

Perry Fellow Science & Outreach Internship
Perry Institute for Marine Science
Overview and Workplan Agreement



Intern Name: _____ **Supervisor:** Island Manager (or Designee)

Period of Internship: Fall/Spring/Summer

Internships are generally for a maximum of 6 month commitments, with a minimum of 2 months required. Fall internships begin in late August/early September and end in December. Spring internships begin in January and end in late April/early May. Summer internships begin in May and end in late August/early September. Longer term internships are available depending on program activity.

Purpose and Overview:

The purpose of the internship is to provide the individual with exposure to research, stewardship, and educational programs and activities related to operating a marine field station, and including but not limited to the following opportunities:

- Providing interns with practical work experience at a scientifically productive and professional marine research field station
- Acquainting interns with field and laboratory procedures, such as experimental design, sampling protocol, and environmental monitoring techniques in a variety of marine ecosystems
- Promoting intern interaction with professional scientists and educators; instilling a greater appreciation for disciplines in the marine sciences and in ocean stewardship

Applicants will be selected for periods of 2 – 6 months to assist in research and/or education based projects and to assist in general operations of the field station. Interns will be under the general supervision of the Island Manager and will take direction from PIMS research and education associates at Lee Stocking Island. Interns will split their time between direct involvement in support of scientific research, education/outreach efforts and operational support of science. Responsibilities will depend largely on the current projects being conducted during each period. Interns may be required to assist in procuring funds or grants to support their internship.

Successful applicants should be highly motivated individuals seeking a degree in the marine sciences or seeking educational opportunities in marine science. Successful applicants must present proof of DAN (Divers Alert Network) insurance or similar, a copy of a current medical exam, and if engaged in scientific diving they must meet PIMS diving requirements, and present certification of basic open water SCUBA training and first aid.

To participate, applicants must:

- 1) be pursuing a college degree
- 2) have quality grades and recommendations
- 3) be willing to live on a remote island in the Bahamas

Internships are non-salaried positions, however, interns will receive a fully or partially subsidized room (shared accommodation) and board. Transportation to Exuma International Airport (Georgetown, Bahamas) will be the responsibility of the chosen intern. Transportation from Georgetown to Lee Stocking Island will be provided by PIMS.

TO APPLY, applicants must submit the following **ELLECTRONICALLY** to elamarre@perryinstitute.org, **OR** via fax attn: Island Manager fax:(561) 658-6159.

- 1) a current college transcript
- 2) a current résumé
- 3) two letters of recommendation from instructors/professors
- 4) a completed [Perry Fellow Internship Application](#) form.

DEADLINES:

Completed applications must be submitted by:

Spring: October 1

Summer: February 1

Fall: May 1

Duties and Responsibilities:

The following details some of the duties and responsibilities for all internships and will be tailored toward the specific focus (research or education) and the period of the internship (fall/spring/summer). The intern is expected to spend a minimum of six (6) days per week performing their assigned duties, to include the following:

Scientific Research

- Assist with special projects and tasks as requested by visiting and internal scientists, including dive support, laboratory assistance, sample collection.
- Assist scientists with lab and field support and data entry as needed.

Outreach and Education

- Assist with educational programs on Lee Stocking Island and in local schools as needed.
- Create and design course topics for Bahamian student lectures on marine ecosystems and conservation
- Present lectures to students by visiting local schools
- Coordinate school field trips to Lee Stocking Island and interact directly with both students and faculty
- Represent PIMS on island and at community events, job fairs, health fair and other meetings
- Report on activities and assist PIMS in developing outreach materials and promoting the program accomplishments and the mission of the organization

PIMS Duties

- Assist with special projects and tasks as requested by Island Manager, scientists, including dive support, laboratory assistance, sample collection
- Serve in emergency response capacity as needed
- Assist in boat operations including Taxi Runs for all visitors and staff runs to and from Barreterre
- Work in office coordinating administrative paperwork and purchase orders
- Write newspaper articles on programs and events
- Serve as Island Tour Guide 2 hours/week: schedule to be determined
- Be prepared to actively participate in weekly Staff Meetings

Waterfront & Diving Assistance

- Fill boat fuel tanks to at least 80%
- Clean and organize dock area and secure fueling station
- Ensure that boats are correctly moored to dock, especially at end of day
- Wash boats once a week (usually Friday) or as needed
- Do preliminary dive and boat checkouts for all new divers

- Report any/all boat and engine damage, whether major or minor to the supervisor immediately
- Fill SCUBA tanks as necessary. Usually done for 1-2 hours each morning, and an additional 1-2 hour session in the afternoon/evening when demand is high. Cylinders requiring visual inspection should be put aside for the DSO and/or DSO-designee to inspect at the end of the summer
- Close all doors and shut off lights at end of day, once you have confirmed that all vessels (and divers) have returned and cleared the sign-out board
- Report any/all tanks that are returned with less than 500 psi.
- Meet with Diving Safety Coordinator regularly, providing regular updates on diving activities, safety protocols, along with any/all concerns.
- Once a week or more frequent if needed, check Dive Log Book and Boat Log Book to ensure that all dives and boat uses are being properly recorded daily. Remove full sheets and enter data on computer database. Replace sheets as necessary. Data entry should be kept up frequently to avoid a backlog.

Facilities

- Clean once a week:
 - Dive Locker
 - Visitor Services Center
 - Office Bathroom
 - Visitor TV Room
 - Laundry Room
 - First Aid Room

Terms of Agreement:

PIMS will provide

- Room (shared accommodation) and board for the duration of the internship
- Travel between Exuma International Airport (GGT) Georgetown, Bahamas) and Lee Stocking Island
- Internet access for the duration of the internship
(Note that the download of software on PIMS computers is prohibited; the use of Skype and other similar software are prohibited either on PIMS or PERSONAL computers.)

Note: this internship is a non-salaried position.

While at PIMS you are responsible for the cost of

- Personal telephone calls
- Food and beverages not included in the room and board provided
- Souvenirs and sundry items purchased
- Laundry
- Any other personal expenditures

I have read, understand and agree to the specifics of the PIMS Internship as outlined above.

Signature:

Print Name:

Date: