

Summer 2012 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 Midshipman Training Department (MTD) in 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 Naval Academy policy;
 - (b) the midshipman's input into the on-line **Summer 2012 MIDS module** (managed by the Midshipman Training Department in the Character Development and Training Division); **open for input for ~ 10 days in mid January 2012**; 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 approved internship.

Requests to take less than two weeks of leave or more than five weeks of leave during Summer 2012 must be approved by the Commandant of Midshipmen.

The explanations provided below pertain to academic and leadership internships. These include technical, policy, and social science experiences supported by the Engineering & Weapons Division (Division I), the Mathematics & Science Division (Division II), the Humanities and Social Sciences Division (Division III), a leadership internship at St. Benedict's Preparatory School that is sponsored and coordinated by the Leader Development and Research Department (LDR), and an academic-leadership internship at the Holocaust Memorial Museum that is co-sponsored by the CD&T Department and History Department.

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

Requirements:

The USNA priorities for placement into summer activities are: mandatory fleet cruises and mandatory professional development training appropriate for each rising class of midshipmen, followed by participation in internships.

Summer 2012 guidance for responsibilities and requirements will be posted on the Brigade Training webpage at the "Summer Training" link:

<http://intranet.usna.edu/Training/index.htm>

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

Important Dates in Summer 2012 (current as of 12 Dec 2011):

Block 0: Friday, 11 May – Friday, 25 May
Block 1: Wednesday, 30 May – Friday, 22 June
Block 2: Monday, 25 June – Friday, 20 July
Block 3: Monday, 23 July – Wednesday, 15 August

1st Set Plebe Detail: Sunday, 24 June – Monday, 23 July (primarily in Block 2)

2nd Set Plebe Detail: Thursday, 19 July – Friday, 17 August (overlaps Blocks 2 and 3)

NOTE: Detailer Turnover Date is 23 July. Detailers from both sets are required to attend.

Academic and Leadership Internships in Summer 2012:

Each proposed internship opportunity must be described on a Summer 2012 Internship Description form. This form is prepared (via a template) **by the faculty sponsor-POC** for the proposed internship and is submitted (as a WORD file) to the Associate Director of Research & Scholarship for Internships and Technology Transfer. Submissions are routed via (1) the Department Internship Coordinator and (2) the Division Internship Coordinator to the Associate Director of Research.

The description of each proposed internship opportunity will be 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 "USNA-Approved Internships for Summer 2012". An internship **MUST** be included, by specific name and location, on this list for midshipmen participation. i.e., not on the list = not approved.

Important Notes:

- (a) **Every proposed internship must be described in detail, reviewed and approved by USNA.** This includes any internship involvement proposed in lieu of a midshipman taking leave.
- (b) Each USNA-approved internship on the list will be annotated with respect to the eligibility of this opportunity with respect to professional training event (PTE) 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 by the Associate Director of Research & Scholarship for Internships and Technology Transfer to the faculty sponsor-POC for an internship, the appropriate Department & Division Internship Coordinators, and the midshipmen as information becomes available.
- (d) **Midshipmen are not authorized to participate in "internships" that are not USNA approved.** In particular, midshipman-arranged, family or family friend arranged, and sponsor-family arranged "internships" are not approved USNA internships and participation is not authorized.
- (e) Midshipmen may **not** be in two status categories simultaneously. A midshipman may be on official orders to participate in an approved internship OR he/she may be on leave. NOTE: There is no such thing as an "internship done while on leave".
- (f) Some internships are open to rising 1/C midshipmen only. Others are open to 2/C and 3/C midshipmen, depending on the academic background and/or course requirements set by the internship host. The "applicant requirements" will be available from the faculty sponsor-POC for a given USNA-approved internship.

- (g) The vast majority of internships require U.S. citizenship. A column on “citizenship” will be included in the approved internship list. Questions about citizenship eligibility to participate in an internship (in general or specific to a location) should be directed to the Associate Director of Research & Scholarship for Internships and Technology Transfer. (shade@usna.edu)
- (h) A midshipman **must** work with and via the faculty sponsor-POC of a USNA approved internship to be selected for participation in the internship.
- (i) Scheduling by the Training Office of a midshipman in an internship opportunity requires the approval of the midshipman’s chain-of-command **and** the approval of the Associate Director of Research & Scholarship for Internships and Technology Transfer.

