HAWAI‘I SPACE GRANT CONSORTIUM
UNIVERSITY OF HAWAI‘I SYSTEM

UNDERGRADUATE INTERNSHIP
PROGRAM SUMMARY

The University of Hawai‘i Space Grant Consortium (HSGC), as a participant in the National Space Grant College and Fellowship Program, invites applicants for NASA Undergraduate Space Grant Internships to support the development of a technically-skilled workforce in the fields relevant to STEM (Science, Technology, Engineering, and Math) and to fulfill the employment needs of Hawai‘i businesses and NASA in these areas. The goal of the HSGC Internship Program is to facilitate the development of a high-technology workforce in Hawai‘i and to promote educational training opportunities between University of Hawai‘i students and high-technology enterprises in the State of Hawai‘i.

The main objective of the HSGC is to promote the use of NASA technology and educational opportunities in Hawai‘i and, as such, internships focusing on NASA’s science goals are especially encouraged. NASA’s science goals 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. However, in pursuit of the creation of a high-tech workforce, the HSGC Internship Program encourages all internship opportunities relating to the more general STEM disciplines.

All full-time undergraduates enrolled at the University of Hawai‘i at Manoa, University of Hawai‘i at Hilo, or one of the University of Hawai‘i Community Colleges are eligible to apply for Internships.

Applicants must be U.S. citizens and will be sponsored by a mentor at the host company who is willing to guide the student for the duration of the award. Internship awards will be based on academic qualifications of the student, quality of the application letter in terms of proposed objectives, faculty letter of support, appropriateness of applicant resume for the intended project, and availability of an Internship position.

Successful candidates will be designated University of Hawai‘i Space Grant Interns. Interns are expected to work approximately fifteen hours a week on their projects. Financial support includes a stipend of $3000 for the first semester-long period of their project. Summer interns will be expected to work full-time for a designated time period between Spring and Fall semesters.

In these special cases, financial support will be arranged between the HSGC and the host company to reimburse the intern for a full-time work-week (40 hours/week). Women, underrepresented minorities (specifically native 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/internships.html

Updated: January 31, 2005
APPLICATION PROCEDURE

I. TO BE PREPARED BY THE APPLICANT:
   1) Cover Page (fully signed)
   2) Application Letter
   3) 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, a faculty member in support of the application, and the Department Chair.

I.2 Application Letter
   A one to two page application letter must accompany the submitted package. Within the first paragraph, the application letter should clearly state the intended Internship for which the applicant is applying including the company and position sought. Following paragraphs should summarize pertinent work experience as well as long-term employment objectives of the applicant. This letter is very important as it will be used to judge the student’s enthusiasm for and commitment to the program.

I.3 Student’s Resume
   The resume should provide a short (one-page or less) summary of the applicant’s career interests and accomplishments including any awards or honors that have been achieved.

The original copy of the application with signatures as well as three complete copies should be submitted to the Hawai‘i Space Grant Consortium to the attention of Dr. Rob Wright, Internship Program Director. Internship positions will remain open until filled. For the Manoa students, the proposal should preferably be hand carried to the Space Grant Office in the POST, Room 501.

For UH Students send to:
Undergraduate Internship Program
c/o Dr. Rob Wright
Hawai‘i Space Grant Consortium
Hawai‘i Institute of Geophysics and Planetology
School of Ocean and Earth Science and Technology
1680 East West Road, POST Bldg, Room 512A
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: Internship Program.

2) Letter of Recommendation
   A faculty member capable of evaluating the student’s work 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.

Updated: January 31, 2005
III. SUBMISSION

III.1 Initial Application
Applications for internships will be accepted continuously until positions are filled. Host companies and the HSGC reserve the right to keep positions open until suitable candidates are identified. Depending on the position description, applicants should be available for work immediately or at a maximum within 2 weeks of application acceptance (thus giving the successful applicant time to notify a previous employer). The original and three copies of all application materials should be submitted to the address on the previous page. Selected applicants will be notified by the host company and by Dr. Rob Wright, Space Grant Internship Program Director. The successful applicant must set up an appointment with Dr. Wright to fill out necessary paperwork concerning the Internship stipend.

