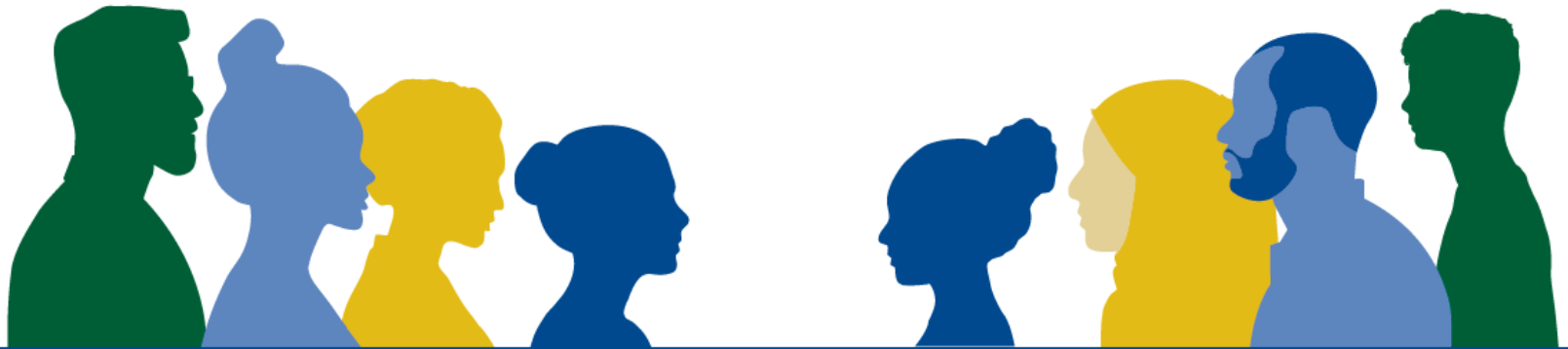


Summer Internships with the Department of Energy



MINORITY EDUCATIONAL INSTITUTION
STUDENT PARTNERSHIP PROGRAM



Get Energized. Intern with the DOE.

Outline

- Introductions & Quick Overview
- Timeline
- Eligibility
- Zintellect
- Letters of Recommendation
- Resume
- Academic Records
- Application Questions
- Interviews
- Q&A

Quick Overview

- 10-week summer internships
 - In-person / hybrid / virtual
- Sponsored by the Office of Economic Impact and Diversity
- Administered by ORISE
- DOE Headquarters / DOE Site Offices / National Labs
- We don't know exactly what opportunities are available yet!

Timeline

- Applications are due **January 31**
- Recommendations are due **February 7**
- Selection process starts in
- mid-February
- Positions run June 5 – August 11
 - (there's some flexibility)



Am I Eligible?

- 18 by program start (June 5)
- U.S. Citizen
- Graduate Students
- Undergraduate Students
- 3.0 GPA
- Enrolled at a Minority Serving Institution
 - Check for your school at the link in the application



How do I Apply?

zintellect
climb higher

Opportunity Catalog About

Applicants

Access hundreds of research internships, fellowships, and scholarships funded by the government and private sector organizations.

Find Your Opportunity!

Enter Keyword **GO!**

Find your new opportunity here! Search by keyword, academic level, discipline, or organization.

f t i in You Tube
If you need assistance using this site, please send an email to Zintellect@orau.org

zintellect
climb higher

powered by **ORAU**

Opportunity Catalog About Help Login Register

Register to Apply

Already registered? [Login here](#)

First Name

Middle Name

Last Name

Preferred Name

Email

Confirm Email

Phone
United States

User Name

Password

Confirm Password

- ✗ Contains at least three of the four following character sets:
Lower-case letter, Upper-case letter, Number, Special Character
- ✗ Contains at least eight non-blank characters
- ✓ Cannot contain angle brackets ('<' or '>')
- ✓ Password and Password Confirmation fields match

www.Zintellect.com

 **OAK RIDGE INSTITUTE**
FOR SCIENCE AND EDUCATION

MEISPP

Available Opportunities

Welcome to Zintellect! This website provides listings of internships, experiential learning opportunities, academic fellowships and scholarships funded by government and private sector organizations. Use the search options below to narrow your search and view only the opportunities that fit your needs and preferences.

