

NOAA Experiential Research/Training Opportunity (NERTO) for EPP-CSC Students

Mentor Instructions

The NOAA Student Scholarship Internship Opportunity (SSIO) portal is designed for managers and mentors to submit activities for experiential research/training opportunities for [Educational Partnership Program \(EPP\) Cooperative Science Center \(CSC\)](#) students.

The SSIO is accessed on the web at <https://oedwebapps.iso.noaa.gov/ssio/>. Mentors must have a noaa.gov email address to access this portal. Non-NOAA mentors create the experiential opportunity and mail as an MS Word document to, oed.epp10@noaa.gov. EPP-CSC Program will upload the non-NOAA-host mentor opportunity for EPP-CSC Student(s) to the SSIO online system.

NOTE: Internship opportunities created for CSC students **must be tagged in the title as: - For CSC Students**. When creating an experiential opportunity, the NOAA manager/mentor selects CSC from the NOAA Organization drop-down menu. Opportunities for CSC students can be entered into the SSIO system at any time.

SSIO Snapshot - Creating EPP-CSC Student Experiential Opportunities at NOAA Facilities

<https://oedwebapps.iso.noaa.gov/ssio/RegistrationForm.aspx>

NOAA OFFICE OF EDUCATION
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student Scholarship Internship Opportunity (SSIO) Online System

[Main page](#)

SSIO Mentor Registration

Mentor's Information

Name (First, Last):

Phone Number: Ext.

Fax Number:

NOAA Email:

NOAA Organization:

Program Office:

Mailing Address:

Location (City, State, Zip):

Login Information

Create Password: (5 to 20 characters)

Confirm Password:

Recovery Question: (200 max)

Recovery Answer: (200 max)

Revised September 14, 2012 | [Questions, Comments? Contact Us](#) | [Privacy Policy](#) | [NOAA Disclaimer](#)

Access SSIO portal, <https://oedwebapps.iso.noaa.gov/ssio/>.

There is no cost to the NOAA host facility. These students are supported by the EPP Cooperative Science Center during their engagement at the NOAA facility, in the NERTO.

What kind of opportunities are to be considered?

- A discrete research or program activity that is relevant to the NOAA mission and is in a scientific or technical area aligned with the EPP Cooperative Science Center (CSC) award.
- Mentor will identify time and duration: minimum length of 10 continuous weeks - maximum length of 1 year (start/end times can be negotiated with the EPP Science Center) for EPP-CSC students in a NERTO.
- Only a single fiscal year commitment will be considered, can be renewed with Program approval.
- All opportunities are for **post-secondary CSC students** (baccalaureate through PhD programs).

How are matches made between EPP Science Center students and NOAA/Experiential facility? EPP

Cooperative Science Center staff work with CSC students to identify opportunities and work directly with NOAA Office/internship facility where the experiential opportunity originates.

Synopsis:

Host/Mentor(s) for internship identify or create experiential opportunities for EPP Cooperative Science Center students. All experiential opportunities must be uploaded through the existing NOAA Student Scholarship Internship Opportunity ([SSIO](#)) online system.

IMPORTANT: To identify opportunities for EPP Cooperative Science Center students, add the tag, **(CSC Students)**, at the top of the opportunity or in the title. **(CSC Students)** should be clearly specified – include both parentheses.

EPP-CSC Student Internship Opportunity Requirements:

- Title:** EPP-CSC Student Internship Opportunity title must include: **FOR CSC STUDENT**;
- NOAA Mission Goal:** Select NOAA goals aligned with the internship;
- Objective:** Describe hypothesis/objective(s) for the experiential research and training opportunity;
- Academic Status:** Identify undergraduate or graduate student degree level:
 - If both undergraduate and graduate EPP-CSC students are eligible for internship – two opportunities **must** be created in the SSIO online system.
 - Distinguish between undergraduate and graduate student experiential opportunity by indicating in the title:
 - undergraduate student experiential opportunity; and,
 - graduate student experiential opportunity;
- Discipline:** Select areas/all of the academic disciplines the EPP-CSC student can determine best fit;
- Internship Location:** Identify City, State;
- Intern Duties/Responsibilities:** List specific tasks and procedures the EPP-CSC student will perform associated with the project;
- Identify Special Skills or Training Required:** The objective is for the EPP-CSC student to learn or enhance skills, techniques, and experience hands-on research or educational activities applicable to a career in NOAA-mission sciences/technology, STEM areas related to natural resource management, and NOAA-social science;
- Expected Outcomes:** Describe benefits - to student, increased knowledge content in NOAA mission-science and technology, and related lab/facility programs;
- Application Submission:** Describe requirements for application to at a minimum include: (i) Due date to: oad.epp10@noaa.gov; (ii) personal statement of interest in the opportunity; (iii) up-to-date resume; and (iv) three letters of reference – one of which must be from the CSC Center Director;
- Guidance/Supervision:** What type of guidance will student be given and by whom? Also, include specific information related to EPP-CSC student application procedure/selection procedure as applicable for the internship opportunity;
- Co-Mentor's Information (Optional); and,

M. Travel Information: Purpose, Description, Student's Role, Mode of Transportation, Date(s), Destination, Estimated Cost, Sources of Funding.

NOTES - When creating an EPP-CSC Student NERTO in the SSIO online system:

1. SSIO will timeout 20 minutes after start of data entry for student experiential opportunity;
2. Develop experiential opportunity and save in a file. Copy and paste data from file into relevant fields in the SSIO [<https://oedwedapps.iso.noaa.gov/ssio/>] online system.

Queries: oed.epp10@noaa.gov or audrey.trotman@noaa.gov or 301-628-2902.