SUMMER INTERNSHIP PROGRAM
Summer Internships for College & University Students

Aquaculture and Stock Enhancement
Marine Biomedical and Biotechnology
Marine Ecosystem Health
Marine Mammal Research
Ocean Dynamics and Modeling
Ocean Engineering and Ocean Optics
Ocean Exploration

Primary Funding by the Link Foundation

Closing Date: March 1
Announcement of Awards: April 1

http://www.fau.edu/hboi/education/internships/index.php
HARBOR BRANCH SUMMER INTERNSHIP PROGRAM

Harbor Branch Oceanographic Institute (HBOI) at Florida Atlantic University offers a Summer Internship Program to qualified undergraduate and graduate students interested in marine-related fields. The major portion of the funding for this program is provided through the generosity of the Link Foundation. The Gertrude E. Skelly Charitable Foundation provides major support for interns in marine biomedical research.

Mr. and Mrs. Edwin A. Link established the Link Foundation in 1953. It is the policy of the foundation to make grants to qualified non-profit organizations interested in the mastery of the air and sea and in the development of energy resources and their conservation (see www.binghamton.edu/home/link/link.html for more information on the Link Foundation). Harbor Branch supervises the Foundation's oceanographic research projects and also directs several high school student awards and college-level summer internships in ocean engineering and marine science.

For over four decades, the shared vision of founder J. Seward Johnson, Sr. and inventor Edwin Link to explore, protect, and wisely use the oceans’ resources shaped the work at Harbor Branch. Today, articulated as Ocean Science for a Better World™, this same vision drives over 140 Harbor Branch scientists, engineers, and support staff to be leaders in ocean-related innovation, exploration, research, education and conservation.

Our internship program is designed to give qualified undergraduate and graduate students experience in a research environment. The areas of study may include, but are not limited to: aquaculture, biomedical marine research, marine biology, marine mammal research, marine natural product chemistry, marine microbiology, ocean engineering, ocean technology and oceanography.

Each year the deadline for the receipt of applications is March 1. Awards are announced by April 1. Dates of the current year’s program are posted on the summer intern web page at http://www.fau.edu/hboi/education/internships/index.php.

VENUE

Harbor Branch (http://www.fau.edu/hboi/) is internationally known for its research in marine science, biomedical marine research, aquaculture and ocean engineering.

Harbor Branch is located between Vero Beach and Fort Pierce, Florida, on the western bank of Indian River Lagoon, the estuary with the highest biodiversity in the United States. The nearby habitats include seagrass beds, mangrove forests, salt marshes, mud and sand flats, beaches, rock ledges and nearshore reefs.
ELIGIBILITY

Undergraduate Interns: Open to students currently enrolled in a full-time program who at the start of the internship will have completed at least the equivalent of two years of college and are currently seeking a four-year degree.

Graduate Interns: Open to currently enrolled graduate students or to graduating seniors who have been accepted and are pre-registered for a graduate program.

All applicants must be in good academic standing as evidenced by submission of a current official transcript. Official transcript must be mailed in a sealed envelope to:

Harbor Branch at Florida Atlantic University
5600 US 1 North
Fort Pierce, FL 34946
Attn: Summer Intern Program

Applicants must be at least 18 years of age and have or obtain a social security number.

Applicants who are not U.S. citizens must have a current visa with authorization to receive compensation. The University can provide assistance with the visa application and process however students are responsible for all visa fees and associated costs.

Upon acceptance, additional information will be communicated regarding the hiring process. This includes but is not limited to: successful completion of a criminal background check (required for all new hires), online temporary employee application, “onboarding process” in Workday, Florida Atlantic University’s Human Capital Management (HCM) System, and providing supporting unexpired I-9 documentation (e.g., passport or both drivers license and social security card).

SCOPE OF INTERNSHIP

Interns will be assigned to an HBOI-FAU staff member as a mentor in an appropriate area of interest. See http://www.fau.edu/hboi/education/internships/index.php for a list of potential mentors). A project of mutual interest to the intern and mentor will be established and a plan of action developed. Interns are not required to take any prescribed courses, nor are they required to provide any services to the Institution in return for their internship. The Harbor Branch Education program provides interns with orientation and presentation workshops.