Independently arranged “internships” are not approved, are not authorized, and will not be permitted in a midshipman’s training and leave schedule for the summer.

- (j) Per the Superintendent: Internships at federal and state legislative offices will **NOT** be approved. No exceptions. (Questions about this – please contact the Associate Director of Research & Scholarship for Internships and Technology Transfer: shade@usna.edu.)

(k) **From the USNA Midshipman Training Department:**

- (1) Only USNA-approved internships will be scheduled in Summer 2012.
- (2) All midshipmen are subject to UCMJ regulations while on leave, and there are military and ethical standards of conduct regarding outside employment and participation in activities. Anything other than R&R must be approved by USNA.

- (l) A midshipman must work through his/her military chain-of-command to request approval to participate in a non-internship activity.

Earning “professional training event (PTE) credit”:

Midshipmen selected to participate in either of the two academic internship categories listed below are approved to receive professional training event (PTE) credit in the Summer of 2012.

- (a) Rising midshipmen 1/C who are viable candidates for medical school admission after graduation and who are selected (by the medical internship coordinators) to participate in the medical internships will be allowed to use the experiences to fulfill their professional development training requirement of 1/C summer.
- (b) Rising midshipmen 1/C appointed in April 2012 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.

Professional training event (PTE) credit for all other academic internships and for the LDR-sponsored leadership internships at St. Benedicts Preparatory School will be considered on a case-by-case basis by the Superintendent’s Review Panel. Consideration will be given to the sponsoring department’s faculty recommendation and to the description and expectations of the internship.

To be eligible for professional training event (PTE) credit, an approved internship should be scheduled for four weeks. Two-week experiences and summer school courses (such as taking classes at the London School of Economics) will not be considered for professional training event credit.

NOTE: Although an approved internship has been designated as “eligible” for PTE credit, it is not a *guarantee* that such credit can be given to a midshipman if he/she is designated by his/her Company Officer to hold a leadership billet in 1st or 2nd Set Plebe Detail or in another summer evolution that requires midshipmen leadership. Therefore, each midshipman’s proposed summer schedule, and the professional training credit associated with each approved activity, will be considered on a case-by-case basis.

If an approved internship is not designated for PTE credit or if it is designated as such but it cannot be scheduled due to other responsibilities of the midshipman, participation in a USNA-approved internship by the midshipman can be approved in lieu of the midshipman taking leave.

Summary and timeline of the internship process:

FACULTY Submission of Proposed Internship Descriptions:

- **No later than COB on Wednesday, 16 November 2011**, the faculty sponsor for each proposed Summer 2012 internship (new and returning) should submit a detailed description of the project.

The description must be prepared using the **NEW** Summer 2012 Description form (template available). It should be submitted electronically (as a WORD file) directly 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 2012 description form is NEW.** It will be 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.
- A faculty sponsor of a proposed internship (new or returning) must make sure that the appropriate Department Internship Coordinator, Division Internship Coordinator, and the Associate Director of Research & Scholarship for Internships and Technology Transfer are up-to-date on opportunities in development and whose logistics details will not be finalized by 16 November 2011.

Review Process:

- The Associate Director of Research & Scholarship will compile the completed internship description forms in preparation for the Superintendent Review Panel’s work.
- The Review Panel will meet towards the end of the Fall Semester to review the proposed (new and returning) internships. It is expected that no later than 14 December 2011, a list will be promulgated of the “USNA-Approved Internships for Summer 2012”. At the same time, the PTE credit eligibility decisions of the Review Panel for the approved internships will be available.
- Requests by an individual midshipman, faculty and/or other interested party to the Character Development and Training Division, to the Professional Programs Office, and/or to the Commandant’s Office for award of PTE credit for an academic internship will **not** be considered.
- The USNA Review Panel process described previously is the **ONLY** process that will be used to obtain (a) approval for a proposed internship and (b) approval of PTE credit.
- Questions about internship approval decisions, PTE eligibility credit decisions, etc. should be addressed to the Associate Director of Research & Scholarship for Internships and Technology Transfer (shade@usna.edu).

