

MISG Undergraduate Internship Questions and Answers

Questions from students:

- 1) Q: I am interested in the Michigan Sea Grant Undergraduate Environmental internship. Can you give me more information on the program, namely previous projects or businesses, government agencies, or organizations that have participated?

A: Thank you for expressing interest in the MISG Undergraduate Environmental Internship. We have just launched this experience so this year will be the incoming class! With that being said, we do not have examples of previous projects. While that may seem daunting, it allows you to be creative and focus on something you are curious about or really passionate about. Our internship committee recommends that you talk with a faculty member to see if they know of any organization looking for interns. Some internships may not be posted but found by word-of-mouth.

- 2) Q: If I find an organization that is interested, how does the \$3,125 match work?

A: That is a great question. Interns will be compensated \$4,800 directly from Michigan Sea Grant. The sponsor organization match is typically for in-kind services; these could include office space, a mentor's time, or other financial needs that arise throughout the internship and should include funds allocated for student travel to and the cost of printing a poster for the MISG seminar in late-August in Ann Arbor. Our Fiscal Officer will ask the sponsorship organization for a finance report of \$3,125 in order to ensure that the match funds are used for the internship experience.

- 3) Q: Are all undergraduate students eligible to apply for the Michigan Sea Grant Environmental Internship?

A: Yes. Applicants must be an enrolled undergraduate student of any level of study at an accredited university or college in Michigan. The Michigan Sea Grant Environmental Internship Program encourages applicants from underrepresented racial and ethnic groups, individuals with disabilities, and individuals from economically or educationally disadvantaged backgrounds.

- 4) Q: I graduated from my university in December 2018, am I still eligible to apply?

A: Yes! We are extending the opportunity to students who graduated December 2018.

- 5) Q: I have a group project I am interested in coordinating, does that qualify for this internship?

A: Yes! However, groups cannot exceed three individuals and the stipend of \$4,800 will be divided between the three interns. We require one written proposal describing each individual's role in the project and each individual's career goals. Additionally each student will need to submit a transcript and resume.

Questions from mentors:

- 1) Q: How is the mentorship time valued for the purpose of the \$3,125 match?

A: For the matching funds, we require that you provide a small amount of funds for students to attend the MISG seminar in late August in Ann Arbor and a portion for poster printing. The remaining

balance can be used for mentorship time such as salary and additional expenses. At the end of the internship experience, the Fiscal Officer will ask for a finance report for \$3,125.

- 2) Q: Based on the sentences in the RFP about match, if we figure that the \$4,800 student stipend is paid out over 8 weeks at 24 hours per week that comes to \$25 per hour. Therefore, if a student were to work for 8 weeks and be paid \$4,800 but work 40 hours per week instead of 24, they would essentially be 'donating' 16 hours per week for 8 weeks, which comes out to \$3,200. Would this be an acceptable way to calculate a match?

A: Yes. In terms of the cost-share (match funds), Michigan Sea Grant will ask for a statement confirming that 16 hours a week for 8 weeks were worked by the intern at \$25 per hour totaling \$3,200 which will be considered in-kind. However, please keep in mind that the educational or host institution will need to provide funds for printing a poster and traveling to the MISG symposium in August.

- 3) Q: What would it look like if an institution submitted two proposals?

A: Based on MISG Internship Program, the number of applicants that can come from a specific institution is not restricted; however, given the limited funding we will likely try to distribute the funded internships broadly across institutions. Please keep in mind that if two proposals are submitted they should be for different projects.

- 4) Q: Can an institution submit one proposal and ask for funding for two students?

A: Each student should submit his or her own proposal for consideration.

General Questions:

- 1) Q: Is this internship limited to U.S. citizens only?

A: As long as the student is enrolled in an accredited university/college in Michigan and can receive work sponsorship from that institution, they are eligible for this opportunity. They do not necessarily have to be a U.S. citizen. However, the University of Michigan is unable to provide work sponsorship for this program, which is why the student's home institution must be able to provide the sponsorship.

- 2) Q: Why did my stipend appear in my account as "financial aid type"?

A: The University of Michigan requires undergraduate stipends to be processed through the Financial Aid office. As a result, when your stipend is direct deposited into your account, it should state "financial aid type" or something similar from U of M. This is not an error.

- 3) Q: I received my two direct deposit from this internship through the University of Michigan. Should I be looking for a W-2 or other form from either from Michigan Sea Grant or the University? I am looking ahead to filing for 2021 and wanted to be sure.

A: For MISG stipends, the University does not provide any tax forms relating to taxable income. It is the student's responsibility to self-report this income. However, please call payroll services at 734.6153.2000 option 2 prompt 1 or 866.647.7657 option 2 prompt 1.

4) Q: I am a science teacher at a High School in Detroit. I am currently teaching environmental science for juniors and seniors and have several students who are interested in pursuing environmental degrees once in college. I saw that you have internships to college students but was wondering if you had any opportunities for juniors or seniors in high school?

A: Unfortunately, MISG does not have any internships for high school students. There are likely other opportunities around the state. I am cc'ng Brandon Schroeder who is with MISG Extension and he works with K-12 education programming and he might have some ideas.