

Ernest F. Hollings Undergraduate Scholarship Program

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Purpose of the Hollings Undergraduate Scholarship Program

What is NOAA and what is NOAA's mission?

Established in 1970, the National Oceanic and Atmospheric Administration (NOAA) is a Federal environmental 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:

- Climate Adaptation and Mitigation: An informed society anticipating and responding to climate and its impacts.
- Weather-Ready Nation: Society is prepared for and responds to weather-related events.
- Healthy Oceans: Marine fisheries, habitats, and biodiversity are sustained within healthy and productive ecosystems.

- Resilient Coastal Communities and Economies: Coastal and Great Lakes communities are environmentally and economically sustainable.

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 Hollings Undergraduate Scholarship Program?

The Ernest F. Hollings Undergraduate Scholarship Program was established through the Consolidated Appropriations Act, 2005 (PL 108-447) to honor retiring Senator Ernest F. Hollings ((D), South Carolina). The purposes of the program are to: (1) increase undergraduate training in oceanic and atmospheric science, research, technology, and education and foster multidisciplinary training opportunities; (2) increase public understanding and support for stewardship of the ocean and atmosphere and improve environmental literacy; (3) recruit and prepare students for public service careers with the National Oceanic and Atmospheric Administration and other natural resource and science agencies at the federal, state and local levels of government; and, (4) recruit and prepare students for careers as teachers and educators in oceanic and atmospheric science and to improve scientific and environmental education in the United States.

Provisions of the Hollings Undergraduate Scholarship Program

What does a Hollings Undergraduate Scholarship award include?

The Hollings Undergraduate Scholarship Program provides selected undergraduate applicants with a scholarship award (up to a maximum of \$8,000) for two academic years of full-time study and a 10-week, full-time internship (\$650/week) during the summer at a NOAA facility. The internship is conducted between the first and second years of the award, and provides a "hands-on" multidisciplinary educational and training experience involving student scholars in NOAA-related science, research, technology, policy, management, and education activities. Awards 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 the NOAA Science and Education Symposium (Final Week presentations) in Silver Spring, MD, at the completion of the internship; and, one professional conference to present the results of their summer project.

How can I get more information about the Hollings Undergraduate Scholarship?

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

Eligibility Requirements of the Hollings Undergraduate Scholarship Program

Who is eligible to apply for Hollings Undergraduate Scholarship?

To be eligible to apply for Hollings Scholarship, at the time of application (annually September through January) 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 or university within the United States or U.S. territories;
- earn and maintain a 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 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, geomatics, or science teacher education that support NOAA's programs and mission.

Related discipline areas of study may include: biological, social, and physical sciences; mathematics; engineering; computer and information sciences; and science teacher education.

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

Only students with a sophomore status on their official transcript in the Fall term (at time of application) are eligible to apply.

This academic term I am having difficulty with a particular course and would like to drop it. Will I be dropped from the Hollings Scholarship Program?

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 Hollings Scholarship Program.

If I receive another NOAA scholarship, am I still eligible to receive a Hollings Scholarship?

Yes, providing the program requirements do not conflict with those of the Hollings Undergraduate Scholarship and the award funding period does not overlap.

If my major is not listed under the areas of discipline on the application, am I still eligible

to receive a Hollings Undergraduate Scholarship?

If a particular major is not listed on the application under "Field of Study," you may still be eligible. Awards 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 intern in the Pathways Program, am I eligible to receive a Hollings Undergraduate Scholarship?

No, student intern in the Pathways Program are Federal employees are **not** eligible to receive a Hollings Scholarship. Federal employees are not eligible to receive scholarship funds from the Federal government. A student intern in the Pathways Program must choose either that appointment **or** the scholarship.

I want to participate in a university sponsored Certified Cooperative Education Program for one academic term; will my Hollings Scholarship eligibility status change; and will I continue to receive the Hollings monthly 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 3.0 grade point average (GPA). A student scholar receives the monthly academic stipend during each academic term they are enrolled "full-time" in credit earning courses and receive Quality Points (GPA).

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 since grade point average (GPA) is an eligibility criteria.

Application Process

How do I apply for a Hollings Undergraduate Scholarship?

