

You can always learn at ARL!

EDUCATIONAL PROGRAMS & ASSISTANCE

Revised 15 May 2007

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REFERENCE:

1. UT Austin Handbook of Operating Procedures, [Section 7.E.4](#)
2. UT Austin Policy [Memorandum 8.203](#)
3. Federal Acquisition Regulation (FAR)

PURPOSE

To describe the educational programs available for ARL employees and to outline qualifications and conditions for application and participation.

DISCUSSION/GENERAL INFORMATION

1. ARL Human Resources and Educational Programs Coordinator will prepare reports after each semester detailing cost of programs by laboratories, accounts charged, exceptions, etc., for Educational Programs Coordinator/Executive Director/Directors/Assistant Directors review. These reports will be prepared for all programs.
2. All programs reimburse at UT Austin in-state tuition rate. Reimbursements of any tuition and fees for the Graduate Student and Undergraduate Student Scholars Programs are considered compensation and are taxed accordingly.
3. Any exceptions to policies described herein will require special justification by Laboratory Director/Assistant Director and approval by the Executive Director.
4. ARL staff programs require coursework/degree relevancy and supporting statements that show or establish logical or causal connection between the coursework or degree sought and work done at ARL. These supporting statements will be required for review and approval. Work done at ARL includes research, technical, and support related activities. It is expected that statements of relevancy will attest that the coursework or degree sought will be beneficial to the employee and ARL. Individual Directors or Assistant Directors may request Directors/Executive Director review of applications for reimbursement where relevancy is not clearly justified.

5. Any of the programs funded by ARL (either IR&D or contract funds) are subject to revision and/or cancellation without notice at the end of any semester.

For guidance or further information regarding the Graduate Student or Undergraduate Student Scholars Programs, e-mail students@arlut.utexas.edu

For all other educational programs described herein e-mail education@arlut.utexas.edu

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Full-Time Staff -- Employee Course Reimbursement Program

UT Austin Staff Educational Benefit (SEB)

The University of Texas at Austin has a Staff Educational Benefit (SEB) that is applicable to full time employees who meet certain requirements. Details of the UT Austin SEB can be found at <http://www.utexas.edu/hr/staff/edben.html>. A key element of this program is that an employee must claim this benefit by a certain deadline. A summary of this program follows:

SEB Benefit Eligibility: An active employee is eligible for the benefit if he or she has been appointed as a full-time (40 hour per week) employee for at least twelve (12) continuous months as of the first day of class of the semester and has been regularly admitted to the University as a degree-seeking or non degree-seeking student. The benefit is not available to faculty or to students employed in positions that require student status as a condition of employment.

Applying for SEB: An eligible employee admitted to the University and registered for a specific semester applies for the benefit online. In all cases, an employee must apply for the benefit by 4:30 p.m. on the 12th class day of the semester for which they want the benefit applied. However, employees are encouraged to apply for the benefit as soon as possible after registering for classes.

Supervisory approval is not required for an eligible employee to apply for and receive the SEB. However, under [Section 7.E.4](#) of the Handbook of Operating Procedures, supervisory approval is required to take course work during the workday. For further information, please refer to the policy.

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ARL's Educational Benefits

ARL:UT Supplement to SEB

In addition to the UT Austin SEB, a full time staff member has several opportunities within ARL for tuition and required fee reimbursement at *in-state tuition rates* as well as

flexibility in work schedule for college coursework. This requires that the coursework or degree sought be relevant to work done at ARL. If coursework is determined to be relevant, the employee is in good standing and has supervisor approval, and arrangements are made for proper disposition of the employee's work, the following applies as long as this program remains in effect:

For full time staff members enrolled at UT Austin and eligible for SEB, flexibility in work schedule may be allowed to attend a 3 hour course if in accordance with Item 4 above (work relevancy). ***NOTE: If an employee is eligible for the UT Austin SEB but does not claim the SEB benefit by the required deadline, ARL will not reimburse the course tuition and fees.*** In those limited number of cases where a full time staff member is enrolled at UT Austin but is not eligible for the UT Austin SEB, ARL may reimburse tuition and fees for 3 hours of coursework and flexibility in work schedule may be allowed to attend the 3 hour course, again in accordance with Item 4 above (work relevancy).

