

Summer 2008 Activities and Requirements

General Information:

The summer schedules for all rising 1/C, 2/C and 3/C midshipmen will be managed by the Professional Programs Department (“ProProgs”) in the Professional Development Division and will be approved by the Commandant of Midshipmen. Schedule assignments will consider the midshipman’s input into the on-line Summer 2008 MIDS module (managed by ProProgs; open 4 – 14 February; submitted via the midshipman’s Company Officer and Senior Enlisted), the training activities mandated by Superintendent’s policy, the recommendations of the midshipman’s military chain-of-command, and the inputs for summer educational experiences (“internships”) submitted by the midshipman to the Research Office via his/her home department and academic division.

Requests to take less than two weeks of leave or more than five weeks of leave during the summer 2008 must be approved by the Commandant of Midshipmen, with notification forwarded to the Superintendent.

The explanations provided below pertain to academic summer educational experiences (“internships”), which include technical, policy, and cultural experiences supported by the Engineering & Weapons Division (Division I), the Mathematics & Science Division (Division II) and the Humanities and Social Sciences Division (Division III).

Language Studies Abroad Program (LSAP) experiences and Language, Regional Experience and Culture (LREC) experiences will be managed by the Language Studies Department, working with the International Programs Office (IPO). Questions about LSAP and/or LREC experiences should be directed to the Chair of the Language Studies Department.

Summer educational experiences (“internships”) also are supported by the Character Development Office, the Chaplains’ Office, and the Leadership, Ethics and Law Department. Questions about possible summer educational experience opportunities and nomination procedures should be directed to the coordinating office.

Requirements:

The priorities for placement into summer activities are: mandatory fleet cruises and mandatory professional development training for each rising class of midshipmen. The guidance (“Summer 2008 Matrices & Business Rules” and “Summer 2008 Training Continuum”) for these two requirements is posted at:

<http://www.usna.edu/AcResearch/MidshipmanInternships.html>

Each mandatory activity will require one of the three 4-week block periods (Blocks 1, 2, 3) during the summer. A 2-week period (Block 0) will be used by the Professional Programs Department, as needed, to schedule the summer activities of the midshipmen.

How Summer Educational Experiences (“internships”) Fit into the Summer of 2008:

Midshipmen may participate in summer educational experiences (“internships”) in lieu of the midshipman taking leave. There are two exceptions to this policy:

- (a) Rising midshipmen 1/C who are applying to medical school after graduation and who are selected to participate in the medical educational experience will be allowed to use the experience to fulfill their professional development training requirement of 1/C summer.
- (b) Rising midshipmen 1/C who are applying to the Bowman Scholar Program and who are appointed in April 2008 as “Bowman Scholars” will use the educational experience (“internship”) mandated as part of the Bowman Scholar Program to fulfill their professional development training requirement of 1/c summer.

Requests, by any rising 1/C, 2/C or 3/C midshipmen, to participate in other summer educational experiences (“internships”) – beyond the two exceptions just noted in (a) and (b) - in lieu of mandatory cruises and/or training requirements will NOT be approved.

Faculty Endorsement of All Proposed Summer Educational Experiences (i.e., “Internships”)

Each summer educational experience (“internship”) suggested by a midshipman must have the endorsement of a USNA faculty member. By endorsing the experience, the faculty member assumes responsibility for execution, oversight, and follow-up of the activity. A faculty member will assure:

- the **quality** of the proposed experience

*Is it substantial (vs. making coffee), with reasonable technical objectives and approach?
Will background material be provided as read-ahead material to prepare the midshipman prior to his/her arrival on site? Will an on-site mentor be assigned and available?*

- the **relevance** of the proposed experience

Is the project related to the midshipman’s major, service selection ambitions, or other development objective?

- the **viability** of the proposed experience

Are the goals of the proposed experience realistically achievable within the time frame allotted (4-weeks) and with the skills that the midshipman brings to the project?

Is the experience financially affordable? Who is responsible for the expenses of the experience? Are the efforts and costs to execute the experience worth the return on the investment (ROI)?

