Conservation and Biology of Protected Species
Using Remote Sensing Capabilities at ECSU

A Performance Report for
Award No: NA03OAR4810134

for the Period from
January 30, 2006 – December 31, 2006

Elizabeth City State University

EEP Category:
Program Development and Enhancement

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Elizabeth City State University
Conservation and Biology of Protected Species Using Remote Sensing Capabilities at ECSU
A Performance Report for Award No: NA03OAR4810134
January 30, 2006 – October 31, 2007
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This performance report includes the following sections:
Section I B Status of Award Activities (goals and objectives)
Section II B Success Stories
Section III – Education & Outreach Activities

Section I: Status of Award Activities Re: NOAA Environmental Entrepreneurship Program Award # NA03OAR4810134 - Conservation and Biology of Protected Species Using Remote Sensing Capabilities at ECSU. This section summarizes the status of MSI (and partner institutions) in meeting goals and objectives outlined in the Environmental Entrepreneurship Program (EEP) award. The section is organized in the same format as the award and include the following information:

1. Status of goals/objectives accomplished, as outlined in original EEP proposal.
   The Conservation and Biology of Protected Species Using Remote Sensing Capabilities at ECSU project is designed to increase the number of persons with minority backgrounds who pursue careers as entrepreneurs or research scientists using remote sensing technology. We hope to accomplish two complementary objectives with this project.

   Objective #1: To provide undergraduate students at Elizabeth City State University with instruction, hands-on training and research experience in the use of remote sensing while providing NOAA and other laboratories with summer interns who are able to make a significant contribution to ongoing research projects.

   Objective #2: To provide educational and training opportunities in the study of protected species behavior using remote sensing.

   Accomplishments
   • Entrepreneurship Seminars: June 12-16, 2006.
   • Distinguished Lecture on Remote Sensing: featuring Dr. Ken Jezek on March 7, 2006
   • Distinguished Lecture on GRID computing: featuring Dr. Geoffrey Fox on October 19, 2006
   • Two interns were placed at the NOAA north-east regional office in Gloucester, Massachusetts.
   • GIS and ArcView training provided June 1 – June 6, 2006
• Internship Roundtable on October 24, 2006

• EPP/BEEP Entrepreneurship business seminar November 2, 2006

2. Status of benchmarks due during the performance period. MSI should specify any anticipated challenges, delays, difficulties or problems that may impede timely completion of projects or activities.

  • none

3. Status of special award conditions (if applicable) due during the performance period.

  • none

4. Status of any partnership agreements, student learning agreements or deliverables to be generated as part of this award. These should be included as an attachment.

  • The official MOU with NMFS was completed. The following is a partnership agreement that was development. A one paragraph exert from the agreement is copied below but the entire agreement can be found at the end of this report.


UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
STUDENT CAREER EXPERIENCE PROGRAM (SCEP) AGREEMENT WITH
ELIZABETH CITY STATE UNIVERSITY

A. Purpose: This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce (the "Department") and Elizabeth City State University (the "University") in the employment of students for the Student Career Experience Program (SCEP). The SCEP Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in the Code of Federal Regulations, Section 213.3202.

Section II: Success Stories

The MSI should report on notable “success stories” during the performance period. The report must be detailed enough to provide EPP/MSI with a clear understanding of what was accomplished during the performance period. This should include specifically how the project is advancing the goal of the EEP which is “to strengthen the capacity of MSI’s to foster student careers, entrepreneurship opportunities and advanced academic study in NOAA-related sciences”. The MSI should report on the information noted below for “Program Development and Enhancement” or “Environmental Demonstration” depending upon the particular type of financial assistance award for which you were approved.

Program Development and Enhancement:
1. How has the MSI strengthened its outreach, education, training, and applied research capabilities to prepare students in NOAA-related sciences?

• GIS and Remote Sensing training has been provided to students. GIS and ArcView Training was provided to students June 1-6, 2006.

2. How has the MSI fostered or strengthened partnerships with NOAA programs, facilities and laboratories (and other partners) through cooperative education opportunities?