For full time staff members enrolled at other accredited colleges or universities, ARL will reimburse tuition and fees for cost per class not to exceed that of a comparable 3 hour course at UT Austin and with an annual maximum of 3 courses per UT Austin academic year. Flexibility in work schedule may be allowed to attend a 3 hour course, in accordance with Item 4 above (work relevancy).

The above applies to undergraduate or graduate coursework; any course to be reimbursed by ARL must be completed with at least a "C" for an undergraduate course, or a "B" in a graduate course. Full time employees wishing to take advantage of the above ARL programs should complete Form [PERS-54](#) (only available to current ARL staff) to apply, in addition to applying for the UT Austin SEB if they are eligible. This application form (with supervisor's and Director/Assistant Director's approval) must be submitted to the ARL Educational Programs Coordinator prior to enrollment in the class for which reimbursement is requested. Reimbursement is processed after grades and tuition/fee bill are provided to the ARL Educational Programs Coordinator to include with the initial application form.

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Graduate Student Program

For UT Austin graduate students employed by ARL as Graduate Research Assistants ARL will reimburse in-state tuition and fees each semester as long as the following requirements are met and as long as this program remains in effect:

1. Student has been officially accepted to UT Austin graduate school and is in attendance. (Attendance for graduate students means registering for nine hours for the long sessions and three hours for the summer sessions.)

2. Student has been appointed by ARL as a Graduate Research Assistant for an entire long semester or through 8/31 for the summer sessions. The appointment must be effective on or before the 12th class day of the long semester; 4th class day for a summer term. Course of study must be relevant to the work of ARL. Non-resident students in certain titles should be aware that degree related university employment of half time or more for that semester entitles them to [resident tuition](#) (see section on **Resident Tuition Entitlement Eligibility** (Revised June, 2003) for linking to the form.)
3. Cost of tuition/fees must be approved by the Contracting Officer if contract funds will be used.

Student will be requested to repay the semester's in-state tuition and required fees on a pro rated basis if: the GRA appointment is terminated prior to the end of the semester, the student fails to meet the above requirements for the entire semester, or the student fails to perform the required duties of the position.

Graduate students wishing to take advantage of the above ARL program should complete Form [PERS-53](#) (only available to current ARL staff) as soon as possible after the beginning of the semester. The ARL HR Office will notify the graduate student via e-mail that reimbursement has been approved and processed internally (including reminder to check "What I Owe"/UT Direct for taxes due).

Graduate students employed by ARL as Student Technicians because they do not meet the requirements of the GRA title will be considered for tuition reimbursement on a case-by-case basis. If a graduate student has a scholarship or fellowship that specifies payment of tuition and fees [and bill is reduced accordingly], ARL will reimburse for balance of bill only.

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McKinney Fellowship in Acoustics

In recognition of the importance to ARL of a strong graduate program in acoustics at The University of Texas at Austin, ARL will provide funds for up to three fellowships to be awarded to U.S. citizen graduate students pursuing dissertation or thesis topics in acoustics. These fellowships will consist of:

A Graduate Research Assistant (GRA) appointment for at least 20 hrs/wk during each semester of the fellowship award. GRA position at ARL will be in accordance with ARL's established graduate student appointment and salary guidelines.

Payment of tuition and fees for each semester and reimbursement of other approved related expenses such as travel to attend meetings related to research work in acoustics.

A one time initial \$3000 lump sum payment to the fellowship recipient payable at the beginning of the first semester of employment.

The terms and conditions for these fellowships are outlined below.

