

DEED Scholarship Requirements - Student Internships

Contract Agreement: After the sponsoring utility receives the award notification letter and contract, an authorized person from the utility and the student must sign the contract and upload it to DEED's scholarship management system for DEED's signature and effective date. An executed hard copy of the Agreement will be sent to the utility sponsor and student.

Scholarship Payments:

- The utility sponsor shall submit invoices to the DEED administrator for payment. All invoices must include the title of the scholarship and the name of the student. All checks will be made payable to the utility. The utility will generate payments to the student.
- Payment will be made in three parts. \$1,000 will be released once the signed contract agreements are returned to APPA. A second payment of \$1,500 will be released when the student is halfway through their internship and a written summary of their work and accomplishments has been approved by the utility and DEED administrator. The final \$1,500 will be paid upon satisfactory completion of the internship, including submission of a final report, summary abstract and any other deliverables promised in the application. The final invoice may be submitted at the same time as the final reports/deliverables.
- Although \$1,000 is paid at the initiation of the internship, \$1,500 once the project is 50 percent complete, and \$1,500 when the internship is completed, it is up to the discretion of the utility project manager to determine amounts for disbursement. It is the responsibility of the utility to make payments to the student in accordance with federal and state tax regulations.
- **Travel Reimbursement:** Student Internships include travel reimbursement up to \$1,000 to enable students to attend an APPA approved conference, such as educational conferences sponsored by APPA, its member state associations, or joint actions agencies. Students should work with their utility sponsor and the DEED administrator to determine which conference would make the best fit for them. Conference travel must be completed within 12 months of finishing their DEED scholarship. APPA will reimburse the utility for the student's travel expenses up to \$1,000. Expenses may include meeting registration, transportation, lodging, and meal expenses. No alcohol or entertainment expenses will be paid. The utility must submit an invoice for the expenses to be paid along with receipts.

Student/Utility Relationship:

- DEED sponsors are intended to be a resource and mentor to the students they sponsor. To provide the scholarship recipient with more knowledge of career opportunities in public power, the utility sponsor and student agree to at least one of the following:
 - The utility will provide an opportunity for the student to shadow an employee on staff.
 - The utility will share information on the electric utility industry and career opportunities in public power with the recipient, such as by conducting a tour and briefing at the sponsor's utility.
 - The utility will offer the recipient an opportunity to assist and participate in special events the utility hosts such as programs during Public Power Week or at local schools.
- The utility project manager should have regular contact with the student and be kept informed of the status of the internship. The utility sponsor must approve all the student's work/reports before forwarding to the DEED administrator. Over the course of the scholarship any significant changes to the scope of the internship, start date, completion date, etc. must be reported immediately to the DEED administrator.

Reporting and Deliverables:

- The student must submit a brief summary when the internship is 50 percent complete. The summary abstract instructions on page 2 may be used for this report.
- The student must complete a summary abstract once their internship is complete. Use instructions on page 2.
- The student must complete a satisfactory final report once their internship is complete. Instructions are on page 3-4.
- Final reports, abstracts and any other deliverable promised in the application must be reviewed and approved by the utility before being sent to the DEED administrator.
- All reporting for the DEED scholarship (mid-point report, abstract, final report) must be submitted through DEED's scholarship management system, the same platform where the application was submitted. Use this link <http://tinyurl.com/APPASchol>, log in, and upload required documents.

DEED Scholarship Requirements - Student Internships

Student Career Assistance from DEED:

- In order to assist students in considering career opportunities in public power APPA developed the website www.careersinpublicpower.com. Use this resource to gain information about opportunities to work in the electric utility industry. It contains helpful information regarding energy related jobs in public power.
- Students may also take advantage of APPA's Career's website at <http://careers.publicpower.org>, to post a resume or view job openings at public power utilities across the country.

Summary Abstract Instructions:

All DEED scholarship recipients are required to complete a Summary Abstract for their scholarships. These will be posted to the online DEED project database. The purpose of the abstract is to inform staff at other public power utilities about experiences and results of the internship. We more often learn from our mistakes than our successes, so be honest about the outcome.

An electronic version of the abstract is required. This may be submitted through the DEED scholarship management system, the same platform where your application was submitted. Log in at <http://tinyurl.com/APPASchol> to upload your abstract. Please provide complete information for each section, however keep in mind that the document length should not exceed two pages. The information required for the abstract includes:

Project Title • The official Internship title, as submitted in the original proposal to the DEED board of directors.

Dates Begun and Ended • The internship term as submitted in the original proposal to the DEED board of directors, or as subsequently adjusted and agreed to by the DEED administrator.

Date Scholarship Awarded • The month and year the DEED board awarded the scholarship.

Purpose of Project • A two or three sentence summary of why the internship was undertaken.

Utility Name and Address • Name and address of sponsoring utility. Include other participants under additional notes.

Educational Institution Name and Address • Name and address of sponsoring college or university.

Student Name/Supervisory Personnel • Include information on all people participating in the Internship.

Project Subject Areas • These topics/key-words will help DEED members locate your internship using the DEED Project Database. Include as many subjects as you think appropriate. Examples include: air quality, batteries, cable, demand-side management, environment, HVAC, load forecasting, performance management, reliability, safety, SCADA, turbines, and voltage control.

Problem Statement • Explain the problem the internship is attempting to solve.

Project Description • Describe the internship including methodology and how you expected the internship to solve the problem stated above.

Summary of Results • Explain the outcome of the internship, whether you feel you were successful and whether the results will contribute to a solution.

DEED Scholarship Requirements - Student Internships

Final Report Instructions:

According to Section J of the DEED Policy Manual (revised November 28, 2012), student internship recipients are required to submit, within three months of internship completion, a “detailed final report on their work, describing activities, costs, bibliography, achievements, problems, results, and recommendations.” The final \$1,500 payment will be released once the report is approved by the DEED Administrator.

An electronic version of the final report is required. Log in to DEED’s scholarship management system, the same platform where the scholarship application was submitted at <http://tinyurl.com/APPASchol>, to upload your final report.

The information required for the final report is described below. A satisfactory final report should include background information on the utility and reasons why the internship was undertaken, the problem(s) to be solved and why this particular solution was chosen over others. In writing your report, recognize that we more often learn from our mistakes than our successes, so be honest about your experiences and the outcome. Recognize that a candid analysis and description of the work undertaken is of greatest value to future researchers who can benefit from your lessons learned. Please provide thorough documentation for each section described below.

Keep in mind that the purpose of both the final report and abstract is to educate staff at other public utilities about your experiences, whether the outcome is considered successful or not. A simply written and candid report is desired and most useful; an inaccurate, insubstantial, and needlessly wordy “glossing over” or exaggeration of what really happened is a disservice to all who would benefit from your lessons learned.

Project Title • The official internship title as submitted in the original proposal to the DEED board.

General Overview • Provide an explanation of the applicability of the internship to others and alternatives available (if known), problems that arose during the course of the internship and how they were resolved, a discussion of whether the intended goals were achieved (and if not, why not), and recommendations regarding any new technology/technique tested during the course of the internship.

Purpose • Thoroughly describe why the internship was undertaken. Explain the problem the internship was intended to solve.

Utility Name and Address • Name and address of sponsoring utility (include other participants under “Additional Notes”).

Utility Description • Include sponsoring utility’s size (i.e., number of customers per class), annual load per class, services offered (i.e., electric, water, etc.), generation resources, and other relevant information.

Key Personnel & Phone Numbers • List personnel from sponsoring utility as well as others who worked on the internship. Describe the responsibilities each person had during the internship.

Description • Thoroughly describe the scope of the internship.

Diagram • Not all projects lend themselves to use of a diagram, but many do. The diagram can be a flow-chart, schematic, drawing, graph, or other pictorial that will add to readers’ understanding of the internship. Include the diagrams in the final report and if possible also include them separately as an EPS or TIFF file.

Dates • Describe the internship’s term as submitted in the original DEED proposal, and if applicable, as subsequently adjusted and agreed upon by the DEED administrator. Also provide information on the events that caused each change.

Alternatives • Thoroughly describe all known alternatives to the internship or the work done by the intern. To the extent known, for each alternative, include information on the scope of research needed for the alternatives, costs, etc. Include an explanation on why the chosen path was taken.

DEED Scholarship Requirements - Student Internships

Results to Date • Thoroughly describe what has occurred on the internship up to the time of completion. Include all relevant data resulting from the internship.

Status • The status of the internship when the DEED scholarship was concluded.

Applicability • Thoroughly explain how others might use the results of the internship. In particular, explain if there are public power systems (those of a particular size, with particular generation type, with high distribution losses, etc.) that might find the results especially useful.

Future Plans • If applicable, provide information about continued or tangential work planned, whether to be conducted by you or another party. If none is planned, discuss, why not.

Equipment • If applicable, list equipment, if any, purchased and/or used for this project. For each piece of equipment where applicable, include information on its efficiency, and why it was chosen over another brand/size/model, and how it performed.

Budget • If applicable, provide a budget with funding and cost sections. Under funding on an annual basis, list all organizations that contributed funds to the project (both monetary and in-kind), including the host utility. Under the “Costs” section, provide annual information about what was spent on the project for hardware, labor, etc.

It is important to break down the budget as much as possible so others can see the itemized costs. You may include a budgeted and actual figure for each item under costs. The totals for funding and costs should be the same. If the figures are different, please explain why. A complete budget should show all sources of funding and compare funding totals with each actual versus budgeted costs for each piece of equipment, consultant fees, utility staff time, etc.

Additional Notes • Include additional information about the internship that is important to know, but does not fit into any of the previous categories.

References • Include a list of publications consulted for the internship and any publications or papers resulting from the internship. A bibliography, if available, should be attached.

Contact DEED program staff at DEED@PublicPower.org or 202-467-2942 with any questions related to completing DEED scholarship requirements.