CSU Council on Ocean Affairs, Science & Technology

www.calstate.edu/coast/
What is COAST?
CSU-wide network of faculty members and students actively working to address critical marine, coastal and coastal watershed issues.
What does COAST do?
Promotes research and education to advance our knowledge of marine and coastal systems.
We want you!!!

COAST is committed to creating a more diverse and inclusive marine and coastal science community.

Students who are members of a group that is historically excluded in marine and coastal science, including students who are Hispanic, Latina/o, Black or African American, Asian, Pacific Islander, American Indian or Alaska Native; female; LGBTQIA+; first-generation college students; economically disadvantaged; veterans; and students with disabilities are strongly encouraged to apply to all of our opportunities.

https://www2.calstate.edu/impact-of-the-csu/research/coast/Pages/Anti-Racism_Inclusive_Diversity_Resources.aspx
COAST supports marine, coastal and coastal watershed research

The open and coastal ocean
COAST supports marine, coastal and coastal watershed research

Coastal zones (bays, estuaries, beaches)
COAST supports marine, coastal and coastal watershed research

Coastal watersheds
Clear and direct impacts on marine environment, organisms or processes (anadromous fish, surface and groundwater flow, water quality, land use, etc.)
NOT limited to California
Stay informed!

- Website
- Student E-mail List
- Social Media
CSU Council on Ocean Affairs, Science & Technology

COAST Summer Internship Program Now Accepting Applications!
2/3/2022
CSU undergraduate and graduate students are invited to apply to the COAST Summer Internship program. Interns work side-by-side with professionals from state and federal agencies, non-profit organizations and industry on current projects throughout California. Check out the link for the application and directions!

COAST Funds Multiple Projects Addressing Impacts of the Huntington Beach Oil Spill
1/31/2022
COAST provided rapid response funding to CSU faculty members at Long Beach, Los Angeles and Pomona to study the impacts of the 2021 Huntington Beach Oil Spill.

www.calstate.edu/coast
Welcome to the COAST Student pages! These pages provide information on external funding opportunities, conferences, special short courses, and internships and jobs well-suited to current students and recent graduates. COAST also has several internal programs that support CSU students through research funding, travel awards and internships.

**Announcements:**

- **Summer 2022 COAST Student Internship Opportunities**
  - Applications due by 5:00 pm PST, March 1, 2022
- **University of California Santa Cruz Doris Duke Conservation Scholars Program | Flyer**
  - Deadline: February 1, 2022
  - Informational Webinars on Nov. 15, Dec. 11 and Jan. 19
- **2021-22 Undergraduate Student Research Support Program**
  - Deadline varies by campus
- **2021-22 Student Travel Awards**
  - Accepting applications for both remote and in-person conferences
Open Funding Opportunities

- Summer 2022 Internship Opportunities
- 2021-22 Undergraduate Student Research Support Program
- 2021-22 Rapid Response Funding Program
- 2021-22 Student Travel Awards
- 2021-22 Short Course, Workshop, and Symposium Funding Program
- 2021-22 Seminar Speaker Series Program

Announcements

- Rapid Response Project Spotlight: Persistence of SARS-COV-2 in Natural Waters
- Register for the Virtual CSU COAST-ADVANCEGeo Code of Conduct Workshop, Feb. 2022
- Slides and recordings from 2021 Annual Meeting

Get Involved

- Become a Member
- Sign up for the Student Email List
- Sign up for the Faculty Email List
csucoast
Student Funding Frequently Asked Questions

Student Internships

Have you read the COAST Summer Internship materials closely, but still have questions about the program? See below for some common questions and answers!

Q: I am an international or undocumented student. Can I still apply for this program?
   Applicants are not required to be U.S. citizens; international and undocumented students are eligible to apply. Internships may have additional eligibility requirements—please see individual descriptions for more detail.

Q: Can I submit a cover letter as part of my internship application?
   No. We cannot accept cover letters.

Q: Do I need to submit official transcripts?
   No. Unofficial transcripts are acceptable.

Q: I attended community college(s) before I came to the CSU, and had some of those credits transferred. Is my CSU transcript sufficient?
   No. We need transcripts including GPA from all institutions you have attended (ALL community college, undergraduate and graduate).

Q: I’m a graduate student. Do I need to submit transcripts from my undergraduate institution?
   Yes. We need transcripts including GPA from all institutions you have attended (ALL community college, undergraduate and graduate).

Q: I am graduating before the internship starts. Can I still be selected for a COAST internship?
   No. Only continuing CSU students can participate in the COAST internship program. A continuing student meets all of the following criteria:
   1. Is enrolled as a matriculated student at a CSU campus during the spring term preceding the internship;
   2. Enrollment has not been interrupted; and
Paid COAST Summer Internships

- Marine/coastal/coastal watershed focused
- For continuing students
- State and federal agencies, and non-profits
- 400-hour commitment (10-11 weeks)
- $6,000 stipend + up to $2,000 in relocation funds

Benjamin Potter, Cal Maritime
Alice Dornblaser, Long Beach
Internship Benefits

• Work side-by-side with professional marine scientists, field biologists, and policy experts on current projects
• Learn technical and professional skills
• Gain valuable workplace experience
We want you!!!

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Students who are members of a group that is historically excluded in marine and coastal science, including students who are Hispanic, Latina/o, Black or African American, Asian, Pacific Islander, American Indian or Alaska Native; female; LGBTQIA+; first-generation college students; economically disadvantaged; veterans; and students with disabilities are strongly encouraged to apply to all of our opportunities.

Applicants of any race, ethnicity, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, dis/ability or veteran status are welcome.
Attention: Changes this year!

• **No** Letter of Recommendation required!
• **No** prior research experience needed!
Who can apply?

• **Rising juniors and seniors and graduate students**
  – 60 semester units or 90 quarter units completed by end of Spring 2022

• **Continuing students**
  – Enrolled for Fall 2022 **in same program** you were in during Spring 2022
  – Cannot graduate at end of Spring 2022

• **Undocumented and international students welcome!**
  – **Some** individual internships may have specific requirements
Summer 2022 Internship Hosts

- CA Dept. of Fish and Wildlife Marine Region
- CA Ocean Science Trust
- CA State Lands Commission
- Channel Islands National Marine Sanctuary
- Marine Applied Research & Exploration
- Monterey Bay National Marine Sanctuary
- NOAA National Marine Fisheries Service
- NOAA Office of National Marine Sanctuaries
- San Francisco Bay Conservation and Development Commission
- Tijuana River National Estuarine Research Reserve
Summer 2022 Internship Locations

- Blue Lake
- Bodega Bay
- Sacramento
- San Francisco
- Santa Cruz
- Monterey
- Santa Barbara
- Long Beach
- San Diego/Imperial Beach
<table>
<thead>
<tr>
<th>Internship Host</th>
<th>Internship Title (click on the red internship titles for individual internship descriptions)</th>
<th>Location in CA (see individual internship descriptions for full details)</th>
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<td>Northern California Marine Invertebrate Fisheries and Restoration (2 positions)</td>
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<td>Southern California Marine Invertebrate Fisheries Management (2 positions)</td>
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<td>Ojai</td>
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<td>Monterey Bay National Marine Sanctuary</td>
<td>Indigenous Community Engagement Strategy</td>
<td>Office is in Monterey; participation may be hybrid or remote.</td>
</tr>
<tr>
<td>NOAA National Marine Fisheries Service, Coastal Watch West Coast Regional Node</td>
<td>Ocean Satellite Data</td>
<td>Office is in Santa Cruz but planning for remote participation.</td>
</tr>
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<td>NOAA National Marine Fisheries Service, Southwest Fisheries Science Center</td>
<td>Coastal, Marine, &amp; Natural Resource Social Science Research</td>
<td>Santa Cruz</td>
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<td>Abalone Conservation</td>
<td>Long Beach</td>
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<td>Ocean Policy</td>
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<td>Adapting to Rising Tides Program</td>
<td>San Francisco</td>
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<td>Benthic Trends and Analysis</td>
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16 different internship opportunities

Click on the red links to get to individual descriptions

https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2022.aspx
Host: The mission of the California Department of Fish and Wildlife (CDFW) is to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public. The Marine Invertebrate Fisheries Management Team conducts ecosystem surveys, fisherman interviews, and laboratory-based ecological research to aid in science-based management of California's marine invertebrate resources.

Location: In-person at the University of California Davis Bodega Marine Lab (BML) in Bodega Bay (map).

Internship Dates: June 1 - August 16, 2022; start and end dates flexible with regard to student's academic commitments.

Stipend: $6,000. Up to $2,000 in additional funding will be available to students who must relocate to participate in the internship.

