

WOODS HOLE OCEANOGRAPHIC INSTITUTION
ACADEMIC PROGRAMS OFFICE

The following are the **highlights** for the **2007 Summer Student and Minority Student Fellowship admissions** season:

- SSF/MF applications are due February 15 and will be ready for committee review Monday, February 26
- All applications are in Shona's office in APO/Clark 223
- Each committee member has a three-ring binder in the APO office with evaluation forms to be completed for each applicant. Also in APO is a folder for each member for additional evaluations as files become complete.
- Initial and date each file you review keeping your rankings, notes and evaluations separate from the applicant's file
- Review files in APO Office or CICOR Office; Sign out any file you take; Do not take files for more than two hours
- Scale for reviewing is "1.0" for best to "4.0" for worst i.e. 1.1, 1.2, 1.3, etc.
- Read all your department files and create a short list of about 10 admissible candidates and submit to Shona by Thursday, March 8
- Read all departments' short-listed files and rank them using the same scoring system **by noon** on Tuesday, March 20. Give all rankings to Shona. Consult your department to confirm sponsors for each applicant.
- Final decisions will be made by SSF/MF Committee on Wednesday, March 21 at the Final Ranking Meeting. This includes naming alternates.
- The Academic Programs office has budgeted 50 hours for your work on this committee. Your time should be charged to your department faculty project number.
 - 48050 – Biology
 - 48100 – Marine Chemistry and Geochemistry
 - 48150 – Geology and Geophysics
 - 48200 – Engineering
 - 48250 – Physical Oceanography
 - 48350 – Marine Policy