

## ***Summer 2010 Activities and Requirements: Academic Internships***

### **General Information:**

The summer schedules for all rising 1/C, 2/C and 3/C midshipmen will be managed by the Character Development and Training Division (CDT Div) and will be approved by the Commandant of Midshipmen.

Summer schedules and assignments will consider all of the following:

- (a) the training activities and requirements mandated by Superintendent's policy;
  - (b) the midshipman's input into the on-line **Summer 2010 MIDS module** (managed by the CDT Div and the Professional Programs Office in the Professional Development Division; **opened for input on 12 January and will close on 21 January 2010**; submitted electronically via the midshipman's Company Officer and Senior Enlisted);
  - (c) the recommendations of the midshipman's military chain-of-command;
- and (d) a midshipman's application to and subsequent selection to participate in an academic internship.

Requests to take less than two weeks of leave or more than five weeks of leave during the summer 2010 must be approved by the Commandant of Midshipmen.

The explanations provided below pertain to academic internships, which include technical, policy, and cultural experiences supported by the Engineering & Weapons Division (Division I), the Mathematics & Science Division (Division II) and the Humanities and Social Sciences Division (Division III).

Language Studies Abroad Program (LSAP) experiences will be managed by the Language Studies Department. Language, Regional Experience and Culture (LREC) experiences, will be managed by the International Programs Office (IPO). Questions about LSAP and/or LREC experiences should be directed to the appropriate office.

A few internships also are supported by the Character Development and Training Division, the Chaplains' Office, the Leadership, Ethics and Law Department, and the International Programs Office. Questions about these summer experiences and the nomination procedures to participate in them should be directed to the coordinating office.

### **Requirements:**

**The priorities for placement into summer activities are:** mandatory fleet cruises and mandatory professional development training for each rising class of midshipmen.

The Summer 2010 guidance for these two requirements will be posted at:

<http://intranet.usna.edu/Training/Summer%20Training/SummerTraining.htm>

Each mandatory activity will require one of the three 4-week block periods (Blocks 1, 2, 3) during the summer. A 2-week period (Block 0) will be used, as needed, to schedule the summer activities of the midshipmen.

***Important Dates in Summer 2010:***

- Block 0:** Friday, 14 May – Friday, 28 May
- Block 1:** Tuesday, 1 June – Friday, 25 June
- Block 2:** Monday, 28 June – Friday, 23 July
- Block 3:** Monday, 26 July – Wednesday, 18 August

**1<sup>st</sup> Set Plebe Detail:** Sunday, 27 June – Monday, 26 July (primarily in Block 2)

**2<sup>nd</sup> Set Plebe Detail:** Monday, 19 July – Friday, 20 August (overlaps Blocks 2 and 3)

**Academic Internships in Summer 2010:**

**Each** proposed internship opportunity must be described on an Internship Description form submitted (to the Associate Director of Research & Scholarship for Internships and Technology Transfer via the Division Internship Coordinator) by the faculty sponsor for the proposed internship. The descriptions received as of early January are currently being reviewed by an appointed Review Panel acting on behalf of the Superintendent.

At the conclusion of the Review Panel's work, a list will be promulgated of "Approved Internships for Summer 2010". Important notes:

- (a) ALL internships must have gone through the submission/review/approve process. This INCLUDES any internship involvement done in lieu of taking leave.
- (b) Each "Approved Internship" on the list will be annotated with respect to non-fleet training credit. (More information on this topic is provided below.)
- (c) Information on the "approved/disapproved" status of a proposed internship and on the "training credit" status of an approved internship will be provided to the faculty POC for an internship, the appropriate Department & Division Internship Coordinators, and the midshipmen as soon as the information becomes available.

***Earning "non-fleet training credit":***

Midshipmen selected to participate in one of the academic internship categories listed below have been approved to receive "non-fleet training credit" in the Summer of 2010.

- (a) Rising midshipmen 1/C who are applying to medical school after graduation and who are selected to participate in the medical internships will be allowed to use the experience to fulfill their professional development training requirement of 1/C summer.
- (b) Rising midshipmen 1/C appointed in April 2010 as "Bowman Scholars" will be allowed to use the academic internship mandated as part of the Bowman Scholar Program to fulfill their professional development training requirement of 1/C summer.