Filters

Show Only Resume Matches ⓘ

Keyword

meispp

Academic Levels

Select

Field(s) of Study

Select

Citizenship

Select

Organizations

Select

Programs

Select

State

10 1 to 1 of 1

< 1 >

Opportunity	Reference Code	Location	Posted
Minority Educational Institution Student Partnership Program - Summer 2023 Application deadline is 01-31-2023 11:59:00 PM Eastern time zone	DOE-MEISPP-2023		10-31-2022

10 1 to 1 of 1

< 1 >

You can start, stop, and return later.

Letter of Recommendation

- Ask someone; let them know to watch for an email from Zintellect
 - Professor
 - Teaching Assistant
 - Supervisor
 - Coach
- Name and email address for recommender
- Make it easy for them:
 - Ask in person if possible, follow up in writing (email)
 - *Can you provide a strong recommendation for me?*
 - Give them your resume
 - Give them a copy of the opportunity posting, so they know what program they are recommending you for
 - Write some things that they can include in a letter
 - (Let them know that they don't even have to write a letter; they are asked to answer some questions about you.)
- Your application won't be considered without a letter, which must arrive through Zintellect.



You can check to see when we have received it!

Letter of Recommendation

- Send the LoR request FIRST - *before* you submit.
- Enter something in each field – you can come back and edit later – so you can get to the recommendation request.
- Name and email address for recommender
- Hit SEND NOW

Cover your bases – enter 2 or more references.

- *the first letter received will be part of your application.*

The screenshot shows a progress bar with six steps: 1. Contact Info, 2. Demographics, 3. Eligibility, 4. Additional Info, 5. Recommendations, and 6. Submit. Steps 1-4 are marked with green checkmarks. The 'Recommendations' section is active, showing a table with one entry for Doctor (Dr) Charlie Chaplin. The table has columns for Name, Relationship, Organization, Email, and Actions. The Actions column contains an 'Add' button and a 'Send Now' button. A note at the bottom explains that recommendation requests are sent when an application is submitted.

Recommendations

This opportunity requires **1 recommendation(s)** as a part of this application. Zintellect will send a recommendation request to the people in the table below. Use the Add button below to add people to the table. You can use the Send Now button to send requests at any time prior to submitting the application OR requests will be sent automatically upon submission.

NOTE: Send Now will only send a request to individuals that have not already been sent a request. You can manage and resend your recommendation requests from the application card on your dashboard after the application is submitted.

[Add](#) [Send Now](#)

Name	Relationship	Organization	Email	Actions
Doctor (Dr) Charlie Chaplin	Professional	Funny Stories Inc.	charliec@gmail.com	Add Send Now

Please note that while you will be able to see that a recommendation has been submitted, you will not have access to the recommendation provided. If you have requested a recommendation from someone previously, and are submitting another application with them listed, they will get another request and will have the option to reuse their prior recommendation or customize the recommendation for the opportunity. Recommendation requests are sent when you submit an application if you have not chosen to use the "Submit Now" button on the recommendations step of an application.

Letter of Recommendation

- Once you have submitted your part of the application, you can also send them a reminder from your dashboard

My Applications

Minority Educational Institution Student Partnership Program-Summer

Close Date: **03/31/2022** Recommendations: 0 of 1 received

Ref. Code: DOE-ED-MEISPP-2022

Status: Submitted - awaiting recommendations **Submission Deadline: 03/31/2022** [Manage ▶](#)

Applied On: 03/23/2022

[Edit](#) [Withdraw](#) [Download PDF](#)

Recommendation Submission Deadline: 2/7/2023

This opportunity requires **1 recommendation(s)** as a part of this application. Zintellect will send a recommendation request to the people in the table below. Use the Add button below to add people to the table, and then click each person's Send Recommendation button to send an email requesting a recommendation.

