

NOAA Student Scholarship Internship Opportunities (SSIO) Mentor Instructions For Graduate Opportunities

The NOAA Student Scholarship Internship Opportunity (SSIO) portal is designed for managers and mentors to submit internship opportunities for graduate level 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 (NOAA contractors) may create an internship opportunity and mail as an MS Word document to, Graduate.Opportunities@noaa.gov. The Program Manager will upload the non-NOAA-host mentor opportunity for graduate students to the SSIO online system.

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

Creating Graduate Level Student Internship Opportunities at NOAA Facilities

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

What kind of opportunities may be considered?

- A defined research project or program activity that is relevant to the NOAA mission and is in a scientific or technical area aligned with NOAA's mission.
- Mentor will identify time and duration: minimum length of 12 continuous weeks - maximum length of 1 year (start/end times are negotiated with the graduate student).

Synopsis: Host/Mentor(s) for internship identify or create an opportunities for graduate level students. All experiential/internship opportunities must be uploaded through the existing NOAA Student Scholarship Internship Opportunity (SSIO) online system.

IMPORTANT: To identify opportunities for graduate level students, select *Graduate Students option*.

SSIO Account Creation Instruction

- A. Click on Create Login Account Button
- B. Complete Registration Form
- C. Return to Main Page and Login with SSIO Account Information
- D. Click on Add Internship on the Menu Bar
- E. Complete Required Information as indicated below.

Graduate Student Internship Opportunity Requirements:

- A. **Title:** Graduate Student Internship Opportunity title must include: **FOR GRADUATE STUDENTS;**
- B. **NOAA Mission Goal:** Select NOAA goals aligned with the internship;
- C. **Objective:** Describe hypothesis/objective(s) for the internship research and training opportunity;
- D. **Discipline:** Select areas/all of the academic disciplines the graduate student can determine for the best fit;
- E. **Internship Location:** Identify NOAA facility, City, State;
- F. **Internship Duties/Responsibilities:** List specific tasks/activities and procedures the student will perform associated with the project;
- G. **Identify Special Skills or Training Required:** The objective is for the 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 social sciences;
- H. **Expected Outcomes:** Describe benefits - to student, increased knowledge content in NOAA mission-science and technology, and related lab/facility programs;
- I. **Application Submission:** Describe requirements for application to at a minimum include: (i) Due date to: Graduate.Opportunities@noaa.gov; (ii) personal statement of interest in the opportunity; (iii) current resume; and (iv) document indicating graduate status; and, (v) funding source
- J. **Guidance/Supervision:** What type of guidance will student be given and by whom?
- K. Co-Mentor's Information (Optional); and,
- L. **Travel Information:** Purpose; Description; Student's Role; Mode of Transportation; Date(s); Destination; and, Estimated Cost.

NOTES - When creating an opportunity in the SSIO online system:

1. The SSIO will timeout 20 minutes after start of data entry for student internship opportunity;
2. Develop internship 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.

For Queries please contact: Graduate.Opportunities@noaa.gov