



# SEA S.T.A.R. (STUDENTS TEACHING AND RESEARCHING) HIGH SCHOOL INTERNSHIP PROGRAM SUMMER 2018

*A Two Month Coastal Education and Leadership Internship Program for Rising High School Seniors  
Sunday June 10<sup>th</sup>, 2018 - Saturday August 11<sup>th</sup>, 2018*

Do you love the ocean and the outdoors? Do you have an interest in studying wild and diverse ecosystems? Do you dream of one day working as a Marine Biologist? Get ready for the summer adventure of a lifetime! The Chincoteague Bay Field Station is excited to offer a Coastal Education and Leadership Program for rising High School Seniors. This internship allows students to gain experience in an Environmental Education program while researching a Marine Science Project that interests them.

We are looking for 8 rising high school seniors (students who are currently juniors age 16 and older) with an interest in education, biology or science. Students must have a strong academic profile and be interested in an opportunity to work in an outdoor environmental education setting. Interns will spend a lot of time outdoors in marine environments. Students who are enthusiastic and outgoing, can work easily with others and are organized, with good attention to detail will be the best fit for this internship.

For 2 months students will live, work and play on the main campus of the Chincoteague Bay Field Station, located in Wallops Island, VA, just minutes from the islands of Chincoteague and Assateague. This internship includes three components: programs, research and enrichment. Students will work alongside program staff to provide environmental education programs and summer camp activities; periodically attend college level courses; develop their own research project or legacy project; and explore the exciting marine habitats of Virginia's Eastern Shore. This program is a wonderful opportunity to enhance and develop self-confidence, self-awareness, communication skills, and personal leadership style. The internship is a unique opportunity for students to gain job experience, to learn about the exciting field of Marine Science Education and to make new friends. Students will gain work and research experience that they may then apply in their senior year in high school and beyond.

Since 1968, Chincoteague Bay Field Station, formerly known as the Marine Science Consortium, has educated and inspired thousands of children, youth, and adults about the marine and coastal ecosystems along the Mid-Atlantic Region through place-based, hands-on experiences. The field station is ideally located on Virginia's Eastern Shore, between the powerful Atlantic Ocean and ecologically important Chesapeake Bay. The barrier islands of the Eastern Shore create a series of habitats that are biologically diverse and geologically dynamic. These natural classrooms introduce students to a variety of concepts in the biological, chemical, and physical sciences.

## APPLICANT QUALIFICATIONS/REQUIREMENTS

- Ability to work as a team, energetic & open to learning
- Strong interest in Science, Education, or Marine Bio
- Experience working with kids is a plus but not necessary
- This position requires applicants to be able to lift 30 lbs, walk distances of 1 mile at time and climb stairs

## APPLICATION REQUIREMENTS

- Cover Letter
- Intern Application
- School Transcript
- Two Signature-Sealed Letters of recommendation (one from a teacher)
- Interns must be at least 16 years old by the first day of the internship and must have completed their junior year of high school

## IMPORTANT DATES

- Nov 22, 2017 – Begin accepting applications
- Feb 4, 2018 – All Application materials due
- Mar 1, 2018– Notice of first acceptances
- June 10 - Aug 11, 2018– Internship Dates
- Aug 10, 2018– Intern Presentation Dinner ( Parents and Family Members Welcome)

## INTERNSHIP COST

- This is an unpaid internship. However most meals and all lodging during the program are free of charge.
- Interns are responsible for their travel to and from the program at the beginning and end of the summer.
- Interns are responsible for personal spending money during the program (i.e. coin operated laundry, all meals off campus during field trips, movies, etc.)
- Interns are responsible for taking part in the SEA S.T.A.R. Trash-a-ton Fundraiser. This fundraiser raises money to cover the internship program's enrichment trips, and intern meals and lodging

## EMAIL OR MAIL COMPLETED APPLICATIONS TO:

Mike Hillman  
Adult and Family Education Coordinator  
Chincoteague Bay Field Station  
34001 Mill Dam Road  
Wallops Island VA 23337  
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www.cbfieldstation.org



**Chincoteague Bay**  
Field Station

## **WHY INTERN IN HIGH SCHOOL?**

The idea of pursuing an internship probably doesn't cross most high school students' minds, which is an excellent reason to pursue one. Work experience at a respected organization, especially if it's related to a field you might pursue in college, will only strengthen your college applications. It's a great way to stand out from the crowd. A high school internship can open the doors to the working world, by showing you what it's like to have a boss, attend meetings, and meet deadlines. Internships introduce you to experienced people who can help guide you toward a career and can also help you understand how a professional organization operates. Within that organization you'll gain valuable contacts who may lead you to other opportunities as you progress through school.

## **INTERN WEEKLY SCHEDULE**

This eight week internship (June 10<sup>th</sup> – Aug 11<sup>th</sup>) has three components: Programs, Research or Legacy project and Enrichment. The majority of intern time will be devoted to working with summer education programs and summer camps. Interns will work alongside field station educators to provide summer programming for a variety of program participants. During their internship interns will also create a research or legacy project. Interns will have time each week to work on their unique project. The last component of the internship, enrichment trips, will be spread throughout the summer.