III.2 Renewal
Upon successful completion of a semester-long period of project work, interns will be employed by the host company for at least one matching semester of work. After this initial commitment of support by both the host company and the HSGC, the decision for the continuation of the internship is contingent upon the availability of funds at the host company as well as whether or not the host company wishes to continue to employ the intern.

III.3 Inquiries
Questions concerning the preparation and submission of applications and the administration of this Internship Program should be addressed to Internship Program Director, Dr. Wright at 956-9194 or the HSGC office at 956-3138. Prospective interns are strongly recommended to monitor the HSGC Internship web pages for new opportunities at the Space Grant Consortium website (http://www.spacegrant.hawaii.edu/internships.html).

IV. RESPONSIBILITIES OF AN INTERN
Internships can start at any time during the Spring and Fall semesters. Upon notification of a successful application, the Intern is required to report to Dr. Rob Wright to organize necessary paperwork for stipend processing. The Intern will be supported at a rate of $3000 in exchange for 15 hours of work per week for the first semester-long (16 weeks) period of internship.

Students are required to briefly summarize their work experience with a mid-term (within the 8th week), one-page progress statement.

At the end of the 16-week period, Interns submit a final work experience statement describing their accomplishments. This should be at least 3 but not exceed 5 pages and should include references to the student’s research, and note, if applicable, presentations made, papers published, or relevant activities attended. Two copies of the final statement should be sent to the Hawai‘i Space Grant Consortium Internship Program Director. This statement may then be published by the Hawai‘i Space Grant Consortium as part of a collection of the Fellowship reports and Internship statements.

V. RESPONSIBILITIES OF HOST COMPANY
By participating in the HSGC Internship Program, the host company agrees with the following conditions: (1) Upon successful completion of a semester-long period of work, the host company will support the Intern for a minimum of one semester-long period at least at the level of support offered by the HSGC, (2) the costs of any travel and supplies required during the Internship will be borne by the host company, (3) the host company will designate a mentor for the Intern who will be responsible for filling out a simple on-line form that tracks the Intern’s progress at 3 times per year (following the Spring, Summer, and Fall semesters). This last responsibility is especially important for the HSGC’s annual report to NASA.
University of Hawai‘i
Hawai‘i Space Grant Consortium
NASA Space Grant Undergraduate Internship Program
Application Cover Page
For US Citizens Only

Please type:
Student’s Name (Last, First, M.I.): _____________________________________________________________

Social Security Number: _________________________ Residency Status: __________________________

Current Address: ____________________________________________________________
number and street apt # city zip code

Permanent Address (if different from above): ___________________________________________________

Telephone: __________________________ e-mail address: ________________________________________

Current Year in College: ___ Freshman ___ Sophomore ___ Junior ___ Senior

Cumulative GPA: ____________

University of Hawai‘i campus: ____ Manoa ____ Hilo ____ Hawai‘i CC
____ Honolulu CC ____ Kapi‘olani CC ____ Kaua‘i CC
____ Leeward CC ____ Maui CC ____ Windward CC

Expected Graduation Date: ___________________

Major: _______________________________ Minor: _________________________________

Proposed Internship Position: ________________________________________________________________________

Proposed Start Date of Internship (Day/Month/Year): _____________________________________________________

Proposed Host Company ___________________________________________________________________________

Print Name Address Contact Name

I certify that I am a citizen of the United States, and I will be a full-time undergraduate student at the University of Hawai‘i at Manoa/Hilo during the period covered in the attached proposal. Alternatively, I will be a part-time student (minimum of 6 credit-hours) at one of the University of Hawai‘i Community Colleges.

Student’s Signature: _____________________________________________ Date: ______________________

Recommending Faculty Signature: _____________________________________________ Date: _________________

Department Chair’s Signature: _____________________________________ Date: ______________________

Interns will be selected on merit without regard to race, color, religion, national origin, sex, or age. However, in order to determine and report accurately the degree to which members of the diverse segments of the population are reached by this announcement, the UH Space Grant Consortium urges you to fill in the appropriate blocks.

___ Male ___ Female Age: ___

Racial Minority? ___ Yes ___ No (If Yes, please mark one below)
___ Native Hawaiian ___ Filipino ___ Pacific Islander ___ African American ___ Korean ___ Chinese
___ Native American ___ Japanese ___ Vietnamese ___ Other (please specify) ____________________

Veteran? ___ Yes ___ No Physically Challenged? ___ Yes ___ No

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