

COMDTMIDN/ACDEAN INSTRUCTION 1531.73A

Subj: SUMMER INTERNSHIPS FOR MIDSHIPMEN

1. Purpose. To promulgate procedures for selecting and assigning midshipmen first class to internships during summer training and procedures to be followed by all midshipmen voluntarily participating in internships. This instruction describes the procedures to determine which internships are approved, how to submit new internships, how midshipmen are assigned to internships, and requirements for post internship reports.

2. Cancellation. COMDTMIDN/ACDEANINST 1531.73. This instruction is a complete revision and should be read in its entirety.

3. Background. Internships are provided to enhance the educational and professional experience of midshipmen. To broaden the opportunity for midshipmen to participate, the selection process shall be open to all midshipmen. Final selection will be limited to those who are the most highly qualified, academically and professionally, and who will serve as the best representatives of the Naval Academy. Midshipmen first class are the only eligible candidates for whom internships will fulfill a portion of the summer training requirements; midshipmen second class and midshipmen third class may participate in an internship only during their summer leave period. Midshipmen first class internships, approved by the chain of command, may count as four of the eight weeks of summer training. Midshipmen first class assigned to an internship must complete four weeks (minimum) of fleet training with an operational fleet unit or command. Those selected for internships will be assigned to complete them during one of the three training blocks. If an internship lasts more than four weeks, midshipmen shall complete a portion of the internship (that portion that exceeds one, 4-week training block) during their leave period. Fleet training will not be adjusted or abbreviated to accommodate an internship.

a. Not more than 50 midshipmen first class will be assigned to internships during the summer and that number may be decreased as summer training requirements dictate. This number does not include the programs that have established Memoranda of Agreement with the Naval Academy, have historically been an integral part of the summer training program, and are sponsored or funded through an endowment. Those programs will be listed in the annual notice of approved internships.

4. Action

a. Division Representatives. Each academic division will appoint a Summer Internship Representative. This representative will be identified to the Summer Training Officer and is the point of contact for all information regarding internships sponsored by the respective division. The division representative shall review

each proposed internship with the Director of Research and Scholarship prior to forwarding the recommendation to the appropriate Division Director (this is intended to prevent a duplication of programs and provide final recommendations). An approved list will then be forwarded by the Division Director to the Summer Training Officer no later than 1 November. The division representative will ensure the list includes a brief description of the internship, inclusive dates, the number of midshipmen participating, certification of funding, and a faculty internship sponsor for each internship. Once the list of approved internships is promulgated, each division will be responsible for selecting midshipmen for the particular internships. The division representative will provide a list of the selected midshipmen to the Summer Training Office. Midshipmen and the Summer Training Office shall be informed by the divisional representative of the selections for internship no later than 31 January.

b. Internship Sponsor. The Internship Sponsor must be a full-time faculty member of the Naval Academy. The Sponsor shall ensure the internship conforms, as closely as possible, to the established summer training block times. The Sponsor is responsible for ensuring messing, berthing, and travel are funded or that the assigned midshipman is willing to assume all financial responsibility for the internship period. "No-cost" orders with an attached blank fitness report will be obtained by the midshipmen at the Summer Training Office prior to departure.

c. Summer Training Office. The Summer Training Officer will compile a list of all proposed internships to be forwarded to the Commandant of Midshipmen for approval. This list will be submitted via the Chairman of Professional Programs, Director of Professional Development, and the Academic Dean and Provost. Once the Summer Training Officer receives the list of midshipmen who have been assigned to approved internships, he will assign summer training cruises/evolutions. Scheduling of summer training will take into consideration cruise/training requirements, the internship period, and the desires of the midshipmen. Summer training takes precedence over internships.

d. Midshipmen Requesting Summer Internships

(1) Assigned Internships. Midshipmen will normally know whether they have been nominated/selected for an internship prior to submitting their request for summer training cruises and training blocks. If not, they should request summer training as if the pending internship is approved. This will minimize the number of summer training scheduling changes required. Midshipmen selected for an internship after the summer training web page sign-ups have been suspended will submit a request chit to the Summer Training Office modifying their desires. The Summer Training Office will attempt to reschedule the summer training assignments to support each internship. Any midshipmen desiring to travel independently to and/or from an internship site must sign up on the independent travel lists in the Summer Training Office. Each midshipman participating in an internship will

submit an After Action written report to the Director of Research and Scholarship by 1 October via the Internship Sponsor (the professor who sponsored the internship), Division Director (for division professor is assigned to), Chairman of Professional Programs and the Director of Professional Development.

(2) Voluntary Internships. Underclass midshipmen voluntarily participating in internships during leave periods will submit their intentions to the Summer Training Office.

e. Faculty Members Desiring to Sponsor a New Internship.

Faculty members who know of an internship opportunity for midshipmen, and would like to sponsor participants in the program, will propose it through the Academic Dean and Provost to the Commandant of Midshipmen. Programs for consideration must hold significant academic or military training value. They must be open to any midshipman who meets the minimum qualifications of the internship sponsor. Under no circumstances will an internship be approved for a specific midshipman prior to offering the internship to all qualified candidates. Sponsors and department faculty shall ensure that proposed internships are legitimate training opportunities. Internships will be proposed through the respective Division Director and submitted to the Summer Training Officer who will forward all requests for approval to the Commandant of Midshipmen via the Chairman of Professional Programs, Director of Professional Development, and the Academic Dean and Provost. The sponsor for the program will ensure that funding and billeting are available to cover the costs incurred by the midshipman.

f. Adding, Deleting, or Modifying an Approved Internship.

After the Commandant of Midshipmen and Academic Dean and Provost have signed the annual notice of approved internships, the following guidelines shall be followed if a Division desires to add, delete or modify one of their approved internships. This also includes "swapping" the total number of approved midshipmen assigned to an internship(s) within your Division (i.e., you have two midshipmen approved for an internship, want to change that number to one and now add the additional number to another internship within your Division). Your request shall be directed to the Academic Dean and Provost, via the Division Director and Chairman of Professional Programs. After the Academic Dean and Provost has reviewed the request, he will forward an endorsement to the Commandant of Midshipmen, recommending approval or disapproval.

5. Funding. The Naval Academy will not assume responsibility for any costs incurred as a result of an internship. Midshipmen receiving orders to participate in internships must be made aware by the Internship Sponsor that the Naval Academy will not fund any of the costs associated with the internships.

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