

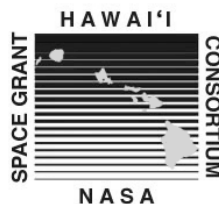
# Hawai'i Space Grant Consortium

## *Undergraduate Traineeship Program*

The NASA logo is centered in the background. It features the word "NASA" in large, white, sans-serif capital letters. Above the letters is a white swoosh that curves from the top left to the bottom right. The background of the logo is a light blue circle with several small white stars scattered throughout. A red diagonal line crosses the logo from the bottom left to the top right.

NASA

Available for Fall and Spring  
Semesters



**HAWAI'I SPACE GRANT CONSORTIUM  
UNIVERSITY OF HAWAI'I  
COMMUNITY COLLEGES**

**UNDERGRADUATE TRAINEESHIP  
PROGRAM SUMMARY**

The University of Hawai'i Space Grant Consortium, as a participant in the National Space Grant College and Traineeship Program, invites applicants for NASA Undergraduate Space Grant Traineeships to support studies in the field relevant to NASA's goals as defined in the current Strategic Plan for NASA. The goal of the National Space Grant College and Fellowship Program is to expand opportunities for U.S. citizens to understand and participate in NASA's aeronautics and space programs by supporting and enhancing science and engineering education, research and outreach programs.

Fields relevant to NASA's goals are mainly those in science, technology, and education that are focused on understanding the Earth, exploring the Solar System and the universe beyond, understanding the origin and evolution of life, understanding how life responds to space, creating a more secure, efficient, and environmentally friendly air transportation system, inspiring students to pursue careers in science, technology, and mathematics, and engaging the public in shaping and sharing the experience of exploration and discovery.

Undergraduates enrolled at the University of Hawai'i Community Colleges are eligible to apply. **Applicants must be U.S. citizens** and must be sponsored by a mentor who is willing to guide the student for the duration of the award. Most mentors are faculty but senior researchers or other qualified personal at UH or elsewhere are eligible. Awards will be based on academic qualifications of the student, the quality of proposed research study and the relevance to NASA's goals. Trainees receive a stipend between \$250 - \$1000 for working at least five hours per week during the semester. Traineeships are awarded for one semester but may be renewed for a second.

Women, under-represented minorities (specifically Hawaiians, Filipinos, other Pacific Islanders, Native Americans, African Americans, and Hispanics), and physically challenged students who have interest in space-related fields are particularly encouraged to apply.

For further information, please visit our website:  
<http://www.spacegrant.hawaii.edu/fellowships.html>

Updated: May 2011

## **APPLICATION PROCEDURE**

### **I. TO BE PREPARED BY THE APPLICANT:**

- 1) Cover Page (fully signed)
- 2) Abstract
- 3) Two page research proposal
- 4) Student's resume

#### **I.1 Cover Page**

The form that will be the cover page is included with this packet and must be completed by the applicant. Please be sure to include all information requested, including the **signatures of the applicant, the proposed advisor/mentor, and the Department Chair.**

#### **I.2 Abstract**

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

#### **I.3 Research Proposal – Plan of Work**

The student should describe, in a two-page report, the nature of the research to be performed during the traineeship. What will be done and how will the training benefit the student's education and career? Where will the work be performed? The proposed advisor should help the student complete this section. The proposed research should contain a clear statement of how the research work will relate to space.

#### **I.3 Student's Resume**

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

**The original copy of the proposal with signatures and three complete copies of the proposal should be hand carried to the Community College Associate Director or mailed to arrive by June 15<sup>th</sup> for Fall semester or December 1<sup>st</sup> for Spring semester. Addresses are available at our web page: <http://www.spacegrant.hawaii.edu/personnel.html>**

**Undergraduate Traineeship  
Hawai'i Space Grant Consortium  
Hawaii Institute of Geophysics and Planetology  
School of Ocean and Earth Science and Technology  
1680 East West Road, POST 501  
Honolulu, HI 96822**

## II. TO BE SENT INDEPENDENTLY TO THE SPACE GRANT OFFICE

In addition, the following items are required and should be sent directly to the Space Grant Consortium (not given to the student) to be received by the relevant deadline. **An application is not complete until the following materials are received.**

### 1) Transcript

The student should arrange to have original transcripts of all college-level work sent to the Hawai'i Space Grant Consortium, Attn: Traineeship Program.

### 2) Letter of Recommendation

The proposed Mentor 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

### III.1 Initial Application

Applications for work beginning in the Fall semester are due by June 15<sup>th</sup>; for work beginning in the Spring semester the deadline is December 1<sup>st</sup>. The original and three copies of all application materials should be submitted by these deadlines to the address on the previous page. Selected applicants will be notified by the Space Grant Fellowship/Traineeship Selection Committee.

### III.2 Renewal

Request for renewal must be submitted to the UH Space Grant Consortium by June 15<sup>th</sup> for Fall semester renewal and December 1<sup>st</sup> for Spring semester renewal. The same procedure needs to be followed for renewal requests, although transcripts and letters of recommendation are not required.

### III.3 Inquiries

Questions concerning the preparation and submission of applications and the administration of this Traineeship Program should be addressed to the Community College's Associate Director:

Associate Director(s)	Institution Name	Contact Information
Dr. Joseph Wilcox	Hawaii Community College	974-7452
Dr. Gregory Witteman	Honolulu Community College	847-9847
Mr. Roger Kwok	Leeward Community College	455-0261
Dr. John Rand	Kapiolani Community College	734-9433
Mr. Stewart Burley	Kauai Community College	651-1111
Dr. John Pye	Maui Community College	984-3206
Dr. Joseph Ciotti	Windward Community College	235-7322

Students and Faculty Mentors are strongly urged to contact the Space Grant Consortium Office prior to submission of the proposal in order to ascertain the appropriateness of the intended project.

## IV. RESPONSIBILITIES OF A TRAINEE

During the semester, work should be carried out within the time-frame of the UH academic terms. The advisor is asked to complete a form at the middle of the semester describing the trainee's progress. At the end of the semester, the trainee is required to write at least a two-page report explaining what was done, what was learned, how the work relates to NASA's goals, and how it might help their future career. **Trainees are required to attend the Undergraduate Fellowship and Traineeship Meeting, which is held towards the end of both the Spring and Fall semesters. A poster presentation is required during these meetings, in which further details will be provided to reach this requirement.**

