark. Students who are accepted as NOAA Fellows are free to become LEEP Fellows if they choose, and many NOAA Fellows will find the resources and recognition that the LEEP Fellows Program provides valuable. While we encourage students to consider how the LEEP Fellows program may help them in their academic and professional pursuits, each NOAA Fellow is free to take advantage of the resources the LEEP Fellows program provides. Students who choose to do so will need to fulfill the LEEP Fellows' modest requirements. This will require a separate and independent application process that must be filed with the LEEP Center. If you are interested in the LEEP Fellows program, please see <http://www.clarku.edu/leep/> or contact leepcenter@clarku.edu for additional details.

**Relevant Dates**

* February 12, 2018: Applications due via email no later than 4:30pm, ET.
* March 9, 2018: Approximate date by which students will be notified of application status, and accepted students will be notified of internship placements.
* March 9 - 31, 2018: Selected students communicate with NOAA intern supervisors about initial internship placements.
* April 2, 2018: Deadline for accepted students to accept or decline internship offers.
* April 2018: Accepted students complete paperwork required for internship placements.
* June through August, 2018: Internship activities take place.

**Contact**

Any questions should be directed to: Robert J. Johnston, Director, George Perkins Marsh Institute, rjohnston@clarku.edu.

Application Form

2018 NOAA Fellows Program – Sponsored by Clark University

Application Deadline: Monday, February 12, 4:30pm.

Internship opportunities may be found at <https://coastalscience.noaa.gov/about/internship/>.

Please complete the following

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| --- | --- |
| 1. Name
 |  |
| 1. Major or Program
 |  |
| 1. Planned Graduation Date
 |  |
| 1. Email (Clark email preferred):
 |  |
| 1. Phone:
 |  |
| 1. Are you a US Citizen?[[1]](#footnote-1)
 |  |
| 1. Address (during the academic year)
 |  |
| 1. Will you be enrolling at Clark University during the fall 2018 semester (yes or no)?
 |  |
| 1. First Choice Internship (identify your top choice from list of opportunities)
 |  |
| * 1. Optional: Briefly describe any specific skills, qualifications or experiences which make you well suited to this internship (150 words maximum)
 |  |
| 1. Second Choice Internship (identify your second choice from list of opportunities)
 |  |
| * 1. Optional: Briefly describe any specific skills, qualifications or experiences which make you well suited to this internship (150 words maximum)
 |  |
| 1. Third Choice Internship (identify your third choice from list of opportunities)
 |  |
| * 1. Optional: Briefly describe any specific skills, qualifications or experiences which make you well suited to this internship (150 words maximum)
 |  |

Each student applying for a NOAA Internship must choose a faculty mentor, who agrees to participate in the student’s application. This mentor must be a full-time member of the Clark University faculty. The primary role of mentors is to provide students with guidance and communication during the internship and to maximize the connections between the NOAA internship and the student’s academic program. Faculty mentors of students selected for the program will receive a stipend of $750 from the Mosakowski Institute for Public Enterprise, and are expected to be in regular contact with both the student and NOAA scientist during the summer. This correspondence is expected to take place via email or telephone at least 2 times per month during the internship period. Faculty mentors must approve the student’s application.

|  |  |
| --- | --- |
| 1. Name of Faculty Mentor
 |  |
| 1. Email Address of Faculty Mentor
 |  |
| 1. Department of Faculty Mentor
 |  |

**Your faculty mentor must also complete the attached “Faculty Mentor
Confirmation Form” on your behalf, commenting on your suitability for the NOAA Fellows Program. This form must be completed and emailed to** **lcoakley@clarku.edu** **by the application due date.**

1. Statement of Interest—Explain why you are interested in a NOAA Internship. As part of the statement, please indicate how the program relates to your past experiences and future goals, and how it would enhance your education at Clark (1000 words maximum).

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**Faculty Mentor Confirmation Form**

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*Instructions for Faculty Mentor: Please complete this form and return it via email to Lisa Coakley, Executive Assistant to the Director, Mosakowski Institute,* *lcoakley@clarku.edu**. This form must be returned* ***no later than 4:30 p.m., Monday, February 12, 2018.***

Name/class year of NOAA Fellowship applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide brief answers (a few sentences) to the following:

1. How long and in what connection have you known the applicant?
2. What do you consider the applicant’s greatest strengths?
3. Why do you believe the applicant would succeed at and benefit from a summer 2018 NOAA field placement?
4. Is there anything else you would like to add? (This can include any relevant weaknesses of the applicant of which we should be aware.)

By returning this form, I agree to serve as Faculty Mentor for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if s/he is selected as a NOAA Fellow for the summer of 2018.

*For further information, contact Prof. Robert Johnston, Director of the Marsh Institute,* rjohnston@clarku.edu.

To complete your application

* The following must be attached to this completed application form:
1. a resume or curriculum vitae of no more than 2 pages,
2. a pdf copy of your current Clark University transcript (a scanned copy is acceptable).
* Your application must be emailed as a single pdf file[[2]](#footnote-2) to lcoakley@clarku.edu. The pdf file must be titled “initial\_lastname\_NOAA2018”, where “initial” is your first initial and “lastname” is your last name. For example, an application from Jane Smith would be titled j\_smith\_NOAA2018.
* The subject line in your submission email should be “NOAA Fellows Application”.
* Your faculty mentor must complete and email the “Faculty Mentor Confirmation Form” to lcoakley@clarku.edu.
* All application materials must be received by Monday, February 12, no later than 4:30pm, ET. Late applications will not be accepted, and deadline extensions will not be granted.
1. The NOAA Fellows program is available to both US citizens and non-citizens. Your citizenship status will not affect how your application is reviewed. However, certain NOAA facilities have security requirements which require additional clearances and paperwork for those who are not US citizens, and some NOAA facilities cannot accept students who are not US citizens. [↑](#footnote-ref-1)
2. Hint: To create the pdf file, first create separate pdf files of this application form, your resume, and your transcript. Then, combine these separate pdf files into a single pdf file using the “insert pages” command in Adobe Acrobat. [↑](#footnote-ref-2)