• The MSI has fostered partnerships with NOAA programs and laboratories through cooperative education opportunities that include establishing an arrangement with the Northeast Regional Office of the National Marine Fisheries Service of NOAA, whereby students could come work there for up to six months per year while enrolled at ECSU. A Memorandum of Agreement to allow students to come to NMFS as part of a cooperative educational program was signed. NMFS will hire students for up to six months per year and could renew them for subsequent years. This opportunity would not be limited to computer sciences. NMFS has summer interns who worked on fishery management problems, data analysis, endangered species and marine mammals. CONTACT: Dr. Kevin Chu 978-281-9237 kevin.chu@noaa.gov or Marla Trollan (978-281-9388) or Sarah Gurtman (978-281-9368)
• One student, Anthony Anderson will graduate Dec. 9, 2006 and will begin immediately to work at the NMFS as a result of the MOU and his internship there at NMFS.

3. What new courses, web-based instruction, curriculum, or training seminars etc. were developed?

• ECSU has a new concentration in remote sensing at the masters degree level. The new graduate courses in remote sensing include
  RS 501: Geophysical Remote Sensing 03
  RS 502: Geographic Information Systems and Geophysical Signal Processing 03
  RS 503: Digital Image Processing and Analysis 03
  RS 504: General Analytic Methods of Remote Sensing 03
  RS 505: Geophysical Modeling 03
  RS 506: Microwave Remote Sensing Principles and Applications 03

Environmental Demonstration:
• NOT APPLICABLE TO THIS PROJECT

Section III: Education and Outreach Efforts

1. How many students were recruited and selected to participate in internship, mentoring, training or hands-on applied research opportunities (including names of students, classification and major) and what specific arrangements were made for student placement with partners?

• Two students were recruited and selected to participate in internships, mentoring and hands-on applied research opportunities at NOAA north-east regional office in
Gloucester, Massachusetts. NOAA has indicated their intent to hire Anthony Anderson after graduation in December 2006.

Anthony Anderson
Senior - Computer Science

Timothy Harrell
Senior - Computer Science

2. What projects will students participate in, and what is the scope of the project?

Massachusetts Young-of-the-Year Bottom Trawl Survey
Mentor: Dr. David Stevenson
Project Description: Designating essential fish habits are important because they protect specific species of fish from becoming extinct. To help aid the process the project took a look at young of the year species in the north east region of the United States. Of interest were factors that will affect the numbers of young-of-the-year (YOY) juveniles caught in each survey and the environmental variables that could be correlated with geospatial data on catch rates (number of fish per tow).

3. How many students participated in entrepreneurial training courses, workshops, conferences or seminars (including title, names of students, classification and major)?

• On November 2, 2006, the NOAA Environmental Entrepreneurship Program (EEP) and the Walter R. Davis School of Business and Economics co-sponsored a guest speaker for ECSU business and research students. This event was part of the Black Executive Exchange Program’s (BEEP) two day visit to Elizabeth City State University. Twenty one students participated. The names, classification and majors are indicated below.

The BEEP, sponsored by the National Urban League, is a program to help African American college students excel. BEEP sponsors business men and women from corporations and government agencies to lecture at Historically Black Colleges and Universities (HBCU’s). The lectures are centered on such issues as leadership, communication, and management. The BEEP-ECSU campus visit was coordinated by Mrs. Roberta Shaw, Internship Coordinator at ECSU.
http://nia.ecsu.edu/ur/0607/061102beep/beep2006.htm

**BEEP Entrepreneurship Seminar Participants**

<table>
<thead>
<tr>
<th>Student</th>
<th>Major</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiwana Walton</td>
<td>CS</td>
<td>Freshman</td>
</tr>
<tr>
<td>Lovell Pendleton</td>
<td>CS</td>
<td>Freshman</td>
</tr>
<tr>
<td>Carmichael, Bryce</td>
<td>CS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Fields, TreAsia C.</td>
<td>Math/Cs</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Carrie Williams</td>
<td>CS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Akeem Archer</td>
<td>CS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Kevin Reynolds</td>
<td>Math</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>
Brittney Lynch  Math  Sophomore  
Frink, Kaiem  CS  Junior  
Gregory Brown  CS  Junior  
Wade, Unquiea  CS  Sophomore  
Smalls, Jr Lee  CS  Sophomore  
Joco, Willie A.  CS  Freshman  
Jamika Baltrop  CS  Sophomore  
Campbell, Brian  CS  Juniors  
Mitchell, Jerome  CS  Juniors  
William, Karitsa  math  grad student  
Anderson, Anthony  CS  Senior  
Dr. Linda Hayden  CS  faculty  
Smith, Eunice  Math  faculty  
Mr. Gooden  Tech  faculty

4. **How many students participated in site visits to NOAA programs, laboratories and facilities (including names of NOAA staff, students and faculty, NOAA partner facility and description of training opportunities)?**

Two students **participated in site visits to** the Northeast Regional Office of the National Marine Fisheries Service: Anthony Anderson and Timothy Harrell.

