NOAA Graduate Student Opportunities
Mentor Instructions

Thank you for your interest in mentoring a graduate student. Student interns studying in NOAA mission fields may be hosted at minimal cost to mentors and NOAA facilities. Graduate students are available to complete internships lasting up to one year. Students are provided through two programs:

- NOAA's Educational Partnership Program with Minority Serving Institutions (EPP/MSI) provides students from four Cooperative Science Centers (CSCs) in:
  - Atmospheric Sciences & Meteorology
  - Coastal and Marine Ecosystems
  - Living Marine Resources
  - Earth System Science & Remote Sensing Technologies
- National Science Foundation (NSF) Graduate Research Internship Program (GRIP) provides students supported through NSF Graduate Research Fellowships or by research grants from the Geosciences directorate.

Submitting a Graduate Opportunity

Prospective mentors must be Federal employees, while co-mentors may be contractors or NOAA partners. Mentors may submit an opportunity by filling out a template in the Office of Education (OED) Student Scholarship Internship Opportunities (SSIO) online system. Projects must be appropriate for a graduate student and aligned with NOAA's mission. Proposed projects are reviewed by OED staff prior to making them available to students. A student-mentor proposal may be developed independently of the system, but must be submitted in to SSIO for final approval from OED.

Timeline

Graduate opportunities may be submitted to the SSIO at any time during the year.

- Summer EPP/MSI Graduate Student applications are due January 15th and May 31st, and are submitted through the CSC for initial review before being forwarded to NOAA. Graduate Students participating in non-summer internship opportunities may apply on a rolling basis as opportunities become available.
- NSF GRIP applications are due December 6th and May 6th and are submitted to NSF. After a review for minimum qualifications, NSF transmits successful applicants to NOAA for final review and approval.
- The NOAA host mentor, in collaboration with the student (and academic advisor for CSC), determines the duration of the internship per the following guidance: a graduate-level internship must be no less than 12 continuous weeks, and no more than one year of continuous co-location at the NOAA facility.

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Instructions for Creating an Opportunity in the SSIO online system:

- **IMPORTANT: The SSIO will timeout 20 minutes after start of data entry for a student opportunity.** To avoid timing out of the system, we recommend developing the opportunity in Word, then copying data into relevant fields in the SSIO. The online template is provided at the end of this document.
- **Intern Duties/Responsibilities:** List specific tasks the student will perform associated with the project, as well as start and end dates, if known.
- **Identify Special Skills or Training Required**: In addition to required skills, include opportunities for training and development.
- **Expected Outcomes:** Describe benefits to host office and student.
- **Guidance/Supervision:** Include description of guidance and contact information.
- **Co-Mentor's Information** if applicable.
- **Travel Information** if required during the internship. Do not include travel to and from internship site.

Frequently Asked Questions

1.) What are the responsibilities of the NOAA host office?

Host offices complete the badging process for graduate students, and provide computers, space, and research supplies. Mentors oversee student progress and assure student experiences meet expectations.

2.) Is there a cost to the NOAA facility for hosting a graduate student?

- Students are fully funded through EPP/MSI or NSF. NSF students are provided $5,000 for travel or research in addition to the academic stipend. Any additional costs are paid by the host office.

3.) What kind of opportunities may be considered?

- A discrete research project that is relevant to the NOAA mission and is in a scientific, policy, operations, management or technical area aligned with the EPP Cooperative Science Center award or the NSF Graduate Fellow's interest. Internships are 12 weeks to one year in duration.

4.) How are matches made between graduate level students and NOAA mentors?

- The EPP Cooperative Science Center academic mentor works with CSC students to identify opportunities and work directly with NOAA mentor where the experiential

opportunity originates. Similarly, NSF Graduate Fellows may work with NOAA mentor to develop an opportunity.

