



SUMMER INTERNSHIP OPPORTUNITIES AT THE NATIONAL SCIENCE FOUNDATION (NSF) FOR UNDERGRADUATE AND GRADUATE STUDENTS

MAY 28 – AUGUST 2, 2013

Participant Benefits Include:

- An opportunity to be an intern for 10 weeks in the Washington, DC area
- The opportunity to be mentored by NSF program officers involved in implementing science policy and in managing/directing national programs focused on science, technology, engineering, and mathematics (STEM)
- Roundtrip travel airfare and local transportation allowances
- Housing during the ten-week Program (for students not from the local area)
- A stipend for full-time participation
- A chance to develop a peer network that includes students from across the country who are serving as interns in other NSF programs

INFORMATION AND APPLICATION PACKET

APPLICATION DEADLINE: Friday, March 1, 2013

DECISION NOTICE: Friday, April 5, 2013

**Quality Education for Minorities (QEM) Network
1818 N Street, NW • Suite 350 • Washington, DC 20036
Tel: 202/659-1818 • Fax: 202/659-5408
E-mail: qemnetwork@qem.org**

This packet contains:

- A two-page Internship Program summary
- Eligibility and selection/placement criteria information sheets (2)
- An application form
- Two recommendation forms

IMPORTANT:

The completed application and recommendation forms, transcript, essay, and your résumé must be mailed to the QEM Network in a single package postmarked on or before Friday, March 1, 2013. Hand-delivered application packets will be accepted at the QEM Network office until 5:00 pm on March 1, 2013. Transcripts may be mailed separately, if necessary, but must also be postmarked by the deadline date.

**MAIL APPLICATIONS AND
DIRECT INQUIRIES TO:**

**QEM Network Internship Program
1818 N Street, NW • Suite 350
Washington, DC 20036
Tel: 202/659-1818 • Fax: 202/659-5408
E-mail: qemnetwork@qem.org**

PROGRAM SUMMARY-1

The QEM Network

The Quality Education for Minorities (QEM) Network is a Washington, DC based non-profit organization dedicated to improving the education of minorities throughout the nation. It serves as a focal point for the implementation of strategies to help realize the vision and goals set forth in the 1990 QEM Project report: *Education That Works: An Action Plan for the Education of Minorities*.

The QEM Network serves as a national resource and catalyst to help unite and strengthen educational restructuring efforts to the benefit of minority children, youth, and adults, while advancing minority participation and leadership in the national debate on how best to ensure access to a quality education for all citizens. It seeks to put into practice the recommendations in the QEM *Action Plan* by working with minority and non-minority individuals, organizations, and agencies across the country to help coordinate and energize efforts to improve the education of minorities.

The QEM Network Internship Program is designed to: (1) enhance participating students' ability to apply their knowledge to the internship assignment; (2) increase their understanding of the health and educational needs of minorities; and (3) instill a sense of responsibility in each intern to help others in their communities. **Science policy-focused Internships are supported by the National Science Foundation's Office of Integrative Activities.**

The QEM Network NSF Science Student Internship Program

The **2013 QEM/NSF Science Student Internship Program** will take place May 28–August 2, 2013, in the Washington, DC area, with placements at NSF headquarters in Arlington, VA. Science policy-focused internships provide undergraduate and graduate students the opportunity to be mentored by program officers involved in implementing science policies and in managing/directing national science, technology, engineering, or mathematics (STEM)-focused programs. The experience is designed to increase the students' understanding of how science policy is made as well as to further develop their potential for becoming leaders and proponents of increased participation in science and engineering by students from underrepresented minority groups. For science policy-oriented internships at NSF, an applicant must be a rising junior or senior or graduate student majoring in a STEM field at an accredited minority-serving institution or a non-minority institution with a track record in producing large numbers of STEM graduates from underrepresented groups.

During the summer, interns will have the opportunity to strengthen their research, communications, and other professional skills; and to develop a peer network that includes students from across the country who are serving as summer interns in other QEM programs. Interns also will be provided the opportunity to become knowledgeable about issues preventing minority students from receiving a quality mathematics/science education and to become familiar with policies, programs, and strategies being implemented to address these issues.

PROGRAM SUMMARY-2**Program Description**

The ten-week internship includes a one-week pre-internship professional development session, a nine-week research assignment with a mentor/advisor, and a post-internship reflection session. Interns also participate in several special enrichment activities during the summer. NSF internship assignments are related to science policy and practice. Research projects will be designed to allow students the best opportunity to apply their knowledge and skills and to transfer internship experiences to their college studies and communities. Specific assignments will be based on career and research interests, program resources, and the areas in which mentors/advisors are working.