To apply for a Hollings Undergraduate Scholarship, applicants may apply online at <https://oedwebapps.iso.noaa.gov/uspa>. The application is available annually September through January. If you do not have Internet access, hard-copy applications can be requested by contacting: NOAA Hollings Undergraduate Scholarship located: NOAA/Office of Education (OEd.), 1315 East West Highway, Room 10734, Silver Spring, MD 20910-6233, Attn: Student Scholarship Team, or you may 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;
- one essay;
- official college transcript(s) (one for each institution attended; sent directly to NOAA by

- the institution); 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 Hollings Undergraduate 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, 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** 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 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 also submit 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 under 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 Hollings 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 NOAA selecting official, the Director of NOAA Education, 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 since grade point average (GPA) is an eligibility criteria.

Selection Process

Are there additional selection factors NOAA considers when determining Hollings 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?

If selected, scholarship recipients are notified by e-mail the first week of April. Applicants not selected for the scholarship are notified by e-mail by the end of April.

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

An e-mail request may be submitted to studentscholarshipprograms@noaa.gov requesting the reviewers' comments only. The student scholarship team will respond to requests for comments within 60 days of the request and after the final selections have been made.

How many Hollings Undergraduate Scholarship recipients are selected?

Approximately, 100 Hollings Undergraduate scholars are awarded based on appropriated funds from Congress.

- In **2005**, 110 Hollings Undergraduate Scholarship recipients were selected.
- In **2006**, 101 Hollings Undergraduate Scholarship recipients were selected.
- In **2007**, 110 Hollings Undergraduate Scholarship recipients were selected.
- In **2008**, 112 Hollings Undergraduate Scholarship recipients were selected.
- In **2009**, 122 Hollings Undergraduate Scholarship recipients were selected.
- In **2010**, 139 Hollings Undergraduate Scholarship recipients were selected.
- In **2011**, 104 Hollings Undergraduate Scholarship recipients were selected.
- In **2012**, 115 Hollings Undergraduate Scholarship recipients were selected.

How many Hollings Undergraduate Scholarship applications does NOAA receive annually?

NOAA receives an average of 900 Hollings Undergraduate Scholarship applications each year.

Award Recipients

What happens once I am selected as a Hollings scholarship recipient?

Successful student scholarship recipients will be notified by NOAA via an email. The Student Scholarship Team 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 one-week **mandatory** orientation program at the NOAA Silver Spring Metro Center Campus in Silver Spring, Maryland during the last week of May (travel commences the Sunday before the Memorial Day holiday).

A NOAA support contractor will coordinate the student scholarship recipient's travel and hotel arrangements for the one-week mandatory orientation program held at the NOAA Auditorium located at 1301 East-West Highway, Silver Spring, Maryland 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 hotels located in downtown 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.

Bus transportation will be provided to student scholars on Saturday, following the mandatory orientation program, from their hotels back to Ronald Reagan Washington National Airport. A bus schedule will be provided in the "Welcome Package" each recipient receives prior to their arrival.

What are the responsibilities of a Hollings student scholar?

Undergraduate student scholars are responsible for:

1. Attending the mandatory orientation program at the last week of May;
2. Conducting a site visit during their winter semester or quarter break;
3. Completing an agreed upon summer project within 9 weeks;
4. Signing the Project/Research Training record and submitting it to StudentScholarshipPrograms@noaa.gov every 2 weeks during the summer internship;
5. Completing Bi-Weekly Status Reports and e-mailing to StudentScholarshipPrograms@noaa.gov by the designated time; and,
6. Presenting their project to the NOAA community in Silver Spring, Maryland, during the Science and Education Symposium the last week of July or 1st week of August.

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), however, sagging pants are not acceptable.

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

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

No. Student scholars **do not** receive a stipend for attending the mandatory orientation program. However, all approved travel costs are included for the mandatory orientation program as part of

the student scholarship. Student scholars will receive a meal stipend prior to travelling to Maryland.

When will I start receiving scholarship payments?

Student scholarship recipients receive \$888.88 per month during the academic year (up to a maximum of \$8,000 per year). Payments are deposited directly into the student scholar's checking or savings account on the last Friday of each month beginning in September. However, the NOAA Student Scholarship Team must first receive verification of enrollment as a full-time student at an accredited institution.

Will I be paid for attending the Science and Education Symposium (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, at which time the student scholar's final presentation must be made.

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

At the start of each term, student scholars are required to submit a certification of enrollment and their course schedule to the NOAA Student Scholarship 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 a Hollings 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 Jr. or Sr. year?

Yes. A student scholar may study abroad during their junior or senior year and still receive the scholarship. To study abroad 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 academic term.

