



2020 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 \$5,000 for two (2) months. The duration of the internship will be for two months in the Summer of 2020 with at least 24-hours of work per week. A non-Federal match of \$3,225 per application is required from sponsor organization. This 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 but should also include travel and poster printing for interns to present research at MISG symposium in August 2020. .

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, including a state or federal agency.

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 28, 2020** to the MISG Undergraduate Internship [submission portal](#). The application form can also be accessed from [MISG Environmental Internship](#) web page. 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 Internship 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 27, 2020. Michigan Sea Grant may select up to twenty (20) 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 27, 2020. Awards are for two months (start date-end date) during the Summer of 2020 and cannot be extended or renewed.

G. Reporting

1) A final internship narrative report will be submitted to MISG Internship Committee by August 31, 2020. A link will be sent out to each intern upon accepting the internship. This report must include project location, project goal and objectives, and information regarding project outcomes, contributions to the partners and overall internship experience.

2) Interns will be expected to attend and present research at the MISG Internship Symposium in August on the University of Michigan Ann Arbor campus.

H. Internship Contacts

Questions about the application and submission requirements may be sent to msgfellowships@umich.edu. FAQs received will be posted on the MISG Environmental Internship page by February 14, 2020.

I. Project Ideas

For more information on previous internship, projects please visit [MISG Environmental Internship](#) or to discuss ideas for potential projects please contact Erin De Vries at edevries@umich.edu.