### **COMPONENT 1: PROGRAMS**

Working with programs is the main part of the internship. Interns will work alongside program staff throughout the week to provide environmental education, summer camp and community programs. Intern program duties will include summer program assistance, office duties, common room supervision and other program related duties. Interns will work with program participants that range in age from 4 to 80 years old. Program responsibilities include:

- Help in all aspects of summer programming, especially behind the scenes!
- Work closely with the Adult and Family Education Coordinator and Program Assistants to complete various administrative duties to help camp operations run smoothly.
- Help set-up and clean-up and participate in all program activities, program sign-in and out processes, opening and closing meetings, and provide fun activities during down times.
- Support Marine Educators and Program Assistant in art, science, or outdoor activities and throughout the day.
- Help Program Coordinator and Office Staff when needed
- Supervising Campers in the Lounge Area Daily (playing games with them, scheduling activities, etc.)
- Collaborate and cooperate with fellow staff members to provide an unforgettable program experience for summer program participants.
- Attend weekly staff meetings
- Office duties
- Participate in one day of clean up the day that camp ends

### **COMPONENT 2: RESEARCH OR LEGACY PROJECT**

During the course of the internship, each intern will work independently to design a research or legacy project that interests them. Interns will have scheduled times during the week to work on their research or legacy project. If an intern chooses to do a research project, they will be responsible for creating a research project relating to the marine science or coastal environments in some way. If an intern chooses to do a legacy project they will be responsible for creating or implementing a project that benefits the mission of the Chincoteague Bay Field Station in some way. At the end of the summer, interns are required to give a PowerPoint presentation describing their research or legacy project, techniques and processes learned, and how the experience was useful to the student both academically and personally. The interns meet periodically with the Adult and Family Education Coordinator to review their progress. To aid interns in the completion of their research project, the following opportunities will be available to them during their stay.

- Interns will be able to sit in on 3 days (over the course of the entire summer) of college level marine science courses and meet college professors.
- Interns will have the opportunity to visit the facilities of CBFS partners (US Fish and Wildlife Service, National Park Service, Chincoteague National Wildlife Refuge and faculty from some of the CBFS's 13 Member Universities)
- Interns will have opportunities to work on one of the CBFS two monitor boats, the R.V. Flatfish and R.V. Mollusk. Both are approximately 40 ft in length and are used primarily in the tidal creeks and Back Bay areas for trawling and sampling.
- Interns will be able to attend a college level trip on an ocean going Research Vessel. The R.V. Phillip N. Parker is a 47ft diesel powered crew vessel used for cruises beyond the inlet and up to 25 miles off shore.

**RESEARCH OR LEGACY PROJECT PRESENTATION-** During the last week of the internship, each intern will make a presentation of approximately ten to twenty minutes to all the interns and staff members in their groups during one final meeting. This presentation will summarize what the intern has learned during the internship and should include two types of visual aids such as a PowerPoint presentation, poster or "chalk talk".

### COMPONENT 3: FIELD TRIPS AND TOURS

Uncommon beauty abounds in the summer time on the Eastern Shore. The Shore's 70 mile long pastoral peninsula provides endless opportunities to recreate and relax. The two months that students spend on the Eastern Shore will be rounded out with fun and exciting enrichment opportunities that take advantage of all the shore has to offer.

Some of these activities will include:

- Tour NASA Wallops Island deserted beach
- Ocean City Field Trip
- 3 Day/ 2 Night Enrichment Trip
- Visit the Delmarva Discovery Center
- Zoo Tour
- Kayaking Trip through salt water marshes and/or fresh water wetlands

### PROGRAM RULES AND REGULATIONS

**PHOTO I.D.** - Interns are required to bring a photo I.D. (School I.D.'s are acceptable if under 18)

**MEALS** - Meals and Housing are provided free of charge for the duration of the program.

**HOUSING** – High School Interns are housed in two single-sex rustic townhouses. Interns are required to be in their townhouse by the beginning of quiet hours at 10:00 pm and be in bed by 12:00 am each night. Each Intern will receive their own private bedroom. The bathrooms are shared with 2-3 interns of the same sex. Townhouses are not air conditioned. It can get very warm in our coastal area during the summer. Interns are encouraged to bring their own personal fan or purchase one when they arrive.

**SPENDING MONEY**- This is an unpaid internship. Interns need to bring spending money for personal expenses and special outings during the summer. We recommend \$50 to \$75 per week to cover coin operated laundry, off time expenses (movies, dinners out) and special intern field trip and outings.

**VISITORS** -Interns may have visitors on campus with prior permission from the Adult and Family Education Coordinator. We ask you to schedule visits when you have limited program responsibilities. Visitation cannot affect staff performance in anyway. Visitors are limited to day time visits and no visitor may spend the night on campus. During the internship parents may take Interns out for no more than 2 full days per summer.

**PERSONAL BELONGINGS** -You will furnish all of your own personal belongings. A packing list will be mailed to you in May highlighting items to bring for the summer. Laundry can be washed on campus.