Name	Relationship	Organization	Email	Actions
Doctor (Dr) Charlie Chaplin	Professional	Funny Stories Inc.	charliec@gmail.com <i>Last sent on 03/23/2022 11:53:44 AM</i>	Add Send Delete Refresh

Email them a reminder too:

Dear Dr. Chaplin,

I am writing to remind you to look for an email from **Zintellect** asking for a recommendation for me. I just asked that it be re-sent today, so it should be in your recent email. I'm applying for an internship through the for the Department of Energy's Minority Educational Institute Student Partnership Program (MEISPP), and I'm really excited about this opportunity. Letters are due by February 7.

If you can provide a letter that is great; I've attached my resume and the description of this opportunity to help you with that. A letter is not required, so you can also just complete a short survey. If you do not think you will have time to do this, please let me know as soon as possible so that I can ask someone else. I enjoyed your class and appreciate you taking time to provide this recommendation for me.

Thanks!

Maria

Later, send a thank you note!

Academic Records

- Be sure unofficial transcripts or records show all the required information!
 - Your name
 - School name
 - Enrollment in current term
 - Current and completed courses
 - Grades and cumulative GPA
 - Degree in progress
- You can submit multiple documents –
 - For example: schedule planning app + letter from an advisor
 - Registrar is a good source!
- NO SSN, Student ID# or birthdate
 - Black these out if they are present

Resume

- 2 pages max
 - 1 page is okay
- Have your career center review it!
 - Grammar and correctness
 - Style, what to include
- Submit as PDF

Volunteerism, leadership, teamwork,
anything that shows initiative,
workshops / training.



Application Questions

- Highlight your qualifications
- Show your interest!
(experience isn't everything – it's what you're trying to get!)
- Check out the DOE Program Offices here:
<https://www.energy.gov/offices>
- Have your writing center or career center review your answers
 - 1-2 paragraphs is plenty

Application Questions

- List your personal, educational, and professional **goals and interests** and explain how this opportunity may enable you to achieve those.
- Describe any experiences or situations that you feel have **influenced** your interest.

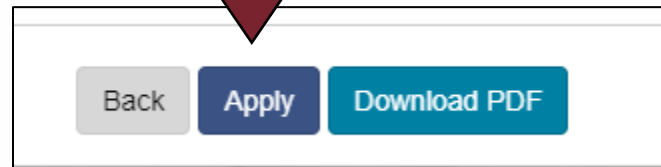
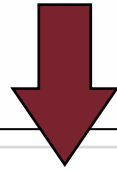


Application Questions

- List your research, technical and/or professional **experience** that is relevant to this opportunity.
- List your professional/technical **skills and abilities** that are relevant to this opportunity, including knowledge/skills related to specialized laboratory equipment or techniques, computer hardware, software or computer languages and/or applications.

Submit!