Student Requirements

Enrollment at UT Austin as a full time graduate student during semester(s) of award.

Dissertation/thesis research in an acoustics topic relevant to ARL's research and development programs.

U.S. citizenship is required.

Continuation of the fellowship will be contingent on satisfactory progress toward degree. Master's candidates are expected to complete their degree requirements in two years. PhD candidates will be allowed three years to complete their degree. A fourth year will be granted when satisfactory progress is being made toward completion of the dissertation.

Research Supervision

Dissertation/thesis supervision by a UT faculty member whose principal research interest is in the field of acoustics. The faculty member should have a concurrent appointment at ARL as a research professor.

It is preferred that in addition to the ARL research professor, at least one other ARL research staff member also be appointed to the student's thesis or dissertation research committee.

Selection Guidelines

ARL Executive Director and Coordinator of Basic Research will make the final selection of the recipient of the fellowship from nominations provided by UT acoustics faculty members. Nominations should include the supporting documentation normally included with the Graduate School application, plus the faculty member's recommendation explaining proposed area of research in acoustics.

One student per year may be selected. The total program membership should not exceed three students at any given time. PhD candidates will be preferred.

Faculty member will be notified of selection via letter from Executive Director.

Faculty member will notify student of fellowship award, and will notify ARL of student's decision to accept or reject fellowship.

ARL HR Office and Educational Programs Coordinator will be notified of fellowship award (complete Form Pers-58) after faculty member receives acceptance from student

Interview Travel

Reimbursement will be considered

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Undergraduate Student Scholars Program (effective 6/1/2007)

Undergraduate students enrolled at UT Austin are employed by ARL in part-time non-academic student positions, either as Student Associates, Senior Student Associates, Student Technicians, Co-op Interns, or in an academic Undergraduate Research Assistant position. An undergraduate student that meets the following requirements may be eligible for reimbursement of a portion of in-state tuition and required fees commensurate with semester total work hours during his/her employment at ARL as long as this program remains in effect. Eligible students must:

1. Be classified as a Junior or Senior.
2. Have a cumulative GPA of at least 3.5 **or** a cumulative GPA of 3.0 with at least a 3.5 GPA for the prior long semester.
3. Be enrolled as a full time student at UT Austin unless student is within two long semesters of degree completion (where full time enrollment is waived by UT Austin), and be eligible for re-employment for the next semester. For otherwise qualified Seniors completing their last semester prior to their degree award, the latter requirement is waived and reimbursement is at Director's or Assistant Director's discretion.
4. Be hired by the 12th class day (long semesters) or the 4th class day of the summer semester.
5. For spring or fall semesters, work a minimum numbers of hours per week from the beginning of the semester through approximately the end of classes or finals for the semester, as indicated below (for appointments in an hourly paid status, the requirements must be met based on the average of **actual work hours** per week, not just "appointed" hours). The applicable tuition reimbursement will be:

\$2500, if working an average of no less than 20 hours per week

\$2000, if working an average of no less than 15 hours per week

\$1500, if working an average of no less than 12 hours per week

The payment of the appropriate amount will be processed at the end of each semester after the required minimum number of work hours for each award level have been verified by the ARL Accounting Office (see dates in [Administrative Procedures for Undergraduate Scholars Program](#) - only available to current ARL staff). If the undergraduate scholar has a scholarship or fellowship that specifies payment of tuition

and fees [and bill is reduced accordingly] or as allowed by policy a student is taking less than 12 hours per semester, ARL tuition reimbursement will be for eligible amount or balance of bill, whichever is less. For undergraduate scholars who leave ARL employment prior to end of the semester, tuition reimbursement will be considered on a case-by-case basis.

6. For the summer semester, undergraduate scholars may be reimbursed for no more than 3 course hours for all (not each) summer sessions if appointed by the 4th class day and working an average of at least 20 hours per week, to be calculated from 1 June through 31 July. This assumes that student meets requirements in items 1, 2, and 4 above, and is eligible for re-hire for the fall semester. Payments will be processed after assessment of the minimum work hour requirement following the end of classes for the final summer session.