**HEALTH CARE** – Interns are required to be covered by their parent's Health Plan. Parents, or their health insurance, are financially responsible for any condition or emergency which may require off camp treatment, consultation, medication, or hospitalization. Interns are required to present current health insurance information 21 days prior to the beginning of their internship.

**TRANSPORTATION** –Interns are responsible for their transportation to and from campus at the beginning and end of their internship. Interns can arrange to be picked up at the Salisbury Ocean City Wicomico Airport (SBY) or the Greyhound Stations in Oak Hall VA or Salisbury MD. Interns may drive vehicles to campus; however Interns are not permitted to drive personal vehicles during their internship. Personal vehicles must be stored in the college parking lot until the last day. Interns may not drive any CBFS vehicles for personal transportation or for CBFS purposes.

**INTERNET AND TELEPHONE USAGE** - E-mail and Internet use is strictly for CBFS business and is not for personal use except outside business hours. Use of the Internet is subject to periodic monitoring. Interns may use the office phone for calls after office hours (please limit calls to 15 minutes). You may only accept emergency phone calls from parents or loved ones.

**SCHEDULE** - The Internship begins Sunday, June 10<sup>th</sup> and ends Saturday, August 11<sup>th</sup>. Interns have a very busy schedule. Interns work 4-5 days a week doing program work, 1 day a week doing research work and have 1 day a week off or participating in enrichment opportunities.

**TRAINING**- The internships will begin with orientation and safety instruction. There will be a period of training, including shadowing and working side-by-side with a staff member, after which the interns will be given more responsibility and independence as they are ready.

**EVALUATIONS** -Each Intern at the Chincoteague Bay Field Station has the trust and support of the Adult and Family Education Coordinator. Interns are provided with support, advice, and an understanding ear. The system of evaluations is often informal and an ongoing daily process. Every 3-4 weeks the Adult and Family Education Coordinator meets with interns to do a written or oral Performance Review, commending good performance and identifying areas that may require additional attention.

**CLOTHING**- In an effort to maintain visibility and respect from our clientele, interns will be expected to wear logo apparel that is provided by CBFS or other appropriate clothing.

- Pants/shorts should be in solid, non-distracting earth-tone colors (denim, kaki, etc.) and hemmed properly.
- Items of clothing such as belts, shoes, etc., should display a good example and not distract from your overall appearance.
- Jewelry, in the same manner, should be minimal and not distracting.
- Interns may be asked to remove distracting facial hardware or body piercing and /or cover potentially offensive body artwork while on the job or representing CBFS.
- Nametags are provided and should be visible.
- If a staff member is working on projects that do not require interaction with program participants or the public, i.e. office work, field exploration, research, he/she may wear other clothing as long as it reflects good judgment.

**DRUGS AND ALCOHOL** – Interns are not allowed to consume or use alcohol and drugs at anytime during the term of their internship. Any interns found on possession of alcohol and drug will be immediately dismissed. Interns may be asked to submit to a drug test at any time during their internship.

**SMOKING**- Interns are not allowed to smoke during their internship.

**PETS**- Interns are not allowed to bring pets.

**DANGEROUS ITEMS**- Weapons, fireworks, ammunition, knives over 3 inches and other dangerous items are not allowed.

**RESTRICTED AREAS** -Interns are not permitted in any of the restricted areas without the Adult and Family Education Coordinator's permission. Restricted Areas include: the staff housing, college dorms, opposite sex housing, kitchen, maintenance. Interns are permitted to leave campus only with program group or supervisory staff. They are not allowed to leave campus individually except with special permission from the Adult and Family Education Coordinator and their parents.

**RELATIONSHIPS** -Interns should become friends with staff, college students and program participants but never overstep the boundary of friendship to relationship and never engage in sexual activity.

**PROGRAM PARTICIPANTS** - Interns should be considerate of program participants and work closely with them to provide the best program possible for their particular group. When discipline of a program participant minor is beyond intern control or is disturbing the intern's effectiveness, the intern should contact managerial staff for assistance. Interns will never use corporal or otherwise damaging punishment to a student. Program participants are not allowed in staff or intern housing. Interns should at no time be alone with a program participant.

**TERMINATION** –The CBFS expects you to cheerfully follow the rules and regulations. The CBFS reserves the right to terminate your position if your conduct, physical condition, services, attitude or influence is deemed unsatisfactory or for any other reason or cause.

**PERSONAL CONDUCT**- As an integral member of the CBFS team, interns are expected to accept certain responsibilities, adhere to acceptable and ethical business practices, exhibit a high degree of personal integrity, maintain high standards of performance and cooperation at work, and exhibit a professional and responsible manner at all times. Whether at work or away from work, an intern's conduct reflects on CBFS. The following infractions are grounds for termination.

- Unsatisfactory job performance; poor workmanship, quality or quantity of work; creating or contributing to unsafe or unsanitary conditions.
- Failure to cooperate and get along with co-workers or to comply with program procedures
- Use of abusive or threatening language or behavior.
- Engaging in horseplay, fighting, or disorderly conduct.
- Walking off the job or leaving the workplace during working hours without permission.
- Unexcused or excessive tardiness or absenteeism; irregular attendance; failure to report reason for absence to your supervisor.