Time Commitment: The internship is a full time, 11-week commitment. Hours may occasionally include long days in the field (10-12 hours) and weekend days. Over the 11 weeks, the intern may take up to five days off for personal reasons, vacation or illness. If participation is less than 100%, the stipend will be prorated.

NOTE: Scientific diving is NOT required for placement in this internship. However, if you are a current AAUS scientific diver with cold water diving experience, you may have the opportunity to participate in CDFW-led dives as part of this internship.

Position Description and Responsibilities: Two (2) Internships are available working with CDFW scientists at BML to conduct research informing the management of California’s benthic marine invertebrate fisheries and kelp forest ecosystems. The Interns will aid in preparing for and conducting field surveys of invertebrate fishery species such as sea urchins, abalone, and clams, as well as conducting experiments with five sea urchins housed in the CDFW laboratory at BML. The Interns will also learn about the marine heatwaves, the collapse of the kelp forest in northern California, and the increase in the densities of purple sea urchins. The Interns will gain hands-on experience working with sea urchins, including isolon biology.

Duties will include providing support for laboratory experiments, database management, and fisher interviews to inform management and restoration. The Interns may also assist staff in ongoing sea urchin studies, which include temperature treatments, data manipulation and analysis, as well as preparation of materials for presentations and reports. During the field components of the work, the Interns may accompany scientists on the CDFW research boats. Additionally, Interns will be encouraged to lead a side project that is suited to their skills, interests and experience that satisfies CDFW priority research needs. At the end of the Internship, the Interns will produce two reports summarizing the results of the summer's work suitable for a scientific audience and a general public audience.

Preferred Experience and Capabilities: This internship requires excellent verbal, written, and organizational skills. Experience with MS Office and Access Database is desired. AAUS research diver certification is beneficial but not required. Understanding of statistical concepts and methods is also beneficial.

Skills Gained: The Interns will learn about the link between science and management of nearshore marine invertebrate fisheries and conservation in California. The Interns will gain experience working with a team of investigators as well as interacting with the public during fisher interviews and surveys. The Interns will learn about the process of planning, executing, and presenting scientific research to inform management. The Interns will learn about and conduct sea urchin research as part of a team.
Wide variety of academic backgrounds

Majors/programs of 2021 interns:
- Biochemistry
- Biology, environmental biology, biology: environmental science and ecology, marine biology
- Environmental management and protection
- Geology
- Marine science
- Regenerative studies
Soft Skills

• Excellent verbal, written and organizational skills
• Strong interpersonal and communication skills
• Critical thinking, analytical and problem solving skills
• Ability to take initiative and work independently
• Ability to work in team setting
• Ability to face challenging situation and overcome adversity
• Flexibility, adaptability
Apply for up to FOUR internships

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How to apply

Complete ONE Google form

First page: Enter your email address

• Make sure it is an address you regularly use and CHECK FOR ACCURACY!!!
How to apply

Second page: Enter your identifying information
How to apply

Second page: Enter your identifying information

Choose your campus from the list
How to apply

Third page: Select **up to FOUR** internships by checking the boxes

MAKE SURE your choices here MATCH the **Application Packages** you submit!
How to apply

Fourth page: **COMPLETELY OPTIONAL**!

We are collecting data to better understand who applies to COAST opportunities and who is selected so that we can improve our practices.

We are committed to increasing participation in marine science by students from groups that have been historically excluded from marine science and STEM.
The following items are OPTIONAL

This information will NOT be used to select or place applicants and will not be shared with internship hosts. This is only for COAST’s efforts to track diversity among participants with the ultimate goal of increasing diversity in marine science.

Your choice to not provide us with this information will NOT influence your likelihood of being selected as an intern.
How to apply

Fifth page: Attach your Application Package(s)

Make sure the **Application Packages** match the internships you selected on the third page!
A complete Application Package has THREE PARTS

1. Application Form
2. Resume
3. Full transcripts

You will create a separate Application Package for EACH internship you apply to.
Examples of Applications from Previous Interns

The examples below from students who were selected to be COAST interns are provided to help potential applicants understand what makes for a strong application. Each of the example applications demonstrates significant effort on the applicant’s part to develop a thorough, detailed, well-written application.

Please note: 1) these are examples of the Application Form only. See Application Materials and Procedures above for a list of materials required for a complete Application Package. 2) We have changed some parts of the Application Form this year so the form you complete will be different from the form in the examples below.

**Cerille (Micah) Castrillo, Undergraduate, Dominguez Hills:** Very strong, thorough, well-written application. The applicant includes a personal story that provides context for her interest in a specific internship.

**Anonymous Graduate, Northridge:** Very thorough, detailed application. Note that this applicant was a graduate student so understandably has more field and laboratory experience than an undergraduate student would have. Excellent writing.

**Christopher Ewert, Undergraduate, San Luis Obispo:** Excellent academic coursework section that highlights what the applicant felt he learned in each of these courses. Overall, the writing is concise and very focused throughout the application. Please note: the applicant requested that his GPA (2.90) be displayed to demonstrate that students with a GPA <3.0 can be competitive in this program and succeed in securing an internship!

**Gabby Yang, Undergraduate, Pomona:** Strong, detailed application with great writing and specific examples. All of the sections are very good, and the field and laboratory experience section stands out because of the specific detail provided.
**Application Form: First Page**

**Internship information**

**Your information**

- **NOTE:** your **GPA is not required**, and there is no GPA minimum

- We need to know what year you are (must complete sophomore year* before this summer in order to apply)

*60 semester units or 90 quarter units completed by end of Spring 2022
A note on GPA

• We do not require a minimum GPA and you do not have to put your GPA down on your application form.
  – Your GPA will be included in your transcripts and hosts can see it there if they are interested.

• Students sometimes struggle early on in their college careers, and that’s ok.
  – Your transcripts may show a progressive increase in GPA over time and that will be noticed.

• Past performance is NOT a predictor of future success!
Your information

• Enter your anticipated graduation date (MM/YYYY)-Please double check for accuracy!

• Confirm that you will be a continuing student (same degree and same CSU campus in Fall 2022 as right now)
  – If you are graduating this spring, you cannot apply
Relevant experience

• Courses
• Computer skills
• Field and lab experience
Strong examples

• List is fine

List academic coursework (e.g., marine ecology or biology, fishes of California, statistics, etc.):


**Graduate student example**
**Strong examples**

- Tells us what was covered in each course
- Well organized
- Easy to read

**NOTE:** Course number at your campus IS NOT important. Course title IS important!

<table>
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<tr>
<th>List academic coursework (e.g., marine ecology or biology, fishes of California, statistics, etc.):</th>
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<tbody>
<tr>
<td><strong>Current Coursework (Spring 2021 Semester)</strong></td>
</tr>
</tbody>
</table>
| Mat 171  
Survey of Calculus for Management and Life Sciences |
| Phy 120  
Algebraic and Trigonometry based Physics |
| Bio 124  
Principles of Biology III; Evolution and Ecology |
| Bio 125  
Principles of Biology III Laboratory; Population Genetics and Ecology |
| **Previous Coursework** |
| Math 150  
Elementary Statistics with Probability |
| Che 110  
General Chemistry; Chemical stoichiometry, atomic structure, quantum theory, gases, thermochemistry, ionic bonding, Lewis formulas |
| Geol 1  
Physical Geology; Survey of minerals, rocks, and soils. Examines concepts of geologic time, relative and absolute age dating, and fossils |
| Bio 120  
Principles of Biology I; Biochemistry, Cells, Genetics, and DNA processes |
| Bio 121  
Principles of Biology I Laboratory; Biological molecules and cells, metabolism, and patterns of inheritance |
| Bio 122  
Principles of Biology II; Prokaryotes, Fungi, Plants, Invertebrates, and Vertebrates |
| Bio 123  
Principles of Biology II Laboratory; Properties of the animal kingdom, plant structure, plant reproduction, vertebrate organ systems, and animal fertilization |
| Bio 220  
Molecular Biology; Emphasizing DNA processes of Prokaryotic and Eukaryotic systems |
Strong examples

- Applicant tells what they felt they learned in each course

**Academic coursework (e.g., marine ecology or biology, fishes of California, statistics, etc.):**

- **Philosophy of Design** which has taught us to think simply before trying to solve a complex problem.
- **Fluid Mechanics** which has given me great insight on pressure and buoyancy.
- **Technical Writing for Engineers** taught me how to write critically, and effectively convey my findings and ideas.
- **Measurement and Data Analysis** gave me a statistical approach to understanding a data set.
- **Programming for Engineering Students** Taught me basics of MATLAB
- **Intermediate Dynamics** applied MATLAB knowledge to solve moving systems
- **Intro to Detailed Design w/ Solidworks** Broadened my knowledge of Solidworks, taught me how to read and part schematics.
Strong examples