Co-op Internships:

ARL will reimburse for the one-hour “Co-operative Education Course” during the student’s Co-op Intern appointment. If a Co-op Intern is permitted to enroll for more than the one-hour course (by his/her Co-op office), and the coursework is outside the 40 hour work week, ARL may consider reimbursement for the additional coursework.

If the Co-op Intern is reappointed for a second internship semester, tuition assistance will also be considered for the **long academic semester between the first two internship semesters (first interim semester)** if the Co-op Intern was at least a Junior and had a cumulative GPA of 3.5, or 3.0 cumulative with at least a 3.5 for that interim semester. A payment of \$2500 will be processed at the beginning of the second internship semester after confirmation that the returning Co-op Intern has met all of these requirements. This tuition assistance would also be applicable for an additional long semester between the second and third internship semesters, if the Co-op Intern again meets all other stated requirements. (If for some reason, the interim semester tuition/required fees is less than \$2500, the lesser amount would be paid.)

Honors Summer Internship Program (Competitive)

The Honors IR&D Summer Internship program is a competitive program that consists of a summer internship for undergraduate students at The University of Texas at Austin with potential for continued part-time student employment. The purpose of this program is to provide the selected students with exposure to sponsored research and development dedicated to improving our national security, and to provide incentive for further academic development. Eligible students are selected from a list of candidates provided by the Deans of Engineering and Natural Sciences of UT Austin, and must meet the following criteria to be considered.

1. Be enrolled at UT Austin as a full-time student and have completed three semesters at UT Austin.
2. Have a cumulative GPA of at least 3.5.

3. Be a U. S. citizen.
4. Have a major area of study that is relevant to work currently being performed at ARL.
5. Have an interest in continuing to work at ARL on a part-time basis after the summer internship. A student who continues to work during the long semester(s) after the summer internship may be eligible for partial reimbursement of tuition and fees if he or she meets the criteria of ARL's Undergraduate Scholars Program.

Early in the spring semester, students meeting preliminary selection criteria will receive an e-mail from ARL's Educational Programs Coordinator inviting them to a seminar conducted by ARL representatives. The seminar will provide information about ARL and our educational programs. After the seminar, interested eligible students must complete the application forms and submit the completed forms to be considered for the summer internship.

Selection to the program will be made by a committee including the Executive Director of ARL, the Educational Programs Coordinator, and other representatives of laboratories as appropriate. On-site interviews of finalists are required.

Applicants selected for the internship will be notified and will be required to confirm acceptance.

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High School Apprenticeship Program (Competitive)

The High School Apprenticeship Program is a competitive program for graduating seniors of Texas high schools primarily in the local Austin area. The purpose of the program is to provide the selected students with exposure to laboratory research and development and to provide a "recent high school graduate about to be a college student" with an idea of what scientists and engineers do in their chosen area of work. Area high schools are notified of the program, and graduating seniors who have an interest in engineering, computer science, physics, and math and who will attend a senior college in the fall are invited to apply. Preference is given to students who will be attending UT Austin, and U. S. citizenship is required.

The apprentices are selected by a committee including the Executive Director of ARL, the Coordinator of Basic Research, and the Educational Programs Coordinator, a representative of ARL HR, and other representatives of laboratories as appropriate. The apprentices are appointed to a full-time summer position at the laboratory and are assigned a task that can be completed during the summer. Each apprentice is assigned to a research staff member/mentor who guides his/her work during the summer. At the end of the summer the apprentices give a poster presentation about their projects to the Directors, parents, and interested ARL staff. Project reports are consolidated into an ARL

technical report for distribution to the Office of Naval Research, UT Austin's Vice President for Research, counselors at participating high schools, and internally to ARL.

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