5. **How many students advanced to pursue careers, advanced study, or entrepreneurship opportunities?**

Six students, who have received support graduated. This is a correction to the last report. Students received several fellowship offers but accepted those below.

<table>
<thead>
<tr>
<th>Student</th>
<th>Major</th>
<th>Graduate School Enrollment/ career info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanelle Baptiste</td>
<td>Math</td>
<td>Pursuing M.S. Norfolk State University</td>
</tr>
<tr>
<td>Napoleon Paxton</td>
<td>CS</td>
<td>Pursuing PhD at UNC at Charlotte</td>
</tr>
<tr>
<td>Tracey Ward</td>
<td>CS</td>
<td>Completed M.S. at NCAT</td>
</tr>
<tr>
<td>Anthony Anderson</td>
<td>CS</td>
<td>Hired at NMFS</td>
</tr>
<tr>
<td>Eunie Smith</td>
<td>Math</td>
<td>Completed MS in Math at ECSU</td>
</tr>
<tr>
<td>Karitsa Williams</td>
<td>CS/Math</td>
<td>Currently pursuing MS in Math at ECSU</td>
</tr>
</tbody>
</table>

6. **Report on any local, regional or national media (i.e., television, radio, print, Internet) efforts.**

• None to report this period

7. **Report on all outreach activities (i.e., workshops, conferences, seminars, briefing materials). List all participants including students, faculty, senior administrators, partner organizations or institutions.**

• Entrepreneurship seminars were held for students June 12-16m 2006. Below is a listing of the seminar topics and a listing of the 13 students who participated.

| June 12 | 2:30-3:50 | Introduction to Entrepreneurship | Sanjay Mishra |
June 12-16, 2006 Entrepreneurship student participants

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>CLASSIFICATION</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shrae, Ashley</td>
<td>Junior</td>
<td>Math</td>
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<tr>
<td>Ratliff, Monica</td>
<td>Soph</td>
<td>Biology</td>
</tr>
<tr>
<td>Scott, Devin</td>
<td>Junior3.2</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>William, Karitsa</td>
<td>Grad</td>
<td>CS</td>
</tr>
<tr>
<td>Vance, Keila</td>
<td>Senior</td>
<td>CS</td>
</tr>
<tr>
<td>Bass, Lyteasha</td>
<td>Senior</td>
<td>Biology</td>
</tr>
<tr>
<td>Smith, Amber</td>
<td>Fresh</td>
<td>Math</td>
</tr>
<tr>
<td>Tubbs, Ryan</td>
<td>Fresh</td>
<td>Engineering</td>
</tr>
<tr>
<td>Tucker, Michael</td>
<td>Soph</td>
<td>Mech Eng</td>
</tr>
<tr>
<td>Smalls, Jr Lee</td>
<td>Fresh</td>
<td>CS</td>
</tr>
<tr>
<td>Carmichael, Bryce</td>
<td>Fresh</td>
<td>CS</td>
</tr>
<tr>
<td>Wade, Unquiea</td>
<td>Fresh</td>
<td>CS</td>
</tr>
<tr>
<td>Arthur, Cheniece L.</td>
<td>Soph</td>
<td>CS</td>
</tr>
</tbody>
</table>

June 12-16, 2006 Internship Roundtable was held on October 24, in Lester Hall. This year's Internship Roundtable brought new faces and internship experiences to 36 students at ECSU including areas from remote sensing and computer robotics to geology internships in the desert. Several students presented their 2006 summer experiences and explained the methods they used in obtaining these internships.

Other students brought new research experiences to the table for the summer of 2007. These included the where, when, and how's of applying for internships and the requirements needed up front.