• List is fine

List computer programs in which you are proficient (e.g., Microsoft Word, Excel, Access, R, Matlab, ArcGIS, minitab, Solidworks, etc.):

Microsoft Word, Excel, Adobe Acrobat, R, RStudio, GitHub, ImageJ, PowerPoint, Expensify, Wordpress/Weebly, Slack, Zoom
Strong examples

• More organized list

List computer programs in which you are proficient (e.g., Microsoft Word, Excel, Access, R, Matlab, ArcGIS, minitab, Solidworks, etc.):

- **Terminal through Ubuntu**
  Perform Unix Commands and Command Lines to analyze Genomic data through Terminal

- **MS Office**
  Word, Outlook, PowerPoint, OneNote, Access, Excel

- **Google Drive**
  Docs, Sheets, Slides, Forms
Strong examples

- Different approach with some description of experience

Computer programs in which you are proficient (e.g., Microsoft Word, Excel, Access, R, Matlab, ArcGIS, minitab, Solidworks, etc.):

I am proficient in several programs, most relevant I believe is Solidworks and MATLAB of which I have taken several courses for both, plus some time in highschool. I’m also competent in Microsoft Excel, PowerPoint, Word, along with some background with C++.
A note on research experience

• Prior research experience is **NOT REQUIRED**.
• We believe **all students** have qualities and skills that can make them terrific interns.
• There will be space to talk about other life experience you have that makes you a strong candidate!
• **Past performance is NOT a predictor of future success!**
Strong examples

- Applicant describes what they did in different classes

Describe your field and/or laboratory experience (include experience gained through coursework as well as independent study):

Animal biology labs:
1. Statistical analysis and data presentation: we had to calculate descriptive statistics, interpret confidence intervals, and use excel to design tables and figures to display data.
2. Non-Arthropod invertebrates: we learned about anatomy and the structure of non-arthropod invertebrates, different specimens and their taxonomic classifications, and then dissected a squid to learn its anatomy.
3. Identify organisms and Linnaean taxonomy: we had to learn the Linnaean taxonomy ranking system and binomial nomenclature, as well as use a dichotomous key and anatomical features to identify organisms.
4. Invertebrate field collection taxonomy box: we had to collect multiple species of invertebrates from 5 classes within 3 different Phyla to identify for a taxonomy project.
5. Peppermint Experiment: we had to predict if a collection of 3 ants from 5 separate colonies will be attracted or repelled to the scent of peppermint oil. We focused on the experimental design concerning the variables, experimental and control treatments, as well as replicates and randomizations.
Describe your field and/or laboratory experience (include experience gained through coursework as well as independent study):

During my time as a student, I have had the ability to study under a wide array of professors. I originally obtained my Associate’s degree in Anthropology before pursuing my passion for Environmental Science. Through Anthropology, I was trained to analyze and classify rocks, fossils, minerals, and bones through geologic methods. This semester, Spring 2021, I’ve had the opportunity to work as a research assistant for Dr. Sonal Singhal, a professor within CSUDH’s Biology department. Our research’s primary goal is to examine and compare the genetic data of rare vs. non-rare plants. Our methodology includes assessing genetic variations through quantitative analysis with the use of Terminal. The overall benefit of this research position was that it allowed me to acquire practical computer programming and coding skills. Furthermore, I was able to apply this data to conceptualize applicable practices towards conservation in the natural world. Protection of wild places is truly a passion of mine. This research allowed me to gain a realistic perspective on environmental preservation’s unseen background work while also developing useful technical skills that can transfer over to many fields.
Strong examples

- Details different experiences
- Note the level of detail but also the bulleted list style

Describe your field and/or laboratory experience (include experience gained through coursework as well as independent study):

Undergraduate research assistant in Dr. Jeremy Claisse’s Marine Ecology Laboratory. Currently completing an independent project analyzing stereo-video data to compare the density and size structure of *Zebrasoma flavescens* in MPAs and open fishing areas off the Kona Coast of Hawaii. Assisted Dr. Claisse’s master’s students in their projects. Developed proficiency in laboratory methods and processed samples for gonad histology, gut contents, and stereo-video analysis of *Hypopops rubicundus*. Assisted in lab website development (claiselab.com). Completed the Motorboat Operator Training Course (MOTC) at the Southern California Marine Institute and cleared as a boat tender for fieldwork. PADI Open Water and Advanced Open Water certifications.