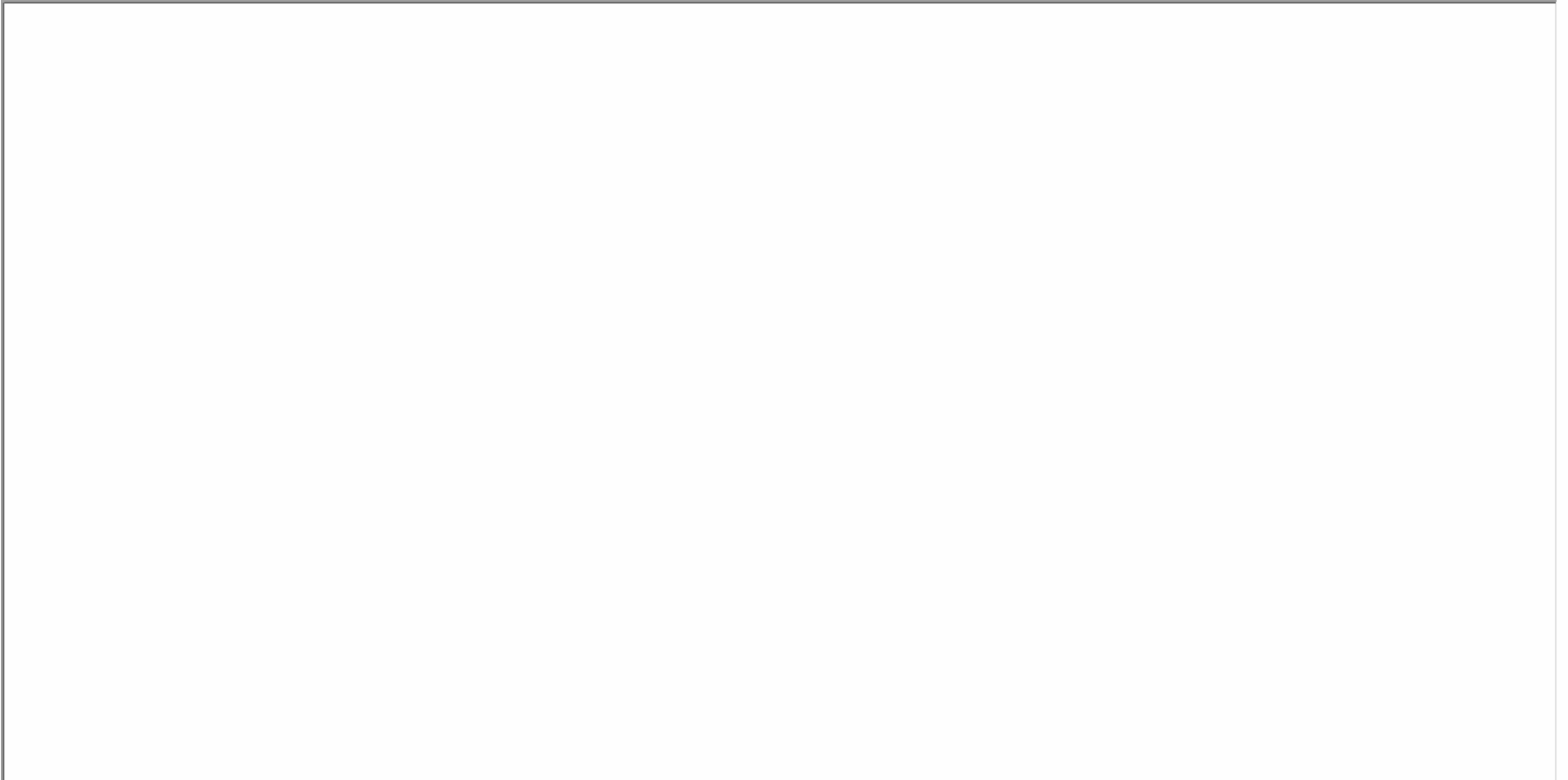
Don't forget this step!



Interviews

- An office or lab may contact you for a phone or Zoom interview.
- Do your research on the office, lab, or person who contacts you.
- Ask your career center for a mock interview.
- Arrange to be someplace quiet where you won't be disturbed.
- Have your application materials in front of you.
- Have some questions of your own.

What questions might you ask?

