

Our World-Underwater Scholarship Society

Internship Handbook 2017



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I. Introduction

A. OUR WORLD-UNDERWATER SCHOLARSHIP SOCIETY BACKGROUND

The Our World-Underwater Scholarship Society[®] (the Society) was established in 1972 by a group of divers dedicated to the preservation of the underwater environment. Since 1974, the Society has awarded scholarships and internships to outstanding young people pursuing a career in underwater science-related disciplines. Many scholars and interns have gone on to successful careers in marine biology, underwater research, and photography.

In 2017, the Society is offering 3 full year scholarships (North America, Europe, and Australasia) as well as 4 internships (AAUS, Bonnier Dive Group, National Park Service, and REEF). Funding for the scholarships is provided by the Rolex Corporation, while funding for the internships comes from corporate sponsors, the internship sponsors, and the Society.

The Society's North American internships are aimed primarily at college undergraduates and recent graduates, are limited in scope and duration, and generally revolve around a specific project or activity. The goal is to provide highly qualified and deserving individuals with direct, hands on experience in a specific project in one of the many fields of underwater science and/or the diving industry. Internships are designed to give recipients an introduction to the tools, experiences, and contacts needed to help them identify and pursue career goals.

Internships typically relate to an underwater science, diving, or commercial activity, which focuses on:

- Protection, conservation, and restoration of aquatic environments;
- Underwater-related medical and scientific fields; and
- Various underwater science-related industrial, technological, and consumer careers or services.

B. INTERNSHIP EXPERIENCE

Internships have been specifically selected by the Society based upon the learning opportunities that they provide. The internship sponsor is responsible for hosting the internship opportunity. Prior to your selection, preliminary arrangements have been made with each sponsor. Upon receiving the internship, it is your responsibility to coordinate the specific itinerary of your internship with the sponsor. This includes logistics (i.e., start and end dates and lodging) as well as specific responsibilities.

The Society will administratively support the internship, which will be funded on a staged basis. Funds can only be used for eligible internship-related expenses. You will be responsible for filing expense reports to record these expenses and use of funds. Final reimbursement will occur upon receipt of your Final Report.

Any travel required during the internship may be physically and emotionally demanding and may include long hours of driving. In the interest of safety to yourself, any passenger and others on the road, you must exercise caution and good judgment and not drive when impaired by physical or emotional exhaustion, injury, or the influence of alcohol or drugs.

Always be on good behavior, no matter how demanding the situation may be. The wrong response to a difficult situation may cause a situation to go from bad to worse. If a situation becomes difficult, immediately contact the Lead Internship Coordinator, Jenna Walker (interncoordinator@owuscholarship.org, cell: 540.968.2662), as well as the Vice President of Internships, Stephanie Roach (internships@owuscholarship.org; cell 717.497.6670).

While extremely unlikely, the Our World-Underwater Scholarship Society reserves the right to terminate support for your internship at any time for any reason. If the Society deems it necessary to terminate your support, you will be notified immediately by phone and by certified mail.

C. ALTERNATIVE FUNDING AND COLLEGE CREDIT

Past interns have investigated alternative sources of funding in order to take full advantage of the Internship opportunities. Some alternative funding sources have included various sororities and fraternities; for children of veterans groups such as the VFW, American Legion, and Vietnam Veterans of America, and various civic organizations (Kiwanis, Optimists, Elks).

The likelihood of alternative funding will be significantly increased if college credit is being granted for your participation in the Internship. Some universities and/or colleges may grant credit for experience-based education. You should contact your college or university to find out if credit is available and what requirements are involved.

II. Intern Responsibilities

A. EXPENSE REPORTS

All reimbursable expenses must be noted in expense reports. All expense reports are to be submitted by the first and fifteen of the month to your internship coordinator for approval before final approval by Society. Under a separate cover, you will receive an excel sheet that is to be used as a template for all expense reports. You will be contacted by the Treasurer, Martha Sanders, to set up staged direct wire transfers of internship funds into your personal banking accounts.

B. BLOGS

Each intern is required to maintain a blog on their internship experiences. Blogs are hosted by the Society so no separate blog creation is necessary. If you already have a personal blog, you are still required to post to the Society's blog page. Each blog needs to be reviewed by the sponsor prior to publishing. Once published, each blog needs to be shared on the OWUSS Facebook group and public page. You will receive additional instructions related to the Society blog prior to the start of your internship.

C. SOCIAL MEDIA

As a representative of the OWUSS and your internship sponsor, it is important that you refrain from posting inappropriate comments and/or photos to a social media outlet (e.g., Facebook, Twitter, Instagram), a personal website, or a personal blog. You will receive additional information about the Society social media policy prior to the start of your internship.