Will my award 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 award. However, they must fulfill the requirements of the NOAA Hollings Undergraduate Scholarship Program which are: participation in the mandatory orientation program and final week of presentations; maintaining a full-time student status of enrollment; receiving a 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 may not receive Federal funds that cover the same funding period as the Hollings Undergraduate Scholarship award. 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 award subject to taxes?

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

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 bring two forms of picture ID (i.e., state driver's license, student campus ID).

The Summer Internship

How do I find an internship?

The purpose of the internship is to provide "hands-on" multidisciplinary educational and training experience involving scholars in NOAA-related science, research, technology, policy, management and education 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 <https://OedWebApps.iso.noaa.gov/ssio> to explore the range of student scholarship internship opportunities available at NOAA locations across the country. If an internship requires relocation for the summer, student scholars receive travel and housing subsidies under the terms of the award.

NOAA will provide a username and password to scholars to access the on-line Student Scholarship Internship Opportunities (SSIO) database 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 scholar may e-mail the mentor an updated resume and must e-mail the NOAA Student Scholarship Program information about the summer internship opportunity. After the NOAA Student Scholarship Program 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 Student Scholarship Program for approval of a site visit. NOAA will e-mail the scholar and NOAA mentor to confirm or disapprove the selection of the summer

internship but, if approved, NOAA will contact the administrative support contractor, NOAA mentor, and scholar to proceed with travel arrangements. All scholars must finalize their internship selections by March 31.

What if I contact a NOAA scientist not listed in the SSIO database?

The scholar may contact a potential mentor directly to ask them to create a 9-week project for them in the SSIO on-line database system. If the NOAA employee agrees to serve as a mentor, they must complete the SSIO form on-line at <https://OedWebApps.iso.noaa.gov/ssio> and submit the completed form for approval. The mentor is to indicate on the form the scholar's name as being selected for the internship opportunity. All internship opportunities must be submitted through the on-line system. The student scholar is to email the Student Scholarship Team at StudentScholarshipPrograms@noaa.gov indicating that they and the mentor have agreed on a project and include the mentor's name and title of the project. The Student Scholarship Team will e-mail the mentor and student scholar approval/disapproval within 48 hours of submission to the Office of Education (OEd) along with further instructions.

What happens once I have identified a potential internship?

Once a Scholar has identified an internship and received approval from the NOAA Student Scholarship Team, scholars must submit a Travel Request Form to NOAA at StudentScholarshipPrograms@noaa.gov for approval of a site visit. NOAA will approve or deny 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 NOAA 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 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. All site visits must be completed by April 15. Scholars are encouraged to complete the site visit during their winter break. Upon the completion of the site visit, all scholars are required to submit the completed Site Survey form found on the Hollings website to the NOAA 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.

A vehicle is not required during the internships in Silver Spring. The Silver Spring 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, Hollings Undergraduate Scholarship Program does not permit scholars to drive government vehicles. In the event a Hollings 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 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 internship begin?

The summer internship occurs between the junior and senior year for the Hollings Scholars. For students attending colleges and universities on the semester system, summer internships begin the last week of May (Tuesday after Memorial Day holiday) and end the first week of August. For students on the quarter system, internships may begin mid-June and end by mid-August. All scholars are required to complete a 10-week summer internship regardless of when it begins.

When do summer payments begin and how much are they?

Once the summer internship begins, scholars will **NOT** receive the \$888.88 per month academic stipend. During the summer internship 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 the 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 per week during the internship, will I be paid overtime?

No. Scholars receive \$650.00 per week during the 10 week summer internship in bi-weekly stipend payments for the training they receive during the internship. Undergraduate scholars are not hired as Federal employees.

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

Scholars who select NOAA laboratories and field sites are to locate summer housing during the site visit. NOAA has compiled a list of summer housing used by previous program participants. The Student Scholarship Team will make that information available prior to your

site visit upon request. NOAA will not enter into a lease agreement on behalf of the scholars.

For all scholars, the housing allowance is \$137.50 per week provided you do not live at your permanent residence or your permanent resident 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 interning in Silver Spring, Maryland, who reside in Silver Spring, Maryland, or stay in other NOAA funded housing will not receive the housing allowance.

Scholars who select Silver Spring, Maryland as their summer internship site will share furnished apartments in Silver Spring. Scholars interning in Silver Spring will not be allowed to move into their apartment until the last Sunday in May, and MUST depart by the first Saturday in August. The NOAA Student Scholarship Program office is located in Silver Spring, and will coordinate these housing arrangements. Scholars on the quarter system who select Silver Spring, Maryland, as their summer internship site will have to arrange their own housing as the shared dates noted above are under a cost-saving contract and cannot be changed.

