

NOAA EPP-CSC 2013 Internship Opportunities Search and Selection Process

(Please read these instructions in its entirety)

After logging in, follow this complete list of instructions for searching and applying for an internship. The internship approval process and site visit travel request procedures are also provided.

NOTE: The internship opportunities on this site are restricted to students attending the NOAA EPP Cooperative Science Centers.

1. CSC students may search for opportunities:
 - by entering a keyword (example: type “web site” for opportunities that include website development/update),
 - by NOAA Organization (click the drop down arrow for complete listing);
 - by State; or,
 - by Academic Status.
2. Search all NOAA internship opportunities on the site. If an internship does not appear in the SSIO on-line system then:
 - **contact** that mentor and request they enter the internship opportunity position into the SSIO on-line system; and,
 - **send** an e-mail to oed.epp10@noaa.gov to inform EPP-CSC that a match has been made. Copy the mentor on all communication. The CSC student’s name and the title of the position should be contained in the e-mail.
3. After CSC student identifies an internship opportunity of interest:
 - **follow** the guidance provided in the description for that opportunity; and,
 - **contact** the mentor listed in the Contact Information section via e-mail or by phone.
4. The CSC student and mentor should discuss the logistics for an interview that may include a visit to the internship facility.
5. Site Visit scholar and the mentor must:
 - **discuss** the project in further detail;
 - **meet** the staff;
 - **locate** possible local housing; and,
 - **assess** the local transportation requirements.
6. The CSC student and potential mentor agree which is the best CSC student fit for the internship. CSC student:
 - **sends** an e-mail to oed.epp10@noaa.gov, with a copy the mentor, and include the project title, and,

- **indicates** that the selected internship opportunity has been selected.
7. After the internship match has been approved, the opportunity will no longer be available in the SSIO system.
 8. If a CSC student identifies an internship opportunity outside of those submitted by NOAA mentors, the CSC student must:
 - **contact** the NOAA employee and, if an agreement has been reached and have the mentor complete an Internship Opportunity at <https://OedWebApps.iso.noaa.gov/ssio>; and,
 - **e-mail** EPP-CSC [oed.epp10@noaa.gov], with a copy the NOAA mentor, including the title of the project, indicating that an internship has been selected.
 9. The SSIO database will be updated with additional internship opportunities as they are received in OEd.
 - **Log in** frequently to check for additional internship opportunities.
 9. All internship matches **MUST** be finalized and approved before travel begins to the internship.
 10. Travel to the NOAA internship site must be arranged between CSC and internship mentor.
 11. Ensure that you and your mentor **agree on your internship start date**. E-mail internship start and end dates to oed.epp10@noaa.gov.
 12. QUERIES: Direct all inquiries to oed.epp10@noaa.gov or audrey.trotman@noaa.gov or 301-713-9437x155.