Ms. Sandra Gibson, of ECSU Career Service, spoke on the opportunities and resources provided by her office. She encouraged the students to "seek out" these opportunities and to ask questions of those who have experienced the process.

http://nia.ecsu.edu/ur/0607/061024ot/2006roundtable.html

<table>
<thead>
<tr>
<th>Internship Roundtable</th>
<th>24-Oct-06</th>
<th>Lester Hall 116</th>
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<tbody>
<tr>
<td>Name</td>
<td>Major</td>
<td>Classification</td>
</tr>
<tr>
<td>Gregory Brown</td>
<td>Computer Science</td>
<td>Junior</td>
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<tr>
<td>Kaiem Frink</td>
<td>Computer Science</td>
<td>Junior</td>
</tr>
<tr>
<td>Anthony Anderson</td>
<td>Computer Science</td>
<td>Senior</td>
</tr>
<tr>
<td>Name</td>
<td>Major</td>
<td>Classification</td>
</tr>
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<td>----------------</td>
</tr>
<tr>
<td>Deshawn Flectcher</td>
<td>Computer Science</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Quinisha Balser</td>
<td>Computer Science</td>
<td>Sophomore</td>
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<tr>
<td>Robert Coverdale</td>
<td>Computer Science</td>
<td>Freshman</td>
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<tr>
<td>Lisa Lynch</td>
<td>Computer Science</td>
<td>Freshman</td>
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<tr>
<td>Lovell Pendleton</td>
<td>Computer Science</td>
<td>Freshman</td>
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<tr>
<td>Adrin Diggs</td>
<td>Computer Science</td>
<td>Freshman</td>
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<tr>
<td>Shandala Leay</td>
<td>Computer Science</td>
<td>Freshman</td>
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<tr>
<td>John Howell</td>
<td>Business Administration</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Unquiea Wade</td>
<td>Computer Science</td>
<td>Sophomore</td>
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<tr>
<td>Jerome Mitchell</td>
<td>Computer Science</td>
<td>Senior</td>
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<tr>
<td>Brian Campbell</td>
<td>Geology</td>
<td>Junior</td>
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<tr>
<td>Cheniece Arthur</td>
<td>Computer Science</td>
<td>Junior</td>
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<td>Natasha Cox</td>
<td>Music</td>
<td>Freshman</td>
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<td>Hampton Watson</td>
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<td>Junior</td>
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<td>Mary Harrell</td>
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<td>Sophomore</td>
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<td>Chanel Dennis</td>
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<td>Renaldo Paxton</td>
<td>Physical Education</td>
<td>Sophomore</td>
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<tr>
<td>Latoria Cotton</td>
<td>Social Work</td>
<td>Sophomore</td>
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<tr>
<td>Shannon Scarbrough</td>
<td>Accounting</td>
<td>Sophomore</td>
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<tr>
<td>Shenika Miles</td>
<td>Business Administration</td>
<td>Freshman</td>
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<tr>
<td>Kamisha Blount</td>
<td>Education</td>
<td>Freshman</td>
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<tr>
<td>Ashely Berryman</td>
<td>Computer Science</td>
<td>Freshman</td>
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<td>William Hollie</td>
<td>Computer Science</td>
<td>Sophomore</td>
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<tr>
<td>Titus Stepney</td>
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<td>Junior</td>
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<tr>
<td>Larry Wilson</td>
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<td>Freshman</td>
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<tr>
<td>Walter Turner</td>
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<td>Sophomore</td>
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<tr>
<td>TreAsia Fields</td>
<td>Mathematics</td>
<td>Sophomore</td>
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<tr>
<td>Kevin Reynolds</td>
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<td>Sophomore</td>
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<td>Brandi Brehon</td>
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<td>Travis Capehart</td>
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<td>Freshman</td>
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<td>Gary Jones</td>
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<td>Freshman</td>
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<tr>
<td>Christopher Allen</td>
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</tr>
<tr>
<td>Karitsa Williams</td>
<td>Math/Remote Sensing</td>
<td>Graduate</td>
</tr>
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</table>

- On March 7, 2006, the Northeastern North Carolina Chapter of the IEEE-Geoscience and Remote Sensing Society held its Spring Distinguished Lecture Series with Dr. Kenneth Jezek of Ohio State University as the guest speaker. There were 42 participants. Dr. Jezek is the Principal Investigator on the RADARSAT-1 Antarctic Mapping Project at the Byrd Polar Research Center. His presentation was titled "Antarctica: Its Ice, Land and Ocean as viewed by RADARSAT-1." No information is available on the classification and major of the participants.
March 7, 2006 Distinguished Lecture Participants

