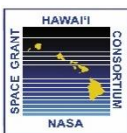


HAWAII SPACE GRANT CONSORTIUM



NASA GUAM SPACE GRANT PROFESSIONAL INTERNSHIP



NASA Guam Space Grant, as a part of the University of Hawai'i Space Grant Consortium (HSGC), invites collegiate students to apply for the **NASA Guam Space Grant Professional Internship**. Students in these internships will partner with local agencies/businesses to assist in skill-building opportunities, and be able to pursue original research projects in the fields relevant to NASA's goals in aeronautics and space research.

Fields relevant to NASA's goals are mainly those in science, technology, engineering, and mathematics (STEM) or any disciplines focused on understanding the Earth, exploring the Solar System and the universe beyond. The purpose of this internship is to inspire students to pursue careers in STEM and to engage the public in shaping and sharing the experience of exploration and discovery.

PROGRAM DESCRIPTION

The HSGC UOG Internship may take the path of either a teaching internship, professional internship, or a research internship (*Teaching & Research* Internships available in a separate application). The Professional Internship includes:

- (1) a semester-long internship at \$3,000, with a possible extension into a second semester for a total of \$6,000 per year
- (2) a travel and supply budget of \$500 per semester

RESPONSIBILITIES

PROFESSIONAL INTERNSHIP

Professional interns will be expected to partner with a local agency or organization, having the opportunity to pursue internships or participate in original research projects relevant to NASA's goals in aeronautics, earth science, and space research. These areas include aviation, engineering, geology, biology, chemistry, physics, astronomy, oceanography, mathematics, computer science, medicine, education, and other fields.

Awards will be based on the goals of the proposed research training, the quality of proposed research/work plan, appropriateness of proposed research to NASA's goals, feasibility of proposed research/study within the planned time frame, and the academic qualifications of the student. **Students must secure a mentor in a local agency/organization relevant to their field of study prior to submitting an application.**

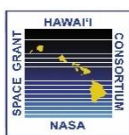
If students need help finding a mentor, please contact Dr. Romina King at roking@triton.uog.edu



**Successful candidates will be designated
NGSG Professional Interns and will:**

- Work 20 hours/semester week.
- Be provided training for and/or mentoring on their projects during the semester.
- Receive additional funds for travel and/or supplies, as funds allow.
- Project must be STEM-related.
- Submit mid-semester, end of semester and final progress reports describing their work and accomplishments.
- Give a project poster or oral presentation at the NASA Guam Symposium in the Spring and the HSGC Symposium in the Fall.

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ELIGIBILITY

All applicants must be:

1. A U.S. Citizen and meet a minimum 3.0 GPA requirement.
2. A full-time undergraduate student or at least a part-time college-level student on Guam enrolled in a minimum of 6 semester hours.
3. Pursue a project that deals with STEM-related topics. Student does not need to be a STEM major.
4. Sponsored by a mentor who is willing to guide the student for the duration of the award.*
5. Prior experience is not required.

APPLICATION SUBMISSION

Completed application packages must be submitted via e-mail to Dr. Romina King @ roking@triton.uog.edu and Keanno Fausto @ faustok9679@triton.uog.edu.

Application deadlines will vary depending on the semester.

QUESTIONS

For additional information, please contact

Dr. Romina King at roking@triton.uog.edu .

To learn more about the program, visit:

<http://www.uog.edu/nasa-guam-space-grant>

<http://www.spacegrant.hawaii.edu>

APPLICATION PROCEDURE

I. TO BE PREPARED BY THE APPLICANT AND SUBMITTED BY RESPECTIVE DEADLINE

- 1) Cover Page, fully completed (located on page 6 of this application). The application form is fillable.
- 2) Abstract (1 page)
- 3) Work Plan or Research/Study Proposal
- 4) Request for Travel/Supplies Funds (1 page - if applicable)
- 5) Student's Resume (1 page or less)
- 6) Internship Code of Conduct
- 7) Stipend Agreement Form
- 8) Official Transcripts & Letter of Recommendation (instructions on page 4)

1.1) Cover Page

The cover page is included with this packet on page 6. Please be sure to include all the information requested, including the **signatures of the applicant, proposed advisor/ mentor, and department chair/ associate director.**

1.2) Abstract

A one-paragraph summary of the proposal should be prepared, highlighting the relevance of the proposed work to NASA's goals.

1.3) Research/Study Proposal or Work Plan

The core of the application is a well-formulated work plan or proposal describing the proposed research work, its goals, and relation to previous research performed at the University of Guam, University of Hawai'i, and elsewhere. The proposal should be four to five typed, double-spaced pages in length, and shall identify and discuss the key elements of the proposed research, objectives, and methods to perform the research. It must include a time flow-chart showing when the student expects each component of the project to be carried out. If a student chooses to not pursue a research project, they must provide a detailed work plan that describes what they hope to accomplish during their internship (e.g. goals, timeline, roles, responsibilities, equipment to be used, achievement plan, etc.).