D. FINAL REPORT

At the conclusion of your internship, you are required to provide a final, written report, in the form of a narrative, giving insight and observations about the Internship. Include a detailed description of activities, dates of participation, identification of the host(s), institutions (if applicable), and other people of note. Samples may be found on the OWUSS website. Reports are expected to be about 10-15 pages in length and accompanied by a minimum of 10 photos. Failure to submit your report in the specified timeframe may result in immediate stoppage of reimbursable money. The Society typically withholds a certain amount of funding until submission of the final report, so it is highly recommended that you begin preparing the final report in advance of the end date of your internship (2-3 weeks). The report should not be a compilation of your internship blogs. Instead, you should focus on what you have learned through your experience and how it has contributed to your professional and personal development.

E. DRESS AND CONDUCT

During any internship, you may be working at institutions where specific dress codes exist. Ask before you arrive if there is a dress code as to make a good first impression. Once you arrive and get the "lay of the land," coordinate how you dress and conduct yourself with what is appropriate for that particular situation.

F. PERSONAL TRANSPORTATION

An automobile, truck, or van that can handle extensive travel is recommended, however the Society does not provide or require a vehicle. Many past interns found that using their own personal vehicle minimized travel expenses so that they were able to get the most from the fixed stipend amount (this is not intended to imply that the Society suggests or condones sleeping in your car instead of safer sleeping accommodations). It is your responsibility to ensure that your vehicle has all appropriate inspections and that you have automobile insurance. The Society will not be held responsible for any vehicular problems, including accidents, breakdown, or theft. To facilitate the use of a personal vehicle, the Society provides reimbursement of gas expenses, tolls, and parking.

G. TRAVEL DOCUMENTS

For all international travel, you must have a valid passport. The passport is the only universally acceptable form of identification. You may also require a visa to enter certain countries. Before traveling outside of the country for your internship, please inform the Internship Vice President and Lead Internship coordinator. It is strongly recommended to keep a photocopy of the personal information page of your passport, your driver's license, and insurance papers somewhere safe. These copies can be of vital importance in the event your original documents are lost during travel.

H. COMMUNICATION

Intern and OWUSS

While most of the day to day of your internship will revolve around you and your sponsor, communication with the Society is critical. This year, your Society points of contact are:

- Stephanie Roach, Vice President, Internships: internships@owusholarhip.org, 717-497-6670
- Jenna Walker, Lead Internship Coordinator: interncoordinator@owusholarhip.org, 540-968-2662
- Martha Sanders, Treasurer: treasurer@owusholarhip.org, 312-557-2232
- Roberta Flanders, Executive Administrator: execadmin@owuscholarship.org, 630-969-6690
- Internship Coordinator (internship specific)

Each intern will be assigned an internship coordinator (typically a former intern). The Internship Coordinator, Lead Coordinator, and the Internship Vice President are your primary contacts with the OWUSS. The Internship Coordinator will assist in answering any questions you may have, help you to file expense reports, and provide support during your internship. This person has direct knowledge of your experience and therefore is a valuable resource.

It is the responsibility of the Lead Coordinator and Internship Vice President, in conjunction with your Internship Coordinator, to oversee your activities as you participate in the Internship. Open lines of communications with these people will be one of the key elements to your success and the continued success of the Internship Program. Help, assistance, and guidance are always only a phone call, text message, or email away. The Internship Vice President is also responsible for communicating with the host individual or institution on your behalf.

It is your responsibility to maintain contact with your Internship Coordinator, Lead Coordinator and the Internship Vice President. Any and all changes to the established and agreed upon itinerary must be discussed with and approved by the Lead Coordinator or Internship Vice President at the earliest possible moment. NEVER ASSUME that the Internship Coordinator, the Lead Coordinator, or Internship Vice President are aware of any changes. It is also absolutely essential that the Society Office always have emergency

contact information for you. Please remember that your Society contacts are all volunteers and may not be immediately available to answer your calls. In an emergency situation, you are advised to immediately contact your internship coordinator, the Lead Coordinator, and the Internship Vice President.

Host Sponsor and OWUSS

The Society has established relationships with the host institution that is sponsoring your Internship. By the time you are notified that you have been selected for an Internship, basic scheduling and confirmation of many aspects of the Internship may have been completed. Upon award of the Internship, you will be notified by the Internship Vice President and will be given contact information for the Internship Sponsor. At that point, you should contact the Internship Sponsor to finalize details such as arrival/departure date, housing, and other particulars.

It is your responsibility to coordinate with the internship sponsor to ensure that all necessary arrangements for housing have been made prior to the start of the Internship. In some cases, the Sponsor arranges housing. Otherwise, it may be necessary to arrange temporary rental housing; in most instances the Internship Sponsor will provide assistance. If you have any questions or difficulties, please contact the Internship Vice President or the Lead Coordinator.