- Jeffrey A. Wood
- Santen W. Gibram
- Alfred J. Lewis
- Freda McBride
- Ali Khan
- Shayla Brooks
- Anne Garland
- Charles Luther
- Jerome Mitchell
- Darnell Johnson
- Eunice Smith
- Bryce Carmichael
- Charles Palin Jr.
- Carrie Williams
- Melinda Kennon
- Kaiem Frink
- Kenneth Joyner
- Kevin Remiks
- Kathleen Fischer
- Chris Perry
- Danielle Wright
- Malcolm Lecompte
- George Hurtt
- Karen Graham
- Barry Rock
- Jason Long
- Ken Jezek
- Karitsa Williams
- Brandi Brehon
- Jameson Gibbs
- Gregory Brown
- Steve Hale
- Linda Hayden
- Joal Hathaway
- Francisco San Juan
- Kevin Reynolds
- Uniquiea Wade
- Devoe Levine-Leung

• On October 19, 2006, the Center of Excellence in Remote Sensing Education and Research (CERSER) continued the Distinguished Lecture Series with Dr. Geoffrey Fox of Indiana University as the guest speaker. Dr. Fox is the Director of Community Grids Laboratory; Pervasive Technology Laboratories at Indiana University. Dr. Fox is currently working with the Minority Serving Institutions in the development of a Cyberinfrastructure. A major part of this development is the use of Grid technologies to build collaboration systems and their application in distance education. This technology includes a Web based structure for audio-video conferencing. His presentation was titled “Implementation of a Polar Science TeraGrid Gateway for SAR and other CReSIS Data Sets”.

Dr. Willie Gilchrist, Chancellor, ECSU, opened the meeting with a greeting to guests and a welcome from the University. Dr. Gilchrist is currently serving as Interim Chancellor at ECSU and threw his full support behind the programs here as his youngest son graduated from Dr. Hayden’s program.

The Lectures Series was followed by a meeting of the Northeastern North Carolina Chapter of the IEEE Geoscience and Remote Sensing Society (GRSS). Dr. Linda Hayden, Assistant Dean of the School of Mathematics, Science and Technology and President of the NE NC Chapter of IEEE-GRSS greeted the guests.

http://cerser.ecsu.edu/06events/061019dls/dls_lecture.html

October 19, 2006 Distinguished Lecture Participants

- Jasmin Rivers
- Jocelyn Fry
- Shalina Zlove
- Illiana Thomas
- Chevelle Fields
- Bryce Carmichael
- Joal Hathaway
- Jeff Wood
- William Porter
- Lee Hayden Jr.
- Geoffrey Fox
- Prasad Gogineni
- Derrick Wilkins
- Jinchun Yuan
- Darnell Johnson
- Keisha Wilkins
- Kuchumbi Hayden
- Jermaine Moore
<table>
<thead>
<tr>
<th>Name</th>
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<th>Name</th>
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<tbody>
<tr>
<td>Amber Eure</td>
<td>Gary Webber</td>
<td>Adrian Hargrove</td>
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<td>Angela Faust</td>
<td>Alex Ramirez</td>
<td>Bernard Redcross</td>
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<td>Kordaries Berry</td>
<td>Andrea Lawrence</td>
<td>Hien Tran</td>
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<td>Michael Pugh</td>
<td>Constance Bland</td>
<td>Brian Campbell</td>
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<td>Jeff Hendiux</td>
<td>Charles Luther</td>
<td>Lee Smalls Jr.</td>
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<td>Krishna Kulkarni</td>
<td>Lloyd Mitchell</td>
<td>Kaiem Frink</td>
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<td>Jamiim Luttamaguzi</td>
<td>Andrew Harris</td>
<td>Elenia Riddick</td>
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<td>Carrie Williams</td>
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<td>Maxine Mason</td>
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<td>Antonio Staton</td>
<td>Lura Ngwdinmbi</td>
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<tr>
<td>Jamika Baltrop</td>
<td></td>
<td></td>
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<tr>
<td>Ebony Addison</td>
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<td></td>
</tr>
</tbody>
</table>
A. Purpose: This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce (the "Department") and Elizabeth City State University (the "University") in the employment of students for the Student Career Experience Program (SCEP). The SCEP Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in the Code of Federal Regulations, Section 213.3202.

B. Academic Programs: This program applies to students who are pursuing a Baccalaureate degree or graduate degree at Elizabeth City State University.