Aided Dr. Jayson R. Smith with his Long-Term Monitoring Project on the Southern California rocky intertidal. Recorded data of common invertebrates and did density counts on limpets.

Volunteered for NOAA completing marine debris monitoring. Transects were laid out on specific sites and debris particles were recorded, then categorized, onto a sheet to be inputted on Microsoft Excel.

Learned ArcGIS through my Geographic Information Systems course by completing a project determining what environmental factors or climate zones affect wildfire spread.

Interpretation of Science Course is a senior/graduate capstone course that I took my first summer at Cal Poly Pomona. Taught K-12 students about the sciences in terms of animal biology, ethnobotany, and Native American culture. Attained my Certified Interpretive Guide certification through the National Association for Interpretation from this course.
Interest and Life Experience
Please complete the sections below. The boxes below will expand as you type; please feel free to use as much space as you need.
We want to hear about you, your experiences, your passions and your goals. Your responses should highlight your unique qualities and give us a sense of you as a student and an individual. Take time to craft your responses to the questions we ask, as they give us the best picture of why you should be selected for this opportunity. The more effort you put into your responses, the more we can get to know you, your strengths and your goals!

Please describe why you are interested in the internship you are applying for. What do you hope to gain, learn and experience by participating in this internship?

What are your educational and career goals? How do you believe this internship may help you achieve them?

Please describe a specific challenge you have faced either personally or academically and how you overcame it.

Please use the space below to share any additional information that you would like us to know (optional):
You must provide at least one reference that an internship host can contact should they wish to know more about you.

A second reference is optional but highly recommended.

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<tr>
<td>Phone:</td>
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<tr>
<td>Primary Email:</td>
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<td>How do you know this person?</td>
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**Required:** Please provide the name and contact information for someone who can serve as a reference for you. This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. Tips on how to ask someone to serve as your professional reference can be found on the instructions page of this form.

**You may provide information for a second reference as well. Providing a second reference is optional.**

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We need the person’s

- Name and contact information
- Where they currently work
- Their job title
- Brief description of your relationship to them

Required: Please provide the name and contact information for someone who can serve as a reference for you. This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. Tips on how to ask someone to serve as your professional reference can be found on the instructions page of this form.

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<td>Phone:</td>
<td>Primary Email:</td>
</tr>
<tr>
<td>How do you know this person?</td>
<td></td>
</tr>
</tbody>
</table>

You may provide information for a second reference as well. Providing a second reference is optional.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus, organization, or company name</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Primary Email:</td>
</tr>
<tr>
<td>How do you know this person?</td>
<td></td>
</tr>
</tbody>
</table>
Tips for asking someone to serve as a reference for you are included in the application instructions:

**Professional Reference (see last page of this Application Form)**
We ask you to provide the name and contact information of someone who can serve as a reference for you. This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. Here are some tips on how to ask for someone to serve as a professional reference:

- First, identify someone who would serve as a good reference. Ideally, this should be someone who is a current (or former) employer, professor, supervisor, coach or other academic or professional mentor.
- **To ensure that the person you list is willing to serve as a reference for you, be sure to give them enough time to respond before you apply.**
- In your request, describe the internship program, which internships you are applying for, and provide links to our webpage so they can learn more.
- Keep your request concise and professional. It may be helpful to provide them with your resume so they can have the materials they need to prepare responses to questions they may be asked if you are selected for an internship.
- Confirm their contact information so you know what phone number and email address you should provide in your application.
Two-page resume

