



EPP/MSI CSC UNDERGRADUATE INTERNSHIP-AT-NOAA

Overview

The **EPP/MSI Undergraduate Internship-at-NOAA** is a NCAS-M II undergraduate fellow summer internship that is highly encouraged during the fellowship. This unique NOAA mission experience integrates academics with practical NOAA mission-relevant experiential training. The 10-week summer internship experience must be completed by NCAS-M II fellows at a NOAA facility under the guidance of a full-time NOAA employee.

Important Information

1. The internship start date is negotiated between the NOAA Host Mentor and NCAS-M II.
2. The EPP/MSI undergraduate internship is to be completed in a minimum of 10 contiguous weeks.
3. The EPP/MSI undergraduate intern is required to complete a five-day 40 hours per week schedule.
4. Support for the intern to complete the EPP/MSI undergraduate internship and monitoring of progress are the responsibilities of NCAS-M II.
5. For the EPP/MSI undergraduate internship, badging, network access, and connectivity to host to complete internship activities are the responsibility of the NOAA Host Mentor.
6. A 10-week EPP/MSI undergraduate internship workplan is required. The final EPP/MSI Internship Work Plan and dates must be shared with EPP/MSI Program Office before the internship begins.
7. All CSC-award supported EPP/MSI CSC interns must meet all internship requirements and performance expectations for the in-residence NOAA experiential opportunity.

Additionally, NOAA EPP/MSI and NCAS-M II requests each EPP/MSI CSC undergraduate intern understand they are:

1. NOAA Educational Partnership Program with Minority Serving Institutions (EPP/MSI) supported as they participate in the internship
2. an aspiring professional who is bringing value to the hosting NOAA office/lab and gaining knowledge and skills in NOAA mission areas
3. to avail themselves of NCAS-M II professional development opportunities before the EPP/MSI CSC undergraduate internship begins
4. supported as an NCAS-M II fellow during the EPP/MSI undergraduate internship
5. to acknowledge NOAA EPP/MSI, NCAS-M II, and NOAA EPP/MSI award as the source of support in all activities, products, and presentations arising from this NOAA EPP/MSI undergraduate internship
6. to complete a NOAA Education Undergraduate Research Symposium presentation of EPP/MSI CSC undergraduate internship scheduled through NOAA EPP/MSI Program
7. to be aware that NOAA EPP/MSI has the highest expectations for the investment in each student and their successful undergraduate internship



NOAA EPP/MSI requests that all NCAS-M students participating in an EPP/MSI undergraduate internship have the email signature block below:

First Name Last Name	June Smith
NOAA EPP/MSI Undergraduate Intern	NOAA EPP/MSI Undergraduate Intern
NOAA CSC Undergraduate Scholar (Cohort #)	NOAA NCAS-M II Undergraduate Scholar (Cohort 1)
NOAA Internship Hosting Office	NOAA OAR ATDD, Memphis, TN 12345
Address and Phone/eMail Details	june.smith@noaa.gov Ph. 123-456-7890
NOAA Award # NA22SEC4810015	NOAA Award # NA22SEC4810015

FAQs

1. How do NCAS-M fellows prepare prior to the undergraduate internship?

- NOAA 101 Briefing
- Distinguished Scientist (DS) and Education Expert (EE) meet with students to present an overview of internship
- Fellow's advisor meets with student to discuss research topics and rules of engagement during internship
- DS, EE, and Institutional Advisor meet with students prior to internship to discuss roles and responsibilities during internship

2. What is the role of NCAS-M II during the undergraduate internship?

- Weekly check-ins during internship (DS, EE, and NCAS-M Faculty Advisor) check-in weekly with student. If follow-up or off-line check-ins are necessary, they will also be done.
- Bi-weekly check-ins during internship (NCAS-M Faculty Advisor) check-in bi-weekly with NOAA mentor by email (copy DS and EE). If follow-up or off-line check-ins are necessary, they will also be done.

3. What are fellows' responsibilities at the end of the undergraduate internship?

- At the end of the internship, undergraduate fellows are required to complete a **Final Performance Report** within 14 days. A template will be provided, and the final report should be reviewed by the NCAS-M faculty advisor and NOAA mentor before submission to the Education Expert with a copy to the Distinguished Scientist and Director.
- Undergraduate students are also required to present the results of their internship at the **NOAA Education Undergraduate Research Symposium**. Presentations should be reviewed by the NOAA mentor and NCAS-M faculty advisor prior to the presentation. They are also encouraged to present their results at a national or regional conference.



4. Does the NOAA site fund NCAS-M fellows?

- No, NCAS-M fellows are already funded through their NCAS-M fellowship for the internship.

5. Would the NCAS-M fellow be working on one specific project, projects assigned through their program, or projects as assigned through the office?

- Fellows will be working with their NOAA mentors on the research projects outlined in their approved 10-week Workplan.

6. Is there a specified time period to complete the internship?

- The undergraduate internship must be a minimum of 10 weeks. It can be longer based on the project and approval from the Center Director, NCAS-M fellow's faculty advisor, and NOAA mentor.

7. What is the Certificate of Eligibility?

- Once undergraduate students successfully meet all the internship requirements, they are eligible to receive a Certificate of Eligibility that may be used for direct hire under the Conservation Corps Act, when they graduate.

For more information, please contact:

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EPP/MSI CSC Undergraduate Internship-at-NOAA Pathway