Faculty members who endorse a summer educational experience are responsible for the execution of the experience in the event that it is approved and subsequently scheduled by the Professional Programs Department. This endorsement includes, but is not limited to:

- requesting travel orders and submitting travel vouchers when the midshipman returns
- arranging transportation to/from the site of the educational experience
- arranging and/or validating lodging at the site location
- initiating security clearance (for selected sites)
- working with the USNA Research Office to receive funding from the educational experience host to defray the costs of lodging, etc.
- working with the USNA Research Office to prepare and obtain approval of the agreement paperwork (MOA, MOU, CRADA, LOI, LOA, etc.) necessary to allow USNA to accept funding from the educational experience host to cover or defray the costs of lodging, etc.
- working with the USNA Research Office to submit all required “Gifts of Travel” paperwork for any direct funding of a summer educational experience.
- coordinating other requirements (e.g., medical or eye tests; varies with host site) for a midshipman

Approval and Scheduling Process for Summer Educational Experiences (i.e., “internships”)

Midshipmen wishing to participate in a summer educational experience (“internship”) in lieu of taking leave (or in one of the two previously described exception categories) should solicit a faculty endorsement from the appropriate USNA academic department. In some cases, the department will be the department of the midshipman’s academic major and the one most closely associated with the proposed experience. In other cases, the department will be a coordinating/sponsoring department, with midshipmen participants from multiple majors. (e.g., Experiences at Lawrence Livermore National Laboratory are coordinated by the USNA Physics Department.)

As noted above: **EVERY proposed summer educational experience (“internship”) must have the endorsement of a USNA faculty member.** A faculty endorsement of a proposed summer educational experience is viewed as credible evidence that the experience, as proposed, is expected to have educational merit, quality, and relevance of a sufficient level to warrant the midshipman’s involvement in the experience in lieu of him/her taking leave.

Faculty who wish to endorse a midshipman’s proposed summer educational experience must transmit his/her endorsement to the appropriate academic division coordinator. For Summer 2008, they are:

- Division of Engineering & Weapons: LtCol Thomas W. Hofer, USMC
- Division of Mathematics & Science: LCDR James B. Tannahill, USN
- Division of Humanities & Social Sciences: CDR Gregg Garbesi, USN (for non-LSAP & LREC)
Prof Audrey Gauquin for LSAP & LREC

Once endorsed by a faculty member, a midshipman’s name will be submitted via the “sponsoring” academic department and division to the Deputy Director of Research and Scholarship (DDRS) in the Research Office. The DDRS will coordinate with the Professional Programs Department to review and evaluate a midshipman’s summer educational experience request in the context of his/her mandatory cruise and training requirements, graduation requirements and other training needs. If favorably reviewed, a midshipman’s request will be included in the planning by ProProgs for the summer block schedules.

- NOTES:**
- (1) **“Favorably reviewed” does not mean “guaranteed”. Scheduling a proposed summer educational experience may not be possible given the schedules for mandatory fleet cruises and mandatory professional development training.**
 - (2) **Absent a midshipman being endorsed by a faculty member and subsequently favorably reviewed by the DDRS & ProProgs, a proposed summer educational experience (“internship”) will not be scheduled – even if it is in lieu of the midshipman taking leave.**

Financial Issues, Travel Orders and Other Logistics Issues

Midshipmen scheduled by ProProgs for participation in a summer educational experience must do so on approved travel orders (in the Defense Travel System, DTS). Travel order requests will be entered into DTS in the midshipman’s home academic department or in the academic department sponsoring a group of midshipmen (such as the summer experiences at the Lawrence Livermore National Laboratory).

Midshipmen may **NOT** accept any stipends from hosts of the summer educational experiences.

Midshipmen may **NOT** receive direct reimbursement of personal expenses incurred during the experience from a summer educational experience host.

USNA appropriated funds (e.g., department funds) may **NOT** be used to pay summer education experience expenses.

Some summer educational experiences are fully funded by the host location; some are partially funded; and some are not funded. Questions about funding issues and agreement processes should be addressed to the DDRS.