A complete Application Package has THREE PARTS

1. Application Form
2. Resume – Two-page maximum
3. Full transcripts

<table>
<thead>
<tr>
<th>QUALIFICATIONS SUMMARY</th>
</tr>
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<tbody>
<tr>
<td>• Experience and demonstrated comfort handling animals of various types</td>
</tr>
<tr>
<td>• 10 years of experience with motorized watercraft</td>
</tr>
<tr>
<td>• Lifelong fisherman; can identify most species of game fish in Maryland</td>
</tr>
<tr>
<td>• Coursework in Fish Biology</td>
</tr>
<tr>
<td>• Deeply concerned about the conservation of the Chesapeake Bay</td>
</tr>
<tr>
<td>• Physically fit; able to lift over 50 pounds</td>
</tr>
<tr>
<td>• Possess a valid MD state driver’s license</td>
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<table>
<thead>
<tr>
<th>EDUCATION</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Science in Biology</td>
</tr>
<tr>
<td>Concentration: Organismal Biology and Ecology</td>
</tr>
<tr>
<td>• Current overall GPA: 3.4</td>
</tr>
<tr>
<td>• GPA in science and math coursework: 3.5</td>
</tr>
<tr>
<td>• Have achieved a GPA &gt; 3.2 every semester while working and/or volunteering 25 hours per week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELEVANT COURSEWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to Ecology/Evolution</td>
</tr>
<tr>
<td>• Animal Physiology</td>
</tr>
<tr>
<td>• General Zoology</td>
</tr>
<tr>
<td>• Biostatistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELEVANT EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquarium Manager, PetSmart, Perry Hall, MD</td>
</tr>
<tr>
<td>• Oversee water quality and animal health in &gt;100 aquaria</td>
</tr>
<tr>
<td>• Have successfully prevented disease spread on three occasions</td>
</tr>
<tr>
<td>January 20xx–Present</td>
</tr>
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</table>

| Weekend Volunteer, National Aquarium in Baltimore |
| • Assist Head Aquarist in monitoring water quality |
| • Give demonstrations on shark biology to general public |
| December 20xx–Present |

<table>
<thead>
<tr>
<th>OTHER SKILLS</th>
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</thead>
<tbody>
<tr>
<td>• Proficient with Microsoft Word, Excel, PowerPoint</td>
</tr>
<tr>
<td>• Competent with WebDesign 5.0 website design software</td>
</tr>
<tr>
<td>• Basic statistical analysis using Minitab</td>
</tr>
<tr>
<td>• Able to make small engine repairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Associate, Sports Authority, Towson, MD</td>
</tr>
<tr>
<td>August 20xx–May 20xx</td>
</tr>
<tr>
<td>Golf Caddy, Baltimore County Country Club, Baltimore, MD</td>
</tr>
<tr>
<td>September 20xx–June 20xx</td>
</tr>
</tbody>
</table>
Resume Building

In addition to career resources available on your campus, COAST has compiled the following resources to help you build your professional resume.

How to Write a Resume: 17 HR Professionals & Resume Writing Experts Share Their Tips, OutwitTrade
Ten Things That Should Never Appear on Your Resume, Purdue University Global
The Resume Revolution: New Trends and Expert Advice to Get You Noticed Now, Learn How to Become
No Experience Resume - Ultimate Guide for Students & Graduates, Novoresume Career Blog
CV vs. Resume: What is the Difference? When to Use Which, Uptowork
How to Write Your First Resume, LiveCareer
Scientific Resume Examples, LiveCareer
Sample Resumes, UC Davis Internship and Career Center
Sample Resumes for Biology Majors, Towson University
Biology Resume Objective Examples, Cover Letters and Resume
Resume Building for Engineering Students, Iowa State University College of Engineering
How to Write a Resume for a Science Internship, TeacherWeb
Tips for Writing a Resume, Texas A&M University
Résumés and CVs, Purdue Online Writing Lab

https://www2.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx
Kristin Plasmid

Timonium MD  •  KP1122@mac.com  •  307-555-3421

Education
Towson University, Towson MD
Bachelor of Science, Biology with a concentration in Cellular and Molecular Biology
Degree expected June 20xx
• Related Coursework: Introductory Cell Biology and Genetics, General Chemistry I and II, Genetics, Calculus I, General Microbiology, Human Anatomy I

Relevant Experience
Research Trainee, Laboratory of Dr. Matthew Hemm, Towson University, January 20xx to present
• Assisting on a project investigating genetic diversity in bacteria; responsible for initial species isolation and preparation for DNA barcoding

Technical Skills and Experience
• Experimental design
• Light microscopy
• Biochemical characterization of cells
• DNA extraction
• Genetic transformation
• Differential staining

Other Skills and Accomplishments
Organization/Problem-solving
• As volunteer at an animal shelter, re-organized first aid supplies and medical equipment in triage room to treat injured animals more quickly and effectively

Teamwork
• Helped renovate three houses as part of Baltimore Habitat for Humanity

Interpersonal
• Promoted from sales to Lead Customer Service Representative at a large electronics retailer after just 3 months, based on manager’s observations of interactions with customers

Leadership
• As Vice-President of Towson University Minority Science and Technology Club, led teams of club members into local elementary schools to do demonstrations and promote science

Written communication
• Have consistently received high marks and comments on quality of writing on lab reports from professors

Erik C. Aimigdala

ecaimigdala@comcast.net
Ashbury Park, NJ 732.502.5718

Objective: To obtain a position in a research laboratory and be part of a team making a contribution to the improvement of human health and welfare

Education
Towson University, Towson, MD
Bachelor of Science with Departmental Honors, January 20xx
Major: Biology with concentration in the Functional Biology of Animals
Minor: Chemistry
Overall GPA: 3.2  GPA in final two years: 3.7

Relevant Experience
Research - Summer: Multicultural Access to Research Program – University of Colorado
• Summer of 20xx – Supervisor: Dr. Francisco Pimentel
• Investigated how gonadotropin-releasing hormone (GnRH) affects reproductive development with focus on role of neuropeptide, galanin, in mouse GnRH system

Research - Neurobiology Laboratory - Towson University
• Fall 20xx and Spring 20xx – Supervisor: Dr. Jack Shepard
• Investigated effects of elevated glucocorticoids in frontal cortex on behavior in rat model of anxiety

Internship - Pathology Lab - St. Joseph’s Medical Center - Towson, MD
• Summer of 20xx – Supervisor: Dr. Robert Nekrows
• Responsible for logging in tissue samples and initial preparation for microscopic analysis

Laboratory Skills
• Immunocytochemistry
• Enzyme-linked immunosorbent assay (ELISA)
• Fluorescent microscopy
• Stereotaxic surgery including post-op care
• Microdissection
• Behavioral assays

Other Skills and Languages
• Proficient with Microsoft Word, Excel
• Preparation of first drafts of Methods and Materials sections for scientific papers
• Fluent in Farsi

Publications

Leadership and Activities
• President, Beta Beta Beta Biological Honor Society - Upson Hall Chapter, 20xx-20xx
• Member, Towson University Rock Climbing Club, 20xx-20xx
• Volunteer, Springsteen Homeless Shelter, Asbury Park, NJ, May-August 20xx

https://www.towson.edu/careercenter/media/documents/resumes_cvs/resumes_by_major/sample_resume_biology.pdf
Full transcripts (include every institution)

A complete Application Package has THREE PARTS

1. Application Form
2. Resume
3. Full transcripts
   - Unofficial ok
   - **ALL two- and four-year institutions attended**
   - Must include GPA
ONE Google Form, MULTIPLE Application Packages
ONE Google Form, MULTIPLE Application Packages

Before you submit your application package(s), please make sure you read the full submission instructions on our website (https://bit.ly/2022-COAST-Internship-Announcement) in detail to ensure you are applying correctly. Incorrectly submitted applications will not be reviewed.

You will complete this Google Form once and attach your application package(s) to it. You must submit separate application packages for each internship you wish to be considered for. An application package consists of your application form (https://bit.ly/2022-Application-Form), professional resume and full transcripts from all institutions attended. For example, if you are applying to four internships, you will attach four application packages to one Google Form.

Each application package you submit must include all of the items listed above, compiled in that order, as one PDF file. Name each application package using the following convention: ApplicantLastName_FirstName_InternshipTitle.pdf.

If you are unable to upload your document, please contact the COAST Program Analyst Kimberly Jassowski (kjassowski@csumb.edu) by the application deadline.

Please submit your application package(s) *

Add file

A copy of your responses will be emailed to the address you provided.

Back  Submit  Page 5 of 5  Clear form
Timeline

Application deadline: Tuesday, March 1, 2022
5:00 p.m. Pacific time

• Interview and selection process: March–April
• Applicants notified: Late April–early May
• Internship start: Early June
Internship Impact

Participating in this internship opened my eyes to possible opportunities in marine biology and fisheries management. My expectations for myself have definitely heightened and I am more curious and driven to keep pursuing science because of this internship.

–Lauren Zaragoza, Cal Poly SLO

This internship has given me the confidence to continue to excel in school and life in general...the necessary tools to pursue a career in marine science.

–Matthew Kim, Pomona

This internship has increased my confidence as a professional and left me more equipped with a wider range of skills and experiences to tackle the next step in my career.

–Demetra Panos, Northridge
Contact Information

Krista Kamer
kkamer@csumb.edu

Kimberly Jassowski
kjassowski@csumb.edu

www.calstate.edu/coast