The proposed mentor should guide the student in the preparation of this proposal or work plan, and the role that the mentor will play in the subsequent studies should be identified. In cases where two or more students are applying to work on closely related topics, it is essential that each proposal contains separate tasks and goals. The proposal must include one or two paragraphs showing how the proposed study is relevant to the goals listed in the current **NASA Strategic Plan** (link available from the HSGC URI page at <http://www.spacegrant.hawaii.edu/uri.html>).

1.4) Request for Travel/Supplies Funds (For Research Proposals only - if funds allow)

Beyond the stipend, additional resources may be available for research internship projects each semester. Students who wish to obtain these resources must complete a request form providing a brief justification for the use of such funds; \$500 per semester are available to purchase supplies and to support inter-island travel, and project related activities. These funds may also be used to supplement travel to scientific meetings in the continental United States to present the results of research internship projects. Please reach out to Dr. King for more information.

1.5) Student's Resume

The resume should reflect a short (1 page or less) summary of the applicant's career interests and accomplishments.

1.6) Internship Code of Conduct

Students must sign and agree to a code of conduct that details the expectations and standards in regards to behavior, punctuality, and confidentiality, to be exhibited during an internship.

**All application materials should be e-mailed to Dr. Romina King at roking@triton.uog.edu
and Keanno Fausto at faustok9679@triton.uog.edu.**

II. TO BE SENT INDEPENDENTLY

In addition, the following items are required and should be sent directly to Dr. Romina King and Keanno Fausto via e-mail [not given to the student] by the relevant deadline. **An application is not complete until the following materials are received.**

2.1) Transcript

The student should arrange to have original transcripts of all college-level work sent to Dr. Romina King. *
Note: Unofficial transcripts are acceptable if they are from UOG.

2.2) Letter of Recommendation

The proposed mentor or reference must provide a letter of recommendation commenting on the acceptability of the student for the program and the nature of any past experience with the student. It should also contain a clear statement of the advisor's willingness to supervise the student.

III. SUBMISSION

3.1) Initial Application

The original application material should be submitted by appropriate deadlines to Dr. Romina King and Keanno Fausto. Selected applicants will be notified by the Selection Committee.

3.2) Extension

Requests for extensions of a research internship project for a second semester should be submitted to the HSGC office. **Note: Unofficial transcripts may be requested if the student's academic grades are affected by the program.*

The Extension Report form must be completed and signed. The form should be attached to the mandatory end of semester progress report (three to four pages). The progress report should include the research and training scope for the extension and a time flow-chart showing when the student expects each component of the extended project to be carried out.

Requests for a third semester of support for a research internship can be considered if the proposed research project is distinctly different from that previously funded. Research interns applying for a third semester of funding should submit a final written report at the end of their second semester with a detailed summary of the results and conclusions from the first two semesters' work. In addition they must complete a full application form for a new research internship project (see I.3) to be completed during the third semester. Support for more than three research internship semesters is not available.

3.3) Inquiries

Questions concerning the preparation & submission of applications and the administration of the HSGC URI should be addressed to Dr. Romina King. We advise that students and mentors contact Dr. King prior to the submission of the proposal in order to ascertain the appropriateness of the intended project.

IV. RESPONSIBILITIES OF THE STUDENT

Students are encouraged to keep track of their hours and duties via a log that details the date/time, tasks for that day, and amount of hours worked. Random, bi-weekly check-ins may be requested by the program coordinator.

Students are required to briefly summarize their progress in a mid-semester report (to be signed by their mentor) to document progress towards research goals and the schedule outlined in the student's proposal.

Research intern students must attend and present at the NASA Guam Symposium (Spring) and the HSGC URI Symposium (Fall). The presentation must demonstrate technical expertise, professionalism, and timeliness standards. The HSGC URI Symposium presentation can be delivered via video conference to an audience of selection committee members.

At the end of the semester, research interns on their second semester of funding or completing their project should submit a **final report** describing their accomplishments. This report must be six to eight pages in length and include results of the student's research and note, if applicable, presentations made, papers published, or relevant activities attended. An electronic copy of the final report should be sent to Dr. Romina King (roking@triton.uog.edu) and Keanno Fausto (faustok9679@triton.uog.edu) as a .PDF. The quality of the final report must be adequate to be included in the Research Internship Final Report volume. Students who are funded to work simultaneously on closely related topics must give separate oral presentations and submit separate progress and final reports.