Faculty Sponsor Endorsement is Required for ALL Proposed Academic and Leadership Internships

Each proposed (new and returning) academic and leadership internship **must** have the endorsement of an on-site USNA faculty member and the approval of the Superintendent's Review Panel. This includes any proposed internship initially suggested by a midshipman and/or internships approved for scheduling in lieu of a midshipman taking leave.

By endorsing a proposed internship, the faculty member POC assumes the responsibility for the execution, oversight, and follow-up of the activity, and agrees to be the hands-on coordinator of the internship logistics.

The faculty sponsor-POC must assure:

- the **quality and value** 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 on-site 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 USNA-development objective?

- the **viability** of the proposed experience

Are the goals of the project realistically achievable within the time frame allotted (4-weeks) and with the skills that the midshipman brings to the project? Who is responsible for the expenses & for the all of the logistics of the proposed experience? Are the efforts and costs to execute the experience worth the return on the investment (ROI)? Is the experience financially affordable?

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

- arranging for DTS travel orders in preparation for the internship, and assisting the midshipman with the timely submission (within 5 working days) of the required travel voucher at the conclusion of the internship
- arranging transportation to/from the airports, the site of the internship, etc.
- arranging for and/or validating lodging at the site location
- initiating required security clearances (for selected sites)
- serving as a liaison between the USNA Security Office and the host location
- coordinating other requirements (e.g., medical or eye tests; varies with host site) for a midshipman
- working with the USNA Research Office Grants Specialist and Financial Management Analyst to receive funding from the internship host towards the costs of travel, lodging, meals, etc.

- working with the Associate Director of Research & Scholarship for Internships and Technology Transfer to prepare and obtain approval of the required agreement paperwork (e.g., MOA, MOU, CRADA) necessary to allow the Naval Academy Comptroller Department to accept funding (to cover the costs of lodging, etc.) from the internship host.
- working with the Associate Director of Research & Scholarship for Internships and Technology Transfer to submit all required "Gifts of Travel" paperwork for any in-kind or gift funding of an approved internship.

For Summer 2012:

- (1) 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.
- (2) Routing for an Internship Gift of Travel form must be via the Associate Director of Research & Scholarship for Internships and Technology Transfer.

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.

Every internship must have the sponsorship endorsement of a USNA faculty member and the approval of the Superintendent's Review Panel before it will be scheduled during a midshipman's summer. This INCLUDES internships completed in lieu of the midshipman taking leave.

USNA Approved Internships

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

Note that some internships will be coordinated in one or two departments, with the internships open to midshipmen participants from multiple majors. Examples:

Lawrence Livermore National Laboratory (LLNL) - coordinated in the USNA Physics Department
Los Alamos National Laboratory (LANL) - coordinated in the USNA Physics Department
Sandia National Laboratory (SNL) - coordinated in the USNA Physics Department

All medical-related internships - coordinated in the USNA Chemistry Department

Defense Threat Reduction Agency (DTRA) internships – some are coordinated in the USNA Chemistry Department and some are coordinated in the Mechanical Engineering Department

Internships for any HUM/SS major – Many are coordinated in the Political Science Department.

A suggestion: Review the internships approved and arranged in ALL departments.

Asking Questions

Midshipmen and faculty with questions (any and all kinds!) about approved internships, how to locate information about an internship, etc., are encouraged to contact the Associate Director of Research & Scholarship for Internships and Technology Transfer (shade@usna.edu) for information and assistance.