What are the requirements for the Science and Education Symposium (final presentation week)?

Scholars' participation in the final week in Silver Spring, Maryland, is mandatory. All scholars are required to participate in the presentation week even if they started late and their project is not complete. In that case, scholars will present a project status along with expected outcomes. At the completion of the Symposium week, the scholar will return to their summer internship site to complete the remaining weeks of their internship pending the availability of funds. The NOAA mentor and scholar will determine if the summer project presentation is oral or in a poster format.

The program requires all scholars to travel to Silver Spring, Maryland, the last week of July to present their project in a poster or oral 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 the Science and Education Symposium (final presentation week)?

Scholars will be reimbursed for the cost of printing one poster for their project summary presentation upon submission of the original receipt. However, all posters must be printed prior to the Scholar's arrival in Silver Spring, Maryland, for the final presentation week.

Will I be paid for attending the Science and Education Symposium (final presentation week)?

Yes, 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.

NOAA Mentors and potential NOAA Mentors

What is the role of the NOAA mentor?

The NOAA mentor selected by the student scholar is responsible for: providing the student scholar with a NOAA-related project in support of the student scholar's academic field of study that can be completed in 9-weeks; day-to-day guidance as needed; office space; a computer; and, access to a telephone, fax, and the internet. NOAA 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 NOAA mentor will assess the student scholar's progress during a mid-term and final evaluation; and provided constructive feedback.

Within the first two weeks of the summer internship the NOAA mentor and intern should complete and sign a Project Plan for the Hollings Program and e-mail the signed plan to the NOAA program staff at StudentScholarshipPrograms@noaa.gov.

NOAA mentors will receive the student scholar's NOAA ID badge at least one week prior to the scholar's arrival at their facility for the summer internship. The mentor is to confirm the scholar's NOAA ID badge arrival at their facility with the NOAA program staff at StudentScholarshipPrograms@noaa.gov.

Within the first two weeks of the summer internship the NOAA mentor and intern should complete and sign a Project Plan for the Hollings Program and e-mail the signed plan to the NOAA program staff at StudentScholarshipPrograms@noaa.gov.

The NOAA mentor is responsible for:

- completing Mentor training at <https://doc.learn.com/noaa>
- signing the student scholar's Project/Research Training Report every two weeks;
- providing guidance on technology, science, outreach, policy, operations, education, and/or research activities;
- 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 student scholars select a NOAA mentor?

Student scholars are provided a list of nationwide NOAA internship opportunities during the early-fall. Student scholars contact the prospective NOAA mentor to discuss the project further to determine their interest. If a mutual agreement is reached, the student may e-mail the NOAA 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 NOAA 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 are asked questions about their skills; their academic, scientific, and research interests; and their overall success in courses relevant to the NOAA mentor's project, etc. The mentor should be mindful of the information exchange with the potential scholar because the student scholars are contacting several potential NOAA mentors, and must also agree to the selection.

Is there training available for NOAA mentors?

Yes. Mentor training is required. Mentor training is available at <https://doc.learn.com/noaa>. After completing the training, please send the NOAA Student Scholarship Program a copy of the training certificate to StudentScholarshipPrograms@noaa.gov.

Can NOAA mentors have more than one student scholar?

Yes. NOAA 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.

Do NOAA mentors provide a NOAA Badge?

No. NOAA Badges are mailed to the designated mentor for their student scholar prior to the scholar's arrival at the NOAA facility for the summer internship. 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 NOAA 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 are part of and supported by NOAA's OEd for the 10 weeks they spend at NOAA operating units. The student scholar's email accounts will be maintained by the OFA Mail Admin Group and will **not** be transferred to other operating units.

Can the NOAA mentor change the summer project?

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

Can the NOAA 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. Awards are given for the best presentations.

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

Yes. If funds are available, NOAA 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 Hollings Scholarship has funds to support the travel for the student scholar to one conference during their term in the scholarship. NOAA 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 NOAA mentor attend the final presentations? Will OEd pay for the NOAA mentor's travel?

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

What is the NOAA program evaluation process?

At the end of the summer internship NOAA mentors will receive an evaluation form from the NOAA program staff. NOAA 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 NOAA mentor.