The Individual Development Plan (IDP) is a feature of the Internship Program that results from joint planning for the internship experience by the student and the mentor/advisor. The IDP specifies the intern's learning objectives as well as the training experiences and timetable required for the attainment of the objectives. Interns will complete IDPs and will be expected to submit written mid-term and final reports on their internship experiences. These reports are to outline the individual intern's activities and document progress during the internship as well as explain specific details of the experience. As part of their professional development during the summer, interns receive both mid-term and final evaluations from their mentors/advisors as well as ongoing feedback from Program staff.

Benefits

- One round-trip ticket (air, bus, train) will be provided between home or school and Washington, DC.
- Taxable stipends will be available for full-time participation in the entire ten-week program. Undergraduate students will receive taxable stipends of \$3,000 and graduate students at NSF will receive taxable stipends of \$4,000.
- Shared summer housing will be provided for all interns who are not from the Washington, DC metropolitan area. The provision of housing is viewed by the IRS as income and is, therefore, taxable.
- In keeping with federal regulations, FICA taxes will be deducted from both stipends and campus housing costs.
- Ground transportation and local travel allowances.

Application Process

Applicants must provide the following documents:

1. A completed **Internship Application Form**
2. A current **résumé** that includes any volunteer/service-learning activities and research experiences
3. A current **transcript** (an unofficial photocopy is acceptable). Graduate student applicants also must submit a copy of their undergraduate transcript.
4. A 500-word, double-spaced, typed **essay** describing:
 - a. Career objectives
 - b. How participation in the internship will add to your personal and academic development
 - c. A particular challenge you faced/are facing and how you overcame/are overcoming it
5. **Two Recommendation Forms** (use the forms included in this packet) with supporting narratives (one recommendation must be from a faculty member in the applicant's major department)

The completed application and recommendation forms, transcript, essay, and a résumé must be mailed to QEM Network in a single package postmarked on or before **Friday, March 1, 2013**. Transcripts may be mailed separately, if necessary, but must also be postmarked by the deadline date.

INFORMATION SHEET-1***Eligibility***

Applicants for internships must meet each of the following eligibility conditions:

- Must be a citizen or national of the United States. (Note: A “national of the United States” is a citizen of the United States or a native resident of a possession of the United States such as Guam or American Samoa. It does not refer to a citizen of another country who is a U.S. permanent resident. U.S. permanent residents are not eligible for Science Student Internships.)
- Must be from a group underrepresented in STEM (i.e., African Americans, American Indians/Alaska Natives, Mexican Americans, Native Hawaiians/Pacific Islanders, Puerto Ricans, women, persons with disabilities).
- Must be a currently enrolled student and have successfully completed at least the sophomore year at an accredited, degree-granting institution by the start of the program.
- Must be returning to a degree-granting institution the following academic year, either at the undergraduate or graduate level. (Note: Graduating seniors must be already admitted to and planning to enter graduate school in the fall in order to be eligible.)
- Must have a significant interest in working to improve the science and mathematics education of minorities and assuming a leadership role at his/her college or university.
- Must be committed to participating in the summer program for the full ten-week period.
- Must be willing to participate in a telephone interview if chosen as a finalist.
- To be competitive, applicants should have an overall grade point average of at least a “B” and a grade point average in their major field of at least a “B.”

Specific Eligibility Requirements

Applicants for the Science Student Internships at NSF must meet the following additional eligibility conditions:

- Must be majoring in one of the following fields: mathematics, science (life or physical sciences, computer science, behavioral sciences, or social sciences), technology, or engineering.
- Must have a significant interest in raising the level of awareness about: the circumstances that prevent minority communities from receiving a quality education; programs and strategies being implemented to address these issues; and policies and legislation that have an impact on STEM education.

INFORMATION SHEET-2***Selection and Placement***

Finalists will be selected and interviewed by members of the QEM Network's professional staff. Final selections will be made by matching applicants' qualifications and backgrounds with the overall goals of the Internship Program and the available assignments. The QEM Network will officially notify all applicants in writing of the final outcome of their applications.

After completing your application, please complete the checklist below and attach this cover sheet to your application:

APPLICATION PACKET INCLUDES:

- _____ **Internship Application Form**
- _____ **Current résumé**
- _____ **Current Transcript** (an unofficial photocopy is acceptable).
- _____ **A 500-word, double-spaced, typed Essay** describing:
 - a. Career objectives
 - b. How participation in the internship will add to your personal and academic development
 - c. A particular challenge you faced/are facing and how you overcame/are overcoming it
- _____ **Two Recommendation Forms** with supporting narratives

Science-Student Internship at NSF

Goal: *To provide STEM undergraduate students from groups underrepresented in STEM the opportunity to become familiar with science policies; learn how national STEM programs are implemented; interact with STEM professionals involved in policymaking positions; and contribute to the Foundation's work, particularly efforts to broaden participation in STEM.*

Name: _____

Date: _____

APPLICATION FORM

(Please type or print legibly)

Application Deadline: March 1, 2013

Female ____

Male ____

.....

