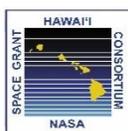


HAWAI'I SPACE GRANT CONSORTIUM



NASA SPACE GRANT UNDERGRADUATE TEACHING INTERNSHIP



University of Guam (UOG)

NASA Guam Space Grant, as a part of the University of Hawai'i Space Grant Consortium (HSGC), invites undergraduate students to apply for HSGC UOG Internships to pursue teaching internships 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, to create more secure, efficient, and environmentally friendly air transportation systems; 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 (*Professional & Research* internships available in a separate application). The 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

RESPONSIBILITIES

TEACHING INTERNSHIP

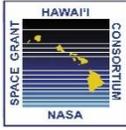
NASA Guam Space Grant Undergraduate Teaching Interns will be expected to partner with a STEM UOG professor and will provide instructional support.

Successful candidates will be designated HSGC UOG Teaching Interns and will:

- Work 160 hours per semester (10 – 15 hours per semester week)
- Provide instructional support that includes, but is not limited to, preparing the classroom, preparing materials, grading assignments, labs, and exams; running laboratory exercises; providing technical support with online resources (e.g. Moodle, Zoom, WebAdvisor, etc.); offering extra help for students; and cleaning and securing the lab or classroom.
- Submit mid-semester, end of semester, and final progress reports describing work and accomplishments



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University of Guam (UOG)

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. Sponsored by a mentor who is willing to guide the student for the duration of the award.*
*Mentors are faculty at the University of Guam but senior researchers or other qualified personnel at UH or elsewhere are eligible.
4. Prior experience is not required.

APPLICATION DEADLINES

Applications must be submitted via e-mail to Dr. Romina King at roking@triton.uog.edu and Keano Fausto at faustok9679@triton.uog.edu by the respective deadlines.

Application deadlines will vary depending on the semester. Please visit website for latest dates.

QUESTIONS

For additional information, please contact Dr. Romina King at roking@triton.uog.edu or Keano Fausto at faustok9679@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 (for Teaching Interns) (min. 4 pages)
- 4) Student's Resume (1 page or less)
- 5) Official Transcripts & Letter of Recommendation (instructions on page 4)
- 6) Stipend Agreement Form

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 mentor's department chair.**

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) Work Plan (for Teaching Interns)

The core of the application is a well-formulated work plan describing the proposed internship experience and its goals. The work plan should be four to five typed, double-spaced pages in length, and shall identify and discuss the key elements of the proposed internship: objectives, roles, responsibilities and overall scope of work. It must include a time flow-chart showing when the student expects each component of the project to be carried out.

The proposed mentor should guide the student in the preparation of this work plan, and the role that the mentor will play in internship should be identified. The proposal must include one or two paragraphs showing how the proposed internship 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) Student's Resume

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

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 the Dr. Romina King via e-mail [not given to the student] to be received 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. 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 1.3) 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 or Keanno Fausto. 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 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.

At the end of the semester, interns 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 internship 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.



**University of Guam - Hawai'i Space Grant Consortium
NASA Space Grant University Internship
Application Cover Page**

For U.S. Citizens only

Applicant Information

Student Full Name: _____			
<i>Last</i>	<i>First</i>	<i>M.I.</i>	
DOB: _____	Age: _____	Gender: <input type="checkbox"/> <input type="checkbox"/>	
<i>Month/Day/Year</i>		<i>Male</i>	<i>Female</i>
Mailing Address: _____			
<i>Street Address / PO Box</i>			<i>Apartment/Unit #</i>
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Permanent Address: _____			
<i>If different from above (mailing address), or residency is not in Guam</i>			
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	
Program/Major: _____	Minor: _____	GPA: _____ <small>(Cumulative)</small>	Graduation Date: _____ <i>Month/Year</i>

Proposal (For those seeking Research Internships)

Title of Proposed Study: _____	Proposed Semester(s): _____ <i>Term/Year</i>
Proposed Mentor: _____ <i>Print Name</i>	Dept./Office: _____ <i>Dept./Bldg., Room No.</i>
Mentor's Contact: _____ <i>Phone Ext.</i>	<i>Email Address</i>
Mentor's Dept. Chair: _____ <i>Print Name</i>	<i>Phone Ext.</i>
	<i>Bldg., Room No.</i>

Certification and Signatures

- I am a citizen of the United States and I will be a full-time student taking a total of at least 12 credit hours at the University of Guam during the period covered in the attached proposal.
- If selected for a NASA Space Grant URI 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.)

Student's Signature: _____ **Date:** _____

Mentor's Signature: _____ **Date:** _____

Dept. Chair's Signature: _____ **Date:** _____

HSGC URI will be selected on merit without regard to race, color, religion, national origin, sex, or age. However, for demographic and record purposes, 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, and three copies of the proposal, as described in the instructions.*