“Thank You” letters or cards should be sent by you to the host shortly after the Internship is concluded. Some Internship Sponsors are involved in the publishing business and may be interested in regular articles from you during your travels. You may also wish to approach various diving magazines with the idea. It may be a valuable source of additional funding and exposure for you and the Internship. As mentioned earlier, you may want to approach the publisher of a popular dive magazine about a series of articles covering your travels. Contacts with magazine publishers can be made through the Society Office.

I. INSURANCE

1. **Health and Accident Insurance:** Due to the travel and physical demands associated with your internship experiences, you must carry your own up to date personal medical or health insurance. Coverage must include injuries and illness occurring during foreign travel. Verification of coverage will be required when you accept your Internship. You must have up-to-date tetanus and other routine immunizations prior to starting your internship experience. Foreign travel may require additional immunizations. It is strongly advised that all insurance papers be carried with you at all times and a copy provided to the Society.
2. **Vehicle Insurance:** Vehicle insurance is required if you will be using a vehicle for transportation to and from destinations associated with your internship. The insurance coverage must be at least the minimum required in the state in which the vehicle is registered. Membership in an automobile club such as the AAA is strongly advised, although not provided by the Society. Additional insurance and licensing may be required if you are planning to drive in a foreign country. You must have a valid U.S. or international driver's license. If you plan to use your own vehicle, the Society Office will require a copy of your vehicle insurance and any supporting paperwork to be put in your file prior to the start of your internship. If your driver's license or vehicle inspection will expire during your Internship experience, you should make plans to renew them prior the beginning of your Internship; it is required that you send via a scanned email of any updated driver's license or insurance to the Internship Vice President and also mail a copy to the Society office. A foreign driver's license can be obtained at your local AAA office.

3. **SCUBA Diving Accident Insurance:** If you plan to scuba dive as part of your internship, it is essential to have scuba diving accident insurance. Do not assume that your personal health coverage will cover hyperbaric treatment or emergency medical evacuation. Diving accident insurance is available from the Divers Alert Network (DAN), the Professional Association of Diving Instructors (PADI) or other such organizations or insurance companies. You will need coverage for hyperbaric treatment and physician fees plus access to emergency medical evacuation service when you are traveling away from home. Membership in Divers Alert Network (DAN) does provide emergency medical evacuation coverage for both diving and non-diving medical emergencies and is strongly suggested by the Society.
4. **Personal Property Insurance:** The Society is not responsible for any lost or stolen items during your Internship. You are strongly advised to obtain insurance coverage for your possessions including those items provided for your use by the Society during your Internship. Some insurance companies have riders on home owners or renter's policies that cover personal possessions while traveling. Before taking out a new policy, it would be beneficial to review the options on existing policies. The Internship Vice President can provide advice on this subject.

J. INTERNSHIP LIABILITY RELEASE and ASSUMPTION OF RISK FORM

As part of your internship, you are required to sign and return the Internship Liability Release and Express Assumption of Risk Form.

K. INCIDENT REPORTING PROCEDUES

If an intern is involved in an incident or dive medical emergency, timely communication with the Society is imperative. An incident may be defined as any event requiring professional intervention (e.g car crash, slip on a boat creating an injury requiring medical assistance, dive accident, etc). If in doubt, contact your Internship coordinator immediately for clarification.

1. **Immediate Notification:** As soon as is feasible, the intern or Sponsor Supervisor must notify the Internship Coordinator, Lead Internship Coordinator, and Internship Vice President. If a phone call from the intern or Supervisor is received by the Internship Coordinator, they will be responsible for immediately contacting the Lead Internship Coordinator and Internship VP.
2. **Formal Reporting:** As soon as is feasible, a written report must be turned into the Internship Coordinator from *both* the intern and relevant supervisor (e.g. dive buddy, Lead Diver, Field Project Leader, or Sponsor Supervisor). This objective report should include the relevant year, internship, and intern name as well as date, approximate time, and relevant event narrative from the author's point of view. If the incident involves diving, dive profiles and/or dive computer reports should be included.
3. **Internship Status:** Based upon either the original notification or written reports, the Society may impose special instructions, including consultation with a Diving Medical Officer, which will be communicated with the intern and Supervisor. Constant communication between all parties involved will accelerate the reporting procedure and ability of the Society support the needs of both the intern and host.

L. ANNUAL WEEKEND – NEW YORK CITY

Based upon your performance during the internship and subject to the acceptance of your final report, you will be invited to the Society's Annual Weekend, held typically in April or May in New York City. You will present your Internship experience at the New York Explorer's Club. This event brings together a global network of scholars, interns, and supporters. In addition to being a great networking event, it is a lot of fun! Funds leftover from your summer internship can be put toward travel to/ from New York City.