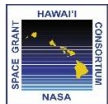
In addition, students are encouraged to fill out a simple online form that tracks the student's progress after graduation and a questionnaire on the Research Internship experience. Progress of HSGC URI students after graduation is included in our annual report to NASA. Responses to the questionnaire assist in improving the HSGC URI.

IV. SELECTION CRITERIA

Once students are referred to by a potential mentor or reference, their application will be reviewed with the following criteria under consideration by the NASA Guam Space Grant Team:

1. **Goals of Proposed Research Training (25%):**
 - a. Clear and well-defined goals of the proposed research training.
 - b. Relevance of the goals to NASA's goals in aeronautics and space research.
 - c. Demonstrated understanding of the specific field and its significance.
2. **Quality of Proposed Research/Work Plan (25%):**
 - a. Thoroughness and organization of the research/work plan.
 - b. Logical sequence of steps to achieve the proposed goals.
 - c. Use of appropriate methodologies, tools, and resources.
 - d. Consideration of potential challenges and contingency plans.
3. **Appropriateness of Proposed Research to NASA's Goals (20%):**
 - a. Alignment of the proposed research with NASA's mission and objectives.
 - b. Relevance to current or emerging areas of NASA's focus.
 - c. Potential contributions to advancements in aeronautics and space research.
4. **Feasibility of Proposed Research/Study within Planned Time Frame (15%):**
 - a. Realistic timeline for completing the proposed research/study.
 - b. Feasibility of conducting the research/study with available resources.
 - c. Ability to manage and allocate time effectively to meet project milestones.
5. **Academic Qualifications of the Student (15%):**
 - a. Academic record, including GPA and relevant coursework.
 - b. Demonstrated knowledge and understanding of the subject matter.
 - c. Previous research or work experience in the field.
 - d. Letters of recommendation and/or references supporting the student's qualifications.

Note: The weights assigned to each criterion are suggestions and can be adjusted based on the specific priorities of the program. The rubric should be used consistently by all reviewers to ensure fair and standardized evaluation of applications. Students who do not meet eligibility criteria will not be considered for review.



NASA Guam Space Grant Professional Internship Application Cover Page

For U.S. Citizens only

Applicant Information

Student Full Name:			
Last		First	M.I.
DOB:	Age:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Month/Day/Year			
Mailing Address:			
Street Address / PO Box			Apartment/Unit #
City		State	ZIP Code
Permanent Address:			
If different from above (mailing address), or residency is not in Guam			
Phone:		Email:	
Grade: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		What semester will you conduct your internship? <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter	
School:	Major/Minor:	GPA: (Cumulative)	Graduation Date:
			Month/Year

Internship/Project Details

Title of Proposed Study:	Proposed Semester(s):
	Term/Year
Proposed Mentor:	Company
Print Name	Organization Name
Mentor's Contact:	
Phone Ext.	Email Address
Company Supervisor/CEO:	
Print Name	Phone Ext. Bldg., Room No.

Certification and Signatures

- ☐ I am a citizen of the United States and I will be at least a part-time (less than 12 credits) student at the University of Guam or Guam Community College during the period covered in the attached proposal.
- ☐ If selected for a NASA Space Grant award, I agree to provide HSGC information about my studies, employment and/or publications on request beyond the term of the award. (This is part of a NASA requirement to track the long range effectiveness of the program.)
- ☐ By signing below, I understand that my internship and stipends may be terminated if I do not adequately fulfill my duties and requirements, or upon resignation/termination by my respective organization.

Student's Signature:	_____	Date:	_____
Mentor's Signature:	_____	Date:	_____
Supervisor's Signature:	_____	Date:	_____

This internship will be selected on merit without regard to race, color, religion, national origin, sex, or age. However, to determine and report accurately the degree to which members of the diverse segments of the population are reached by this announcement, HSGC would appreciate your input to fill in the appropriate blocks and information. Please mark all that apply below.

Student Demographics

Ethnicities:	<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other: _____ <input type="checkbox"/> I do not wish to state	<input type="checkbox"/> Latino <input type="checkbox"/> Hispanic <input type="checkbox"/> None <input type="checkbox"/> I do not wish to state
Physically Challenged:	<input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Mobility/Orthopedic Impairment <input type="checkbox"/> Visual Impairment <input type="checkbox"/> None <input type="checkbox"/> Mental Impairment <input type="checkbox"/> Other: _____ <input type="checkbox"/> I do not wish to provide information	Are you in the military/veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about this opportunity?		
Have you participated in any Space Grant programs before? If so, please list your involvement(s):		
Are you currently receiving financial aid and/or scholarships funding from other sources? <input type="checkbox"/> Yes <input type="checkbox"/> No		

*Please complete and attach this cover sheet to the proposal with other required application material as described in the instructions.