Participation in other academic internships for "non-fleet training credit" is being considered by the Review Panel and may be approved by the USNA administration.

### **Summary and timeline of the internship process:**

- **Internship Description forms:** By the end of December, faculty should have submitted a detailed description of each proposed academic internship to the Associate Director of Research & Scholarship for Internships and Technology Transfer, via the appropriate Department and Division Internship Coordinators. (The template for the Summer 2010 description form is available from each department's internship coordinator, from the Division internship coordinator, and from the Associate Director of Research & Scholarship for Internships and Technology Transfer.)

**Descriptions not submitted by the end of December must be submitted ASAP for consideration.** Please contact the Associate Director of Research & Scholarship for Internships and Technology Transfer to discuss opportunities in this category.

- The Associate Director of Research & Scholarship has compiled the department-division submissions of the internship forms received to date, and the Review Panel has started work.
- **The Review Panel will meet during the week of 19 January to finalize their work.**
- **No later than the 22 January 2010:** A list will be promulgated of "approved" internships. At the same time, the "non-fleet training credit" decisions of the Review Panel for the approved academic internships will be promulgated.
- Requests by an individual midshipman, faculty and/or other interested parties to the Character Development and Training Division, to the Professional Programs Office, and/or to the Commandant's Office for award of "non-fleet training credit" for an academic internship will **NOT** be considered.
- The USNA Review Panel process described above is the **ONLY** process that will be used to obtain approval for a proposed internship.
- **Only internships approved by the Review Panel will be scheduled in Summer 2010.**
- Questions about approval decisions, "non-fleet training credit" decisions, etc. should be addressed to the Associate Director of Research & Scholarship for Internships and Technology Transfer ([shade@usna.edu](mailto:shade@usna.edu)).

### **Faculty Sponsor Endorsement of ALL Proposed Academic Internships**

**Each** proposed academic internship **must** have the endorsement of an on-site USNA faculty member and the approval of the USNA Review Panel. This includes any proposed academic internship suggested by a midshipman and/or internships to be done in lieu of taking leave.

By endorsing the proposed internship, the faculty member assumes responsibility for execution, oversight, and follow-up of the activity.

The faculty sponsor must assure:

- the **quality** of the proposed experience

*Is it substantial (vs. making coffee, serving as an office clerk), with reasonable technical and educational objectives and approach? Will background material be provided as read-ahead material to prepare the midshipman prior to his/her arrival on site? Will an on-site mentor be assigned and available throughout the period of the internship?*

- the **relevance** of the proposed experience

*Is the project related to the midshipman's major, service selection ambitions, or other development objective?*

- the **viability** of the proposed experience

*Are the goals of the proposed experience realistically achievable within the time frame allotted (4-weeks) and with the skills that the midshipman brings to the project?*

*Is the experience financially affordable? Who is responsible for the expenses of the experience? Are the efforts and costs to execute the experience worth the return on the investment (ROI)? Who is arranging for travel orders? Lodging arrangements? Etc.*

Faculty members who endorse and agree to sponsor an academic internship are responsible for the execution of the academic internship in the event that it is approved by the USNA Review Panel and subsequently scheduled during the summer. This responsibility includes, but is not limited to:

- requesting travel orders and submitting travel vouchers when the midshipman returns
- arranging transportation to/from the site of the internship
- arranging and/or validating lodging at the site location
- initiating security clearance (for selected sites)
- serving as a liaison between the USNA Security Office and the host location
- working with the USNA Research Office to receive funding from the internship host to defray the costs of travel, lodging, meals, etc.
- working with the USNA Research Office to prepare and obtain approval of the agreement paperwork (e.g., MOA, MOU, CRADA) necessary to allow USNA to accept funding from the educational experience host to cover or defray the costs of lodging, etc.
- working with the USNA Research Office to submit all required "Gifts of Travel" paperwork for any direct funding of an academic internship. (**NOTE:** Gift of Travel forms must be submitted with sufficient lead time to reach the Superintendent's desk no later than seven working days prior to the midshipman's date of departure for the internship.)
- coordinating other requirements (e.g., medical or eye tests; varies with host site) for a midshipman

### **Finding out about Approved Academic Internships**

A midshipman wishing to participate in an academic internship should review the internship descriptions available on department web pages and/or should contact faculty members (such as course instructors, academic advisers) who might offer suggestions about possible academic internships in the student's area of interest. Another source of information is the internship coordinator in an academic department.