III. Financial Procedures for Internship Funding

A. FUND AVAILABILITY and DISBURSEMENT

You have been awarded a stipend to pursue your Internship experience. Expenses beyond the specified amount or occurring after completion of the Internship will be your personal responsibility unless approved in writing by the Society.

The Internship Vice President and Lead Coordinator will discuss with you specifically how funding for your Internship will be handled. Typically, a portion of the grant amount is placed into your account at the beginning of the internship. Upon receipt of expense reports for eligible internship-related expenses, additional funding will be provided.

It is your responsibility to budget your expenses. Any expenses that are not eligible for reimbursement are your responsibility. Additionally, you are responsible for personally funding any non-eligible expenses as well as any amounts beyond the grant amount.

1. **Funding:** Your support from the Society is to be used for expenses directly related to the Internship. Under the guidelines of an educational internship, eligible expenses include travel to/from the internship site, meals and lodging. Any expenditure over \$25 will require original receipts for reimbursement. All expense reports must be approved by the Lead Coordinator or the Internship Vice President. The final expense report due within 30 days of completion of your Internship.

Please note that the purchase of dive gear is NOT eligible for reimbursement. Dive trips directly associated with the internship that are not reimbursed by the sponsor can be expensed; personal dive trips cannot be expensed.

The Society will support your internship financially through funding the internship grant amount, which will be done on a staged basis in an account of your choosing. These funds can only be used for eligible internship-related expenses. You will be responsible for filing expense reports to record these expenses and use of funds. Final reimbursement will occur upon receipt of your final Internship Report.

It is your responsibility to track account balances and avoid account overdrafts. You can obtain account balances at an ATM machine. You will NOT be reimbursed for overdraft expenses.

If you incur expenses related to the internship prior to the establishment of your bank account, then you should use a personal credit card to pay for this expense and then send submit an expense report. Upon the initial funding of the account, you will then write yourself a check for the approved expense report amount.

Your internship coordinator will assist you in preparing your expense reports and can provide useful advice to make the process more efficient. If you are unclear if a certain expense is eligible for reimbursement, contact the Internship Vice President.

2. **Vehicle:** Vehicle expenses for gas directly related to the internship are eligible for reimbursement, as are parking and toll expenses
3. **Phone and Internet:** The Society will not cover the cost of your cellular phone or an internet connection.

B. EXPENSE REPORT FORM, REVIEW, AND TRACKING

STEP 1: Electronic Submission of expense reports and scanned receipts

Expense reports are to be submitted by the first and fifteenth of every month. Receipts must be included for all expenses over \$25.00. You are required to complete these forms electronically and send them via email attachment, along with scanned receipts in the order they appear in the report to your internship coordinator, who will review the submitted expense reports and receipts to verify accuracy and completeness; and then work with you to correct any mistakes and omissions. In the event that you anticipate significant expenses (ex. NPS intern booking international travel), notify the Lead Coordinator and Internship Vice President PRIOR to making the reservations.

You will be able to monitor your account activity online. It is STRONGLY recommended that you download account activity to help complete expense reports. Include a copy of your bank account activity as part of each expense report. IT IS YOUR RESPONSIBILITY TO MONITOR BANK ACCOUNT ACTIVITY AND PREVENT OVERDRAFTS. Overdrafts are highly discouraged and result in less funds being available to you.

Your internship coordinator will work with you to make any changes that need to happen. Once this is complete, email your expense report to the Lead Internship Coordinator, Jenna Walker, cc'ing the Internship Vice President, Stephanie Roach, and your sponsor. Final approval is the purview of the Lead Coordinator and Internship Vice President, in coordination with the internship sponsor.

STEP 2: Mail completed expense reports and original receipts to Society Office

Maintain a copy of the report form and receipts for your personal records. Final reimbursement at the end of your internship will only occur after receipt of proper expense reports and receipts, as well as submission of your Internship Report. Completed expense reports, including signed expense forms and original receipts, are to be mailed to the Roberta Flanders at the Society mailbox:

Roberta Flanders
Executive Administrator
Our World-Underwater Scholarship Society
PO Box 6057
Woodridge, IL 60680

The Internship Coordinator, Lead Coordinator, and Internship Vice President will review and approve your Expense Report for completeness and procedural compliance, validate math accuracy, and examine receipts.

C. INCOME TAX CONSIDERATIONS

It is important to determine how the Internship support you have received will affect your tax obligation for 2016. It is suggested that you check with your family tax preparer to determine how receipt of the Internship will impact your taxable income. For tax purposes, an expense log should be kept listing any reimbursable and non-reimbursable (personal) expenses.