



MICHIGAN SEA GRANT UNIVERSITY OF MICHIGAN + MICHIGAN STATE UNIVERSITY

2022 Michigan Sea Grant Undergraduate Environmental Internship Program

Michigan Sea Grant hosts a summer internship program that coordinates and funds undergraduate students from any accredited community college, college, or university in Michigan to work with private businesses, state and federal agencies, environmental non-profit organizations, or university faculty to plan or implement environmental stewardship in the Great Lakes. Through this internship program, undergraduate students have two options: 1) students may propose projects they are interested in working on related to Great Lakes stewardship with sponsor organizations that will provide guidance and support for their research projects; or 2) students may apply for a project that has been proposed by one of our partners identified under Section H below. These opportunities are new for the 2022 Internship and are limited in number. In addition, we acknowledge that the ongoing coronavirus pandemic presents many uncertainties regarding the type of work that can be accomplished in lab and field environments. If applying for one of the opportunities detailed below, please keep in mind how the pandemic may impact your proposed project activities and address how you plan to modify those activities, should that become necessary.

Michigan Sea Grant encourages applicants from underrepresented racial and ethnic groups, individuals with disabilities, and individuals from economically or educationally disadvantaged backgrounds. Michigan Sea Grant is committed to diversity and multiculturalism through staff training and organizational development for fellows, interns, and employees to help them provide effective and inclusive programs for the diverse residents of Michigan's communities.

Award Information

Students will be compensated \$5,000 for two (2) months during the Summer of 2022 for at least 24-hours of work per week. A non-Federal match of \$2,500 per application is required from the sponsor organization. This match may be in the form of selected "in-kind" services, such as office space, mentorship, or additional funds from a specified institution, agency, industry, or non-federal program. The in-kind services could include travel and poster printing for interns to present research at MISG symposium in August 2022, should in-person meetings be allowed and advisable. Sponsors of the projects in Section H will provide the required match.

Eligible Applicants

Applicants should be enrolled undergraduate students at any level of study or recent graduates (May 2022) at accredited universities or colleges in Michigan. Preference will be given to students who plan to pursue a career in environmental science. Additionally, preference will be given to applicants who have created an internship with an organization outside of an academic setting, including a local, state, or federal agency or NGO.

A. Application and Submission Information

If proposing your own project for consideration, a complete set of application materials must include:



- 1) A statement with a description of the proposed project (maximum two-pages, double-spaced, Times New Roman, 12-point font)
 - The statement should address the following:
 - A short description of the proposed project and how it relates to Great Lakes stewardship
 - Experiences the candidate expects to receive from this training
 - A description of how the proposed project will benefit the sponsoring organization, community, and environment
 - A description of how the proposed project relates to the candidate's future career goals
 - A brief description of how the project activities can be modified should COVID-19 impact planned lab work, field work, outreach, etc.

- 2) One letter of support from the sponsor organization's internship supervisor, on the sponsor organization's letterhead.
 - The sponsor organization's letter should include the following:
 - Name of supervisor
 - Description of how the internship will be supervised
 - A description of how the proposed project will benefit the sponsoring organization and the intern
 - A statement about the intern's skills and leadership relevant to the proposed project
 - Cost Sharing or Matching Requirement - provide sources of the match and provide adequate documentation for in-kind match. Please note, match may be in the form of selected "in-kind" services, such as office space, mentorship, or additional funds from a specified institution, agency, industry, or non-federal program. No funds from federal entities can be used as match

- 3) Undergraduate transcripts – unofficial are acceptable

- 4) A current resume (one page, single-sided)

If applying for a project that has been submitted by one of our sponsors (see Section H below for additional details), a complete set of application materials must include the following:

- 1) A statement detailing the candidate's interest in the proposed project (maximum two-pages, double-spaced, Times New Roman, 12-point font)
 - The statement should address the following:
 - The project the candidate is applying for, including the partner's name
 - A brief description of why you are interested in this project



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- The candidate's relevant qualifications
 - Experiences the candidate expects to receive from this opportunity
 - A description of how the proposed project relates to the candidate's future career goals
- 2) One endorsement letter from either a professor or advisor of the candidate that is familiar with the candidate's qualifications
- The letter of endorsement should include the following:
 - Name of professor or advisor
 - Description of how the professor/advisor knows the candidate
 - A statement about the candidate's skills and leadership that would be relevant to the project
- 3) Undergraduate transcripts – unofficial are acceptable
- 4) A current resume (one-page, single-sided)

B. Submission Dates and Times

Applicants must submit materials by **5:00 p.m. (EST) March 4, 2022** to the MISG Undergraduate Internship [submission portal](#). The application form can also be accessed from the [MISG Environmental Internship](#) web page. Applications received after the deadline will be rejected without further consideration. No e-mailed applications will be accepted.

C. Application Review Information

Evaluation Criteria - The evaluation criteria and weighting of the criteria are as follows:

- (1) The description of proposed project or statement of interest in project (40% total)
- (2) Letter of support or endorsement (40% total)
- (3) Submitted undergraduate transcript (10% total)
- (4) Current resume (10% total)

D. Internship Contacts

Questions about the application and submission requirements may be sent to msgfellowships@umich.edu. FAQs received will be posted on the MISG Environmental Internship page by February 12, 2022.

E. Review and Selection Process

The Michigan Sea Grant Internship Committee will review each application based on the evaluation criteria listed in the previous section. Each committee member will score each application and application scores will be averaged and ranked by the committee. MISG will also share applications that target the proposed projects with the project sponsors to help identify applicants that best fit the goals of those projects. The top scoring applicants will be notified by March 23, 2022. Michigan Sea Grant may select up to ten (10) applications based on the



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evaluation criteria. This includes students that are selected for the pre-proposed projects submitted by our partners.

F. Anticipated Announcement and Award Dates

The Michigan Sea Grant Environmental Internship Program selection process will be completed by March 23, 2022. Awards are for two months (start date-end date) during the Summer of 2022 and cannot be extended or renewed.

G. Reporting

1) A final internship narrative report will be submitted to the MISG Internship Committee by August 31, 2022. A link will be sent out to each intern upon accepting the internship. This report must include project location, project goal and objectives, and information regarding project outcomes, contributions to the partners, and overall internship experience. Advisors will also be sent a final report to complete.

2) Interns will be expected to attend and present research at the MISG Internship Symposium in August on the University of Michigan Ann Arbor campus. Depending on the circumstances, virtual attendance may also be acceptable.

H. Project Ideas

Student proposed ideas: Students are encouraged to work with local communities, NGOs, agencies and their universities to identify environmental projects related to Great Lakes stewardship. For more information on previous internship projects, please visit our [Fellows and Interns page](#) on the MISG website. To discuss ideas for potential projects, please send an email to the MISG Internships team at msgfellowships@umich.edu.

Sponsored projects are coming soon.