At the completion of the program, each intern is expected to submit a comprehensive written report on his or her project and give an oral presentation. Copies of the written report are also provided to the intern’s mentor, the supporting sponsor, and the HBOI Library. Each intern communicates the results of the project to the HBOI community in a 15-minute oral presentation as part of the annual summer intern symposium during the last week of the program.
COMPENSATION

Compensation is $4,000 for the 10-week program. Compensation is subject to applicable taxes which may include but are not limited to Federal Income Tax, FICA Alternative and Medicare. For details on FICA Alternative, see the following link: http://www.fau.edu/hr/Benefits/FICA_Alternative.php

HOUSING

Interns are responsible for their own housing and transportation arrangements and costs. Furnished student housing, with cooking and laundry facilities, is available on campus, on a first-come, first-served basis. Current housing costs and other details are provided to interns accepted into the program. Housing fee may be paid credit card and is due in full prior to move-in.

LIBRARY

The Harbor Branch Library and Information Center is an open-stack research library with collections and services developed and maintained for the support of the researchers, students and visiting investigators of Harbor Branch Oceanographic Institute. The library is located in the Link Building and open to Harbor Branch summer interns. Collaboration study rooms for sharing research and practicing presentation skills are available in the library.

The library collection includes more than 17,000 volumes and online access to more than 500 current periodical subscriptions through Florida Atlantic University’s Library web page at www.fau.edu/library. Approximately 20 journals can be found in print form in the HBOI Library with emphasis on the biological, environmental, medical and oceanographic sciences. The library provides photocopy and scanning equipment, computer workstations for the FAU and HBOI networks with full Internet access, an online catalog, and access to a variety of electronic publications.
APPLICATION PROCEDURES

To be considered a complete application for review by the intern selection committee, the following materials must be submitted for this program:

1. Completed application form.
2. Official copy of college transcript, sealed envelope mailed to HBOI address below.
3. Three (3) letters of reference from faculty.
4. Brief (single spaced, no more than one-page) essay outlining experience and career/research interests.
5. Graduating seniors must submit proof of continuing education (copy of registration and letter of acceptance to graduate school).

See http://www.fau.edu/hboi/education/internships/index.php for a downloadable application form.

All application materials must be mailed to:

Summer Intern Program c/o Administrative Office
Harbor Branch Oceanographic Institute at Florida Atlantic University
5600 U.S. 1 North
Fort Pierce, FL, USA 34946
Summer Intern Application Form

Name: _______________________________________________________________________________

   Last           First           Middle

Address: _____________________________________________________________________________

   Number/Street            City           State           Zip

Telephone: _____________________________          Date of Birth: _____________________________

   Area Code/Number

Email: ______________________________________________________________________________

Permanent Mailing Address and Telephone Number:

Address: _____________________________________________________________________________

   Number/Street            City           State           Zip

Telephone: _____________________________

   Area Code/Number

Have you ever been employed by FAU? ___ Yes   ___ No   If yes, date: _______________

If you have an FAU Z#, provide here. ______________________________

Are you legally eligible for employment in the US? ___ Yes   ___ No

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<td>Years completed at start of internship</td>
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<td>Diploma / Degree</td>
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<td>Describe course of study</td>
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<td>Anticipated date of graduation</td>
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**Experience:** List experience beginning with your most recent and continuing in chronological order. You may include employment, military service assignments, and volunteer activities. You may exclude organization names that indicate race, color, religion, gender, national origin, handicap or other protected status. If additional space is needed, include with attached resume.

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Summarize special skills, qualifications, training, extracurricular activities, honors received and any additional information that may be helpful in considering your application: __________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Preferred mentor(s) or area of research for Internship: _________________________________

_________________________________________________________________________________

_________________________________________________________________________________

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this internship application as may be necessary in arriving at selection decisions. I agree to comply with the policies, rules, regulations and procedures of HBOI/FAU.

________________________________________  __________________________
Signature of Applicant                  Date

Florida Atlantic University is an equal opportunity/affirmative action institution and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veterans status or any other characteristic protected by law. Individuals with disabilities, requiring accommodation, please call 561-297-3057. TTY/TDD 1-800-955-8771.