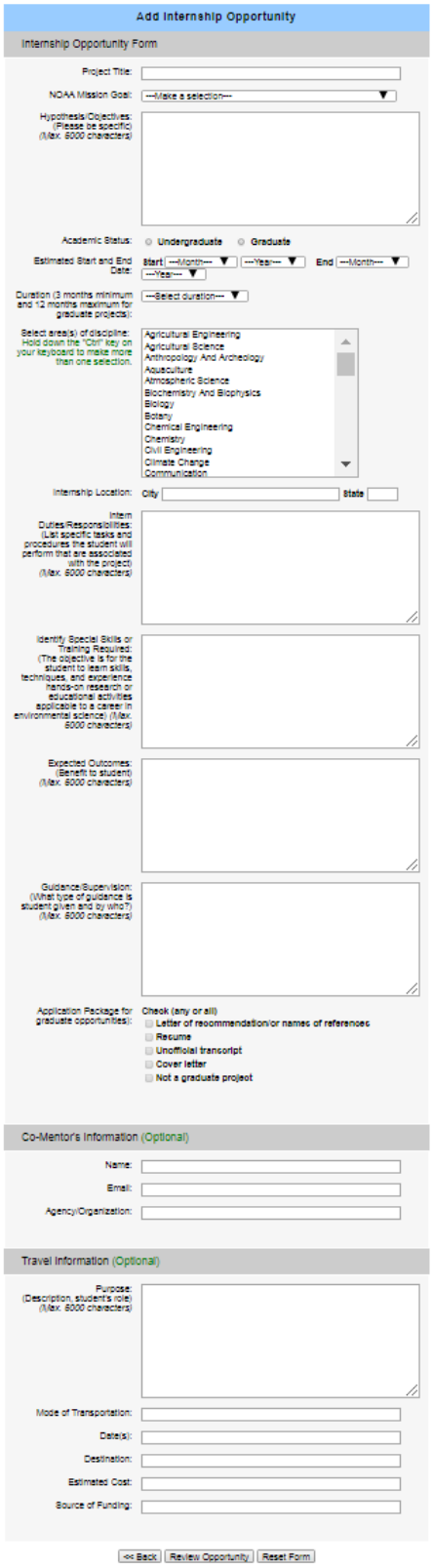
5.) How do graduate students apply for the NOAA opportunities?

- EPP/MSI students work with academic advisors and submit applications through their CSCs. OED completes an administrative review prior to forwarding applications to host mentors for final review and selection.
- NSF GRIP students submit applications in December and May through NSF FastLane. NSF completes an initial review and forwards successful applicants to OED. OED provides the applications to the host mentors for final approval. Students may contact mentors prior to completing the application.
- Students may also contact a potential mentor directly to develop an opportunity. These opportunities must meet program goals and be submitted to the SSIO for final approval.

Contact

Mentors and co-mentors may contact NOAA OED at oed.epp10@noaa.gov or (301) 628-2905 for questions or more information.

SSIO Template for Graduate Opportunities (See next page)



Add Internship Opportunity

Internship Opportunity Form

Project Title:

NOAA Mission Goal: ---Make a selection---

Hypothesis/Objectives: (Please be specific) (Max. 6000 characters)

Academic Status: Undergraduate Graduate

Estimated Start and End Date: Start ---Month--- ---Year--- End ---Month--- ---Year---

Duration (3 months minimum and 12 months maximum for graduate projects): ---Select duration---

Select area(s) of discipline: Hold down the "Ctrl" key on your keyboard to make more than one selection.

Agricultural Engineering
Agricultural Science
Anthropology And Archeology
Aquaculture
Atmospheric Science
Biochemistry And Biophysics
Biology
Botany
Chemical Engineering
Chemistry
Civil Engineering
Climate Change
Communication

Internship Location: City State

Intern Duties/Responsibilities: (List specific tasks and procedures the student will perform that are associated with the project) (Max. 6000 characters)

Identify Special Skills or Training Required: (The objective is for the student to learn skills, techniques, and experience hands-on research or educational activities applicable to a career in environmental science) (Max. 6000 characters)

Expected Outcomes: (Benefit to student) (Max. 6000 characters)

Guidance/Supervision: (What type of guidance is student given and by who?) (Max. 6000 characters)

Application Package for graduate opportunities: Check (any or all)

- Letter of recommendation/or names of references
- Resume
- Unofficial transcript
- Cover letter
- Not a graduate project

Co-Mentor's Information (Optional)

Name:

Email:

Agency/Organization:

Travel Information (Optional)

Purpose: (Description, student's role) (Max. 6000 characters)

Mode of Transportation:

Date(s):

Destination:

Estimated Cost:

Source of Funding:

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