Internship Coordinators for Summer 2012

Associate Director of Research & Scholarship for Internships and Technology Transfer: Prof. J.E. Shade

Division of Engineering & Weapons: CDR Jack Rice, USN
(in the Weapons & Systems Engineering Department)

Aerospace Engineering Department: CDR James Pfeiffer, USN
Electrical Engineering Department: Assoc. Prof. Louisa Selami
Mechanical Engineering Department: Asst. Prof. Luksa Luznik
Naval Architecture & Ocean Engineering Department: CDR David Robillard, USN
Weapons & Systems Engineering Department: Assoc. Prof. Randy Broussard

Division of Mathematics & Science: CAPT William Schultz, USN
(in the Oceanography Department)

Chemistry Department ***medical*** internships: Assoc. Prof. Christopher Kinter
Prof. Joseph Urban

Chemistry Department ***nonmedical*** internships: Assoc. Prof. Roy McClean

Computer Science Department: LT John Schultz, USN

Mathematics Department: Assoc. Prof. Sonia Garcia

Oceanography Department: CDR Carl Hager, USN

Physics Department: Assoc. Prof. James Huddle

Lawrence-Livermore **and** Sandia National Laboratories: Assoc. Prof. James Huddle
Los Alamos National Laboratory: Prof. David Correll

Division of Humanities & Social Sciences: LCDR Claude Berube, USN (**all except** LSAP and LREC)
(in the Political Science Department)

Economics Department – London School of Economics (LSE): Asst. Prof. Darrell Glaser

History Department: CDR John Freymann, USN

Political Science Department: LCDR Claude Berube, USN

Leader Development and Research Department (LDR): CDR Haney, USN (ret) & LT Kranker
(St. Benedict's Prep School Leadership Internships)

Character Development & Training Department (CD&T): CAPT James Campbell, USN (ret)

Language Studies Abroad Program (LSAP): Assoc. Prof. Robert Stone
Major Jose Acevedo, USMC
(in the Languages and Cultures Department)

International Programs Office: Mr. Tim Disher

Faculty Sponsor-POC Endorsement of a Midshipman for Participation in an Internship

A faculty sponsor-POC who wishes to endorse a midshipman for a proposed internship must transmit his/her endorsement to the appropriate Department and Division Internship Coordinators for the internship.

Once endorsed by the faculty sponsor-POC, a midshipman's name will be submitted by the "sponsoring" academic department, via the Department and Division Internship Coordinators, to the Associate Director of Research & Scholarship for Internships and Technology Transfer. Together, the Associate Director and the staff in the Midshipman Training Department of the CDT Division, will evaluate the midshipman's summer internship request in the context of his/her mandatory cruise and training requirements, summer school requirements and desires, graduation requirements and other training responsibilities, and USNA midshipmen staffing needs (e.g., Plebe and Weapons Details; STEM Camp; Summer Seminar; etc.). If favorably reviewed, a midshipman's request will be included in the planning for his/her summer schedule.

- NOTES:**
- (1) "Favorably reviewed" does not mean "guaranteed". Scheduling a proposed academic or leadership internship may not be possible given the schedules for mandatory fleet cruises and the staffing requirements for mandatory professional development training billets.
 - (2) Absent a midshipman being endorsed by a faculty sponsor-POC of an internship 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). The LDR Department will coordinate the travel paperwork for the St. Benedict's Prep internship.

Once scheduled to participate in an academic internship, the midshipman **must** work closely and within the guidance of the faculty sponsor-POC for the internship to obtain approved travel orders, to arrange on-site lodging, to complete necessary security paperwork, to provide information to the sponsoring department's administrative assistance, etc. **Note that permissive travel orders are required for unfunded internships.**

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

Midshipman may not accept any stipends from internship hosts.

Midshipmen may not be paid salaries from internship hosts.

A midshipman may not receive direct reimbursement (by cash, check, EFT, etc.) from an internship host for any personal expenses incurred during the internship.

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 are unfunded. Expenses on an "unfunded" internship are the responsibility of the midshipman-intern. Expenses not covered by the host on a partially funded internship are the responsibility of the midshipman-intern.

Questions

Questions about any aspect of an internship (including agreements and funding) should be addressed to the Associate Director of Research & Scholarship for Internships and Technology Transfer (shade@usna.edu).