C. Student Eligibility: The prospective SCEP student must:
   1. Be enrolled and recommended by a University official.
   2. Be at least 16 years old.
   3. Be a U.S. citizen or owe allegiance to the U.S.
   4. Meet the Department's policy on employment of relatives.
   5. Meet security or fitness requirements.
   6. Meet the qualification standards of the position.
   7. Satisfy the work performance standards and scheduling requirements of the Department.

D. Appointments: Students receive appointments in the excepted service under the Schedule B Authority, Sections 213.3202 (b) in the Code of Federal Regulations and are titled Student Trainees. Appointments may not extend beyond 120 calendar days after satisfactory completion of academic requirements and 640 hours of study-related work experience requirements.

E. Promotions and Pay Increases are contingent upon the student's meeting qualification standards for the higher grade, performance management and position classification requirements of the Department, and supervisory recommendations.

F. Terminations: A student's appointment may be terminated at any time for any of the following:
   1. Resignation,
2. Change to a field of study that will not qualify the student for a career position in the Department,

3. Suspension, expulsion, or withdrawal from the University,

4. Failure to maintain academic standards,

5. Medical disability,

6. Administrative reasons (e.g., budget constraints, lack of work, misconduct), or


G. Pay and Benefits: Students are paid in accordance with established pay schedules.

Students earn sick and annual leave at specified rates.

Participation in a retirement system is mandatory for all students. Federal regulations determine the system providing coverage.

Students are eligible for health and life insurance coverage if they hold appointments exceeding one year and expect to be in work status at least one-third of the time before completion of the work-study program.

Payment of travel and transportation between the duty station and school may be offered.

Students may be eligible for transit subsidy.


Each work experience must be planned to be consistent with the student's academic studies or career goals and be designed to meet the minimum 640 hours of study-related work experience required for conversion.

Part-time students must work a minimum of 16 hours per week with at least a half-time academic course load.

Student work schedules should not interfere with their academic schedules.

Work schedules may not be confined to summer or vacation periods exclusively.

I. Performance Appraisals are required for SCEP students consistent with Department's Performance Management System.
J. Employment after completion of SCEP: Within 120 calendar days after completing the educational requirements, the student may be non-competitively promoted and/or converted to a term, career, or career-conditional appointment.

To be eligible for conversion, students must have satisfactorily completed the 640 hours of study-related work experience requirements of the Federal SCEP.

Trainees disqualified from continuing in the SCEP or who have not converted must be terminated.

Employment by the Department after the completion of SCEP is not guaranteed.

K. EEO Considerations: Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.

L. Agency Responsibilities:

1. Designate a staff member to maintain liaison with the University.

2. Inform the University of work experience opportunities and provide adequate job descriptions promptly.

3. Establish work schedules consistent with the University's academic calendar that enable students to complete the co-op program.

4. Orient the student to Department's mission, policies and procedures.

5. Select appointees referred by schools in accordance with EEO principles.

6. Process all personnel actions and keep necessary records related to students.

7. Provide progressive and diversified SCEP experiences to prepare the student for occupations in which they have an interest.

8. Conduct appraisals and counsel students regarding their performance.

9. Notify the school of changes in the student's status.

M. Educational Institution Responsibilities:
1. Designate a representative to work with the employing office's SCEP Coordinator.

2. Inform eligible students of employment opportunities.

3. Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions.

4. Coordinate work and study in a manner that will expand the student's educational development.

5. Provide the SCEP Coordinator with all required student application forms.

6. Monitor academic progress and inform the employing office of any changes in students' status.

N. Student Responsibilities:

1. Adhere to the employing office's work schedule and SCEP policies and procedures.

2. Assume personal and professional responsibility for actions and activities.

3. Meet academic, performance, and conduct standards established by the University and the employing office.

4. Provide the employing office and school SCEP coordinators with periodic progress reports on the quality of work and study assignments.

5. Notify the school and employing office of changes in their status.

O. The conditions of this Agreement conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of NOAA and the institution and will be made by written amendment to this agreement.

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions are met:

1. Mutual consent of both parties.

2. By either party upon 30 days written notice.

3. If there have been no students from the institution employed in the agency for two years.
## P. Approvals

<table>
<thead>
<tr>
<th>Agency Official Signature</th>
<th>Institution Official Signature</th>
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<tbody>
<tr>
<td>SCEP Coordinator</td>
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## Q. Administrative Contacts

<table>
<thead>
<tr>
<th>Agency Contact Name</th>
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<tbody>
<tr>
<td>Telephone Number</td>
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