



CIVINS/FSEP Internship/Project checklist

Guiding information from NPSINST 1520.1K:

Officer students shall inform the NPS CIVINS programs office prior to participating in any Internship/Project. If a student's program requires him or her to participate in an Internship/Project, the Officer student shall not accept payment from the company for whom they intern.

If an Officer student is selected to receive a scholarship, grant, cost of living stipend, or a monetary award/gift, the sum shall be used against his or her tuition balance. Furthermore, it is the student's responsibility to inform his or her Program Officer (CIVINS programs) and the NPS CIVINS office about the details of the award. Prior to accepting any such awards that would not go towards a student's tuition and fees, or exceeds the cost of tuition, officer students must first receive an ethics opinion from the ethics counselor at NPS. The ethics opinion will be set up by the NPS CIVINS program office once all necessary information is collected.

CIVINS/FSEP students that expect to participate in an Internship/Project shall provide the following information to the CIVINS Program Manager and the CIVINS Director.

- Sponsoring company/organization for the Internship/Project
- Physical location of Internship/Project
- Internship/Project Dates
- Proof of the school's sponsorship/approval for applicability to the graduate program
 - An email from a program advisor and/or a web address to the Internship/Project is sufficient
- A list of all payments, stipend, travel grants, etc. offered (any money or housing/travel "gifts")
 - If any money/"gifts" are awarded a JAG ethics opinion is required
- Point of Contact name, phone number and email for the Internship/Project
- Will the Internship/Project take place outside of the PERMDUSTA? Have you informed the administrative command of the need for no-cost TAD orders?
- Contact Information during Internship/Project participation
- Are any school credits awarded for the Internship/Project?
- Are there any tuition or fees charged for Internship/Project participation? If yes, provide a detailed cost construction.
- If you haven't updated your EP to include the Internship/Project yet, please do so and have your Program Officer or SME via CIVINS (as applicable) approve the revised EP with the Internship/Project included.

As always, if you have any specific questions, or cannot find what you are looking for in NPSINST1520.1K, OPNAVINST 1520.23C, or 1500.78 (FSEP) feel free to email or call any of the CIVINS team members.

Links to the instructions mentioned above are provided on the CIVINS website:

<http://my.nps.edu/web/civins/welcome>