



## 2019 Michigan Sea Grant Environmental Internship Program

Michigan Sea Grant is initiating an undergraduate internship program that will coordinate and fund undergraduate students from any accredited community college, college, or university in Michigan to work with private businesses, state and federal agencies, environmental non-profit organizations, or university faculty to plan or implement environmental stewardship in the Great Lakes. Through this internship program, undergraduate students may propose projects they are interested in working on related to Great Lakes stewardship with sponsor organizations that will provide guidance and support for their research projects. *Michigan Sea Grant encourages applicants from underrepresented racial and ethnic groups, individuals with disabilities, and individuals from economically or educationally disadvantaged backgrounds. Michigan Sea Grant is committed to diversity and multiculturalism through staff training and organizational development for employees to help them provide effective and inclusive programs for the diverse residents of Michigan's communities.*

### Award Information

Students will be compensated \$4,800 for two (2) months. The duration of the internship will be from mid-June to mid-August with at least 24-hours of work per week. A non-Federal match of \$3,125 per application is required from sponsor organization. This match should include travel and poster printing for interns to present research at MISG seminar in late-August. Please note match may be in the form of selected "in-kind" services, such as office space, mentorship, or additional funds from a specified institution, agency, industry, or non-federal program.

### Eligible Applicants

Applicants should be enrolled undergraduate students at any level of study at accredited universities or colleges in Michigan. Preference will be given to students who plan to pursue a career in environmental science. Additionally, preference will be given to applicants who have created an internship with an organization outside of an academic setting.

### A. Application and Submission Information

A complete set of application materials must include:

- 1) A statement with a description of the proposed project (Maximum 2 pages, double-spaced, Times New Roman, 12 point font).
  - The statement should include the following:
    - A short description of the proposed project and how it relates to Great Lakes stewardship
    - Experiences the candidate expects to receive from this training
    - A description of how the proposed project will benefit the sponsoring organization, community, and environment
    - A description of how the proposed project relates to the candidate's future career goals
- 2) One letter of support from the sponsor organization's internship supervisor, on the sponsor organization's letterhead.
  - The sponsor organization's letter should include the following:
    - Name of supervisor

- Description of how the internship will be supervised
  - A description of how the proposed project will benefit the sponsoring organization and the intern
  - A statement about the intern's skills and leadership relevant to the proposed project
  - Cost Sharing or Matching Requirement - provide sources of the match and provide adequate documentation for in-kind match. Please note, match may be in the form of selected "in-kind" services, such as office space, mentorship, or additional funds from a specified institution, agency, industry, or non-federal program. No funds from federal entities can be used as match.
- 3) Undergraduate transcripts – unofficial are accepted
- 4) A current resume (one page, single-sided)

## **B. Submission Dates and Times**

Applicants must submit materials by **5:00 p.m. (EST) February 15, 2019** to [MISG Environmental Internship link](#). Applications received after the deadline will be rejected without further consideration. No e-mailed applications will be accepted.

## **C. Application Review Information**

Evaluation Criteria - The evaluation criteria and weighting of the criteria are as follows:

- (1) The description of proposed project (40% total)
- (2) Letter of support (40% total)
- (3) Submitted undergraduate transcript (10% total)
- (4) Current resume (10% of total)

## **D. Review and Selection Process**

Michigan Sea Grant Fellowship Committee will review each application based on the evaluation criteria listed in the previous section. Each committee member will score each application and application scores will be averaged and ranked by the committee. The top scoring applicants will be notified by March 15, 2019. Michigan Sea Grant may select at least six applications based on the evaluation criteria.

## **E. Anticipated Announcement and Award Dates**

The Michigan Sea Grant Environmental Internship Program selection process will be completed by March 15, 2019. Awards are for two months (start date-end date) and cannot be renewed.

## **G. Reporting**

- 1) A final internship report via Google Form is to be submitted to MISG online by August 30, 2019. A link will be send out to each intern upon accepting the internship. This report must include location, duration, and information regarding experience, outcomes and contributions.
- 2) Interns will be expected to attend and present research at the MISG seminar in late-August, seminar location: TBD.

## **H. Fellowship Contacts**

Phone: (734) 643-1437 or e-mail: [msgfellowships@umich.edu](mailto:msgfellowships@umich.edu)