Note that some internships (such as those at the Lawrence Livermore National Laboratory - LLNL) are coordinated by one department, with the internships open to midshipmen participants from multiple majors. (The LLNL internships are coordinated by the USNA Physics Department.)

Midshipmen and faculty with questions about approved internships, how to locate information about an internship, etc., are welcome to contact the Associate Director of Research & Scholarship for Internships and Technology Transfer ([shade@usna.edu](mailto:shade@usna.edu)) for information and assistance.

### **Approval and Scheduling Process for Academic Internships**

As noted previously: **EVERY proposed academic internship must have the endorsement of a USNA faculty member and the approval of the USNA Review Panel. This INCLUDES internships completed in lieu of the midshipmen taking leave.**

A faculty endorsement and sponsorship of an internship is viewed as credible evidence that the experience, as proposed, is expected to have educational merit, quality, and relevance of a sufficient level to warrant the midshipman's involvement in the experience – either for training credit or in lieu of him/her taking leave.

Faculty who wish to endorse and sponsor a midshipman's proposed internship must transmit his/her endorsement to the appropriate academic division internship coordinator. For Summer 2010, they are:

Division of Engineering & Weapons: CDR Kenneth Conley, USN  
(in the Mechanical Engineering Department)

Division of Mathematics & Science: LCDR James B. Tannahill, USN  
(in the Oceanography Department)

Division of Humanities & Social Sciences: CDR Gregg Garbesi, USN (for non-LSAP & LREC)  
(in the Political Science Department)

Prof Sylvain Guarda for LSAP  
(Chair of the Language Studies Department)

International Programs Office: Mr. Tim Disher

Once endorsed by a faculty member, a midshipman's name will be submitted by the "sponsoring" academic department, via the Division Internship Coordinator, to the Associate Director of Research & Scholarship for Internships and Technology Transfer. Working with the staffs in the CDT Division, the Director will evaluate a midshipman's summer internship request in the context of his/her mandatory cruise and training requirements, graduation requirements and other training needs. If favorably reviewed, a midshipman's request will be included in the planning for the summer block schedules.

- NOTES:**
- (1) "Favorably reviewed" does not mean "guaranteed". Scheduling a proposed academic internship may not be possible given the schedules for mandatory fleet cruises and mandatory professional development training.**
  - (2) Absent a midshipman being endorsed by a faculty member and subsequently favorably reviewed for scheduling, a proposed internship will NOT be scheduled – even if it is to be completed in lieu of the midshipman taking leave.**

### **Travel Orders and Other Logistics Issues**

Midshipmen scheduled for participation in an academic internship must do so on approved travel orders. Travel order requests will be managed in the midshipman's home academic department or in the academic department sponsoring a group of midshipmen (such as the internships at the Lawrence Livermore National Laboratory).

Once scheduled to participate in an academic internship, the midshipman **MUST** work under the guidance of his/her faculty sponsor for the internship to submit a request for travel orders, to arrange on-site lodging, to complete necessary security paperwork, to provide information to the sponsoring department's administrative assistance, etc.

**NOTE:** Midshipmen who do not properly complete the pre-internship administration steps necessary for a successful internship will be "de-selected" for participation in the internship.

### **Financial Issues for Academic Internships**

**Midshipmen may NOT accept any stipends from the hosts of internships.**

**Midshipmen may NOT receive direct reimbursement (by cash, check, etc.) of personal expenses incurred during the internship from the internship host.**

**USNA appropriated funds (e.g., department funds) may NOT be used to pay internship expenses.**

Some academic internships are fully funded by the host location; some are partially funded; and some have no funding associated with them. Expenses on "unfunded" internships remain the responsibility of the midshipman participating in the internship.

Questions about funding issues and agreement processes should be addressed to the Associate Director of Research & Scholarship for Internships and Technology Transfer ([shade@usna.edu](mailto:shade@usna.edu)).

### **Questions**

Questions about any aspect of academic internships should be addressed to the Associate Director of Research & Scholarship for Internships and Technology Transfer ([shade@usna.edu](mailto:shade@usna.edu)).