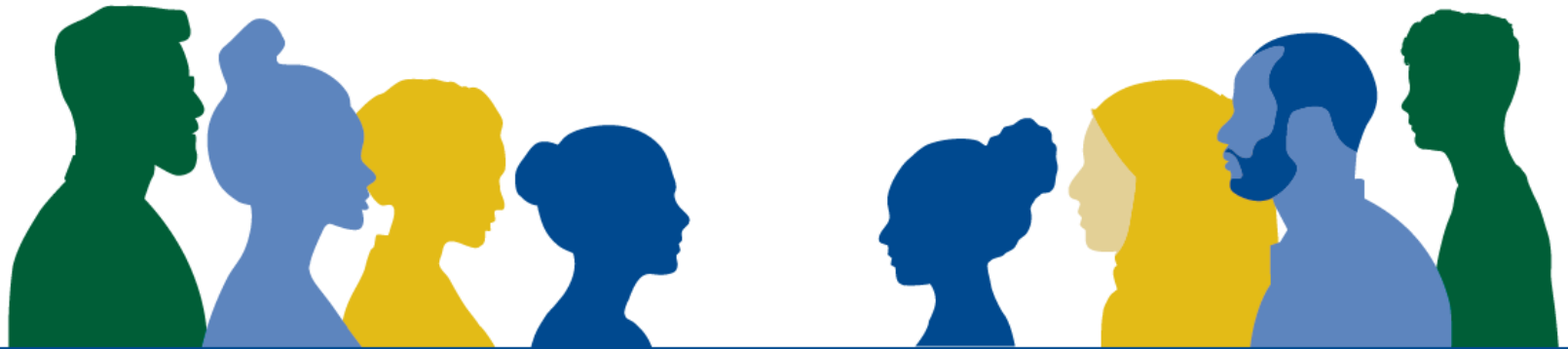


Selection Timeline

- Mid-February to mid-March
- (Could stretch into April – May)



What Questions Do You Have?



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MEISPP@orise.orau.gov
www.Zintellect.com



OAK RIDGE INSTITUTE
FOR SCIENCE AND EDUCATION

What about Money?



- \$750/week (undergrads)
- \$950/week (graduate students)
- Housing Allowance
 - \$343 - \$777/week
- Travel Allowance
 - Up to \$1000 to cover expenses
- Commuter Allowance
 - \$50/week
- Virtual Participation \$150/week

Types of Opportunities

What kind of projects would interns be able to work on? *There will be a wide variety of projects, as there are many offices with different needs, from undergraduate to graduate. Whatever you are doing will expand your knowledge and experience!*

Do you have any opportunities for (list major)? *There are a variety of opportunities, and most majors can expect to find a match. Even if there is not an opportunity that is a direct match to your major, be open to opportunities that could broaden your experience.*

How many opportunities are being offered? *It depends on the number of sponsors. We are hoping to offer 60-100.*

Can I choose to work remotely? *Each site will determine whether the work will be remote or in person; you will not necessarily have a choice.*

I have already done an internship with MEISPP last summer. Are there full-time opportunities available for DOE? *Students may apply for and are eligible to participate in the program multiple times during their undergraduate and graduate studies. However, there should not be an assumption or expectation of being selected for another internship. Internships are not full-time employment but educational experiences.*

Would we need to get security clearance before we can accept an internship offer? *Possibly, but for a summer position this is not likely.*

Eligibility

I've already applied for another internship under the DOE. Is it okay I still apply for this one? Will it affect my other application? *You can apply for multiple internships, and multiple applications do not have a negative impact.*

Are international students / legal permanent residents eligible to apply? *The MEISPP is available to US citizens only.*

Can you apply if you are graduating from graduate school? *Students graduating in May/June are eligible to participate in the program.*

Is this an opportunity for first year student? *Yes, it is possible for first year students to receive an offer. The chances are much better than if you don't apply!*

Question: Does student have to be a minority to apply? *The requirement is for students to be attending a Minority-Serving Institution*

If I'm an American but attend a school abroad, am I still qualified? *You have to be enrolled at a US MSI.*

I'm graduating in May – am I still eligible? *You are eligible so long as you are enrolled as a full-time student at a MSI in the spring semester.*

Application Process

Is there an interview process along with our application? *Mentors may contact applicants during the review of applications.*

Does the recommendation letter have to be from an instructor/ instructor who is from your major? *Recommendations should be from someone that can speak about your academic history and potential for success in the program.*

If we put more than one recommendation, will the reviewers look at all or just one? *Only the first recommendation received will be part of your application.*

For those of us graduating from community college and transferring to 4-year school – admission decisions are not out until March or April... can we indicate the "likely" university as future and then update our application once we know where we will be attending? *Yes, this is fine.*

After Submitting...

After we have submitted our applications, when would we hear back from the office about whether or not we have been accepted? *Offices will make offers at different times, but generally you can expect to hear sometime in April.*

Is there assistance with finding housing options? *There are numerous websites that we can direct you to for assistance with housing, and we will provide a Facebook group to facilitate connection with other MEISPP students.*

Are we able to obtain college credits with internships as well? *Your College may have a way for you to receive credit, but that is not something that we are able to offer for you.*