Name	Last	First	M.I.	Date of Birth
-------------	------	-------	------	---------------

.....

Home Address

.....

City	State	Zip	Telephone (incl. area code)
------	-------	-----	--------------------------------

.....

Temporary College Address

.....

City	State	Zip	Telephone (incl. area code)
------	-------	-----	--------------------------------

.....

E-mail

College/University Department

- Are you a citizen or national of the United States? (Note: The term "national" refers to a citizen of the United States or a native resident of a U.S. possession. It does not refer to a citizen of another country who is a permanent resident of the United States.)

Yes ____ No ____

Undergraduate Applicant:

Level: Rising Junior ____ Rising Senior ____

Major: _____ Minor: _____

Graduate Applicant:

(degree program in which graduate work is being done)

MA/MS/MAT ____ Ph.D. ____ Other ____

Major: _____

Grade Point Average: Overall: _____ Major: _____ Overall Grade Point Average (graduate): _____

- An applicant must be currently enrolled and have successfully completed at least the sophomore year at an accredited, degree-granting institution by the start date of the program.
- A current transcript (an unofficial photocopy is acceptable) is required. Graduate student applicants also must submit a copy of their undergraduate transcript.
- A current résumé is required. Be sure your résumé reflects all of your work including volunteer/service-learning activities as well as research and computer/technology skills.
- Prepare and attach a 500-word, double-spaced, typed essay addressing the following:
 - Career objectives
 - How participation in the internship will add to your personal and academic development
 - A particular challenge you faced/are facing and how you overcame/are overcoming it
- A complete application must include two recommendations (at least one from a departmental faculty member in your major). Please use the forms included in this application packet.

List below the names, departmental addresses, and phone numbers of the individuals from whom you are requesting recommendations for this application.

.....

.....

Signature

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE INFORMATION COULD DISQUALIFY ME FROM PARTICIPATION IN THIS PROGRAM.



(Please type or print)

Application Deadline: March 1, 2013
(To be returned in a sealed envelope to applicant
for inclusion in application packet)

Applicant's Name: _____

Last First M.I.

College or University: _____

Mr. Ms. Dr.

Name and Position/Title: _____

Organization: _____ Department: _____

Telephone: _____ E-mail: _____
(incl. area code)

How long have you known the applicant and in what capacity?

Using “X” in the boxes below, please rate the applicant in the following areas:

AREA	Below Average	Average	Very Good	Excellent
Academic Achievement				
Knowledge of Main Discipline (for his/her Academic Level)				
Leadership				
Concern for Others				
Initiative				
Potential for Growth				
Ability to Work in a Team				
Independence, Maturity				

On a separate sheet, please tell us in narrative form why you endorse this student for the Internship Program. Be sure to address what you know about the student's academic achievement and professional experience; participation in extra-curricular activities; and work in school, government, or community service. Please address what you think is important to know about this student, including more details on the ratings provided above. We are particularly interested in the candidate's motivation, integrity, leadership potential, and special talents. We welcome any information that will help us to gauge this student's potential to benefit from the internship at the National Science Foundation (NSF).

Signature: _____ Date: _____

Please return the completed form to the applicant in a sealed envelope so that it can be included in the student's application package which must reach QEM by the deadline stated above. If this is not possible, please mail before the deadline date to:

(Please type or print)

Application Deadline: March 1, 2013
(To be returned in a sealed envelope to applicant
for inclusion in application packet)

Applicant's Name: _____

Last	First	M.I.

College or University: _____

Mr. Ms. Dr.

Name and Position/Title: _____

Organization: _____ Department: _____

Telephone: _____ E-mail: _____
(incl. area code)

How long have you known the applicant and in what capacity?

Using “X” in the boxes below, please rate the applicant in the following areas:

AREA	Below Average	Average	Very Good	Excellent
Academic Achievement				
Knowledge of Main Discipline (for his/her Academic Level)				
Leadership				
Concern for Others				
Initiative				
Potential for Growth				
Ability to Work in a Team				
Independence, Maturity				

On a separate sheet, please tell us in narrative form why you endorse this student for the Internship Program. Be sure to address what you know about the student's academic achievement and professional experience; participation in extra-curricular activities; and work in school, government, or community service. Please address what you think is important to know about this student, including more details on the ratings provided above. We are particularly interested in the candidate's motivation, integrity, leadership potential, and special talents. We welcome any information that will help us to gauge this student's potential to benefit from the internship at the National Science Foundation (NSF).

Signature: _____ Date: _____

Please return the completed form to the applicant in a sealed envelope so that it can be included in the student's application package which must reach QEM by the deadline stated above. If this is not possible, please mail before the deadline date to: