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## **Marc Hershman Marine Policy Fellowships Training Future Washington Decision-makers**

### **2011 – 2012 Program Manual**

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## **1. Purpose of the Fellowship Program**

The Marc Hershman Marine Policy Fellowship provides a unique educational experience for students enrolled in graduate programs related to ocean and coastal resources and the policy decisions affecting those resources. The program matches outstanding, highly motivated students with Washington state agency “hosts” for a one-year paid fellowship in Olympia or Tacoma. Washington Sea Grant (WSG) will provide administrative support, convening a senior review panel to recommend selection of fellows, and facilitating assignments in consultation with potential hosts and fellows.

## **2. History of the Fellowship Program**

For more than 50 years, Washington has led the nation in the development of sound policies for the conservation and use of ocean and coastal resources. Building on this legacy, WSG established the Marc Hershman Marine Policy Fellowship for graduate students in marine science, law and policy. The fellowship is named after Marc Hershman, a leader in the study of ocean and coastal policy for 30 years, who died in February 2008. Professor Hershman served on the U.S. Commission on Ocean Policy from 2001-2004 and was the Director of the School of Marine Affairs at the University of Washington from 1993-2003. He played a key role in efforts to develop more comprehensive and coherent policies for Washington’s coasts, and was a member of the Washington State Ocean Policy Work Group, whose recommendations led to the formation of the State Ocean Caucus, which includes, among others, the state Department of Ecology, Department of Health, Department of Natural Resources, Military Department Emergency Management Division, Puget Sound Partnership and Washington Sea Grant.

The Marc Hershman Marine Policy Fellowship is patterned after National Sea Grant’s successful John A. Knauss Marine Policy Fellowship, which has placed graduate students in Congressional and Federal agency offices in Washington, D.C., since 1979. WSG has been highly successful in placing Washington students as Knauss Fellows since the beginning of that program.

## **3. Calendar of the 2011 Application Process**

March 1	Washington state agencies notify WSG of 2011- 2012 topic areas
March 3	Hershman Fellowship application period opens
April 29	Applications due to WSG
May 2-5	Applications sent to host agencies for ranking
May 16	Agency representatives’ rankings due to WSG
May 16-20	8-10 finalists selected
May 27	All candidates notified; finalist applications sent to Hershman Review Panel
June 6-10 or June 20-24	Finalists interviewed by Hershman Review Panel
June 24	All finalists notified; 4-5 Fellows selected
Late June/early July	Fellows interview at potential host offices
July 20	Fellows and hosts notified of assignments
October 1	Fellowship begins

## **4. How to Apply**

### **a. Announcements**

WSG will advertise and recruit potential fellows from colleges and universities in Washington that have marine science or policy programs.

### **b. Eligibility**

Any individual may apply who is in a graduate program in a marine or aquatic science or policy-related field, or who has graduated in the same calendar year as the Hershman Fellowship begins. To be eligible, an applicant must be a student in a Washington state institution of higher education. U.S. citizenship is not required. All applicants will apply through WSG.

### **c. Required Elements**

- Personal and academic curriculum vitae (not more than two pages)
- Personal education and career goal statement emphasizing student's interest in, contribution to, and expectations from the fellowship (1,000 words or less)
- Two signed letters of recommendation, including one from the student's major professor
- Unofficial copies of undergraduate and graduate transcripts
- Interview with Hershman Fellowship Review Panel

### **d. Length of Assignment**

Appointments are for one year and will begin on October 1, 2011.

## **5. Selection of Fellows**

### **a. Application Review Criteria**

The evaluation criteria and weighing of criteria are as follows:

1. Personal and career goal statement (35%)
2. Recommendations (20%)
3. Strength of academic performance (15%)
4. Additional qualifications and relevant experience, including diversity of education; experience in marine or aquatic-related fields; interpersonal, written and oral communication skills; honors and awards; extra-curricular activities (30%)

### **b. Review and Selection Process**

Applications are to be submitted to WSG, which will provide participating agency representatives with all candidate applications. State agency host staff will evaluate and rank candidates based on their academic record, employment history, community and extracurricular activities, interest in the fellowship, and personal characteristics such as initiative and communicative skills. Based on agency rankings for each candidate, WSG will compute the average ranking for all applicants, from which up to 10 finalists will be selected. In general, the decision to send a finalist forward will be based on strength of application, personal skills and balancing the needs of students and hosts. However, WSG may also take into consideration the following selection factors:

1. Availability of funds
2. Experience in project-related scientific or policy area
3. Host agency needs
4. Geographic balance and representation

WSG will then convene a Hershman Fellowship Review Panel, comprised of senior representatives from federal, state and local government, to interview Finalists and provide recommendations on the selection of fellows. On the basis of the panel's recommendations, WSG will select four to five fellows.

## **6. Placement of Fellows in Host Offices**

WSG will work with the host agency to determine availability and interest of potential host offices. Each host will submit a project description to WSG for the fellowship, including point of contact, location of office, and general oversight areas. WSG will post all project descriptions on its Web site.

Selected fellows will interview with potential host offices in Olympia or Tacoma, meeting the staff with whom they will work. Hosts and fellows will provide their preferences to WSG, who will facilitate placement of fellows, balancing the interest and skills of the fellows and the needs of both fellows and hosts. Every attempt will be made to meet fellow and host requests; however, it is possible that everyone might not get their first choice. The availability of WSG and host funding to support the Hershman Fellowship also may influence placement. Upon completion of the placement process, each fellow and host will complete and sign a ratification document.

## **7. Host-Fellow Relationship**

The Marc Hershman Marine Policy Fellowship is a learning experience and a unique educational opportunity. Through these fellowships, hosts provide fellows with increased knowledge relative to ocean and coastal resources and policy. The fellow and host must be sensitive to each other's mutual responsibilities in achieving a balance between office and educational demands. The fellow should honor the working protocols of the host office and contribute to useful and relevant products. The host is expected to provide opportunities for involvement in substantive issues that honor the fellow's professional, educational and developmental goals. This can include encouraging fellows to attend hearings and lectures and to participate in field research that relates to office goals and the

fellow's personal interests. The fellow and host should treat each other in a professional manner at all times.

#### **a. Specific Items Requested of Host**

- Inform the fellow of any useful meetings or conferences prior to the start of the fellowship. Although not obligated, the fellow should try to attend recommended events.
- Maintain contact with the fellow prior to arrival. Arrange start date with fellow.
- Provide space, Internet access, needed equipment (e.g., computer, phone) and general office information and paperwork (e.g., forms for obtaining an ID, who to contact for general office support), prior to the fellow's arrival.
- Provide print and/or online information to fellow prior to arrival (optional).
- Allow the fellow broad exposure to the issues and projects in the office. This may include meetings with other staff or participating in joint projects with other offices. Regularly scheduled meetings between fellow and supervisor(s) are encouraged.
- At the start of the Hershman Fellowship, review office policies including work hours, time for fellow to work on school commitments (if any), vacation time and sick leave and attendance at conferences, hearings, and meetings. The host office should grant reasonable sick leave and vacation time in accordance with state standards. Time spent outside the office on academic requirements, conference attendance and other fellowship-related travel is not to be considered sick leave or vacation time. Fellows may not be penalized for time spent outside of the office for any of the reasons noted in this section. Credit hours should be considered in circumstances where fellows are required to work more than 40 hours in any given week.
- Host offices are asked to provide clear expectations and guidance for fellows with respect to these items.

#### **b. Specific Items Requested of Fellow**

- Maintain contact with the host office and supervisor prior to arrival. Arrange start date with host office.
- At the start of the fellowship, review office policies regarding work hours, time needed (if any) for school commitments, vacation time and sick leave and attendance at conferences, hearings and meetings.
- Fellows are asked to make their expectations clear with respect to these items.

### **8. Conflict Resolution**

Participation in the fellowship program is a privilege for both host offices and fellows. Acknowledging this privilege, each fellow must demonstrate diligence and adaptability to the host office environment. Likewise, the host office should be sensitive to the fellow's educational needs. If a conflict arises, the fellow or host supervisor should contact the WSG Director or Fellowship Program Manager. WSG will work to facilitate a resolution of any problem in consultation with and consideration of the mutual rights and interests of

the fellow and host supervisor. Although every effort will be made to address problems within the host-fellow agreement, WSG reserves the right to terminate or reassign the fellowship if no other satisfactory solution can be agreed on.

## **9. Funding**

The total award for each fellow is \$45,000 per year. Each host agency is expected to provide at least half of the cost for its fellow.

## **10. Reporting Requirements**

WSG will send out reporting forms to fellows following the end of the fellowship and will track educational and career path of fellows. Regular contact between WSG and fellows will occur throughout the year.

## **11. Travel**

The host office and WSG Director must approve all travel in advance. A letter of request (paper or email) should be initiated by the fellow and approved by the host office supervisor. This letter will be sent to WSG, explaining the educational value of the travel, contribution to the fellowship and approximate costs. The process must be completed well in advance to ensure adequate opportunity for the host office and WSG Director's comment and approval. If the travel is in question, the WSG Director will mediate the situation as needed.

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