

2012 Internship Opportunity Form Mentor Instructions

Internship Opportunity information will be used by Office of Education Student Scholarship recipients exclusively in selecting their 2012 summer internships.

1. **2012 Internship Opportunity (IO) position may only be submitted by NOAA employees.** To serve as a mentor for the recipients of the Office of Education (OEd) Student Scholarship Programs an IO position must be described and submitted in the online Student Scholarship Internship Opportunity (SSIO) System. All projects must be substantive, with a hypothesis or objective(s) and planned outcome(s). Students will be allowed access to the database containing the IO position information starting October 1, 2011 through March 30, 2012.

The OEd Undergraduate scholars are expected to participate on a project directly related to the NOAA-mission related sciences. Please select the NOAA long-term goal or enterprise objective from the drop down box that your summer project is associated with. Hollings scholars majoring in science teacher education may participate in projects involving outreach.

2. Co-mentors who are not NOAA employees may participate and even lead the scholar's project under the endorsement of a NOAA scientist. The co-mentor must work at the facility where the project is located. NOAA employees may submit an IO on behalf of a non-NOAA scientist. The non-NOAA scientist must be identified on the IO Entry form.

3. Go to <https://OedWebApps.iso.noaa.gov/ssio>. Create a password that will be associated with the Student Scholarship internship Opportunity form. Login into the system using your NOAA e-mail account and the newly created password for this on-line system.

4. You will be redirected to the SSIO Mentor Management System to create your Profile. Check the Mentor Contact Information for accuracy if there is already a Profile in the system for you. This information may be edited at any time. You may also upload a graphic image (jpeg) that represents your program or office.

5. To create an Internship Opportunity position, Click <Add Internship>. Type in the Title of the Project, Click the NOAA Mission Goal drop down box, Type in the Project Hypothesis/Objective, Click the preferred Academic Status, and Click the area(s) of discipline that the scholar should be majoring in. (You may select multiple disciplines.) Type in the internship location (city, state), duties/tasks/and responsibilities of the scholar participating on the project, type in Special Skills or Training required to effectively function on this project, type in the Expected Outcomes, type of guidance that will be provided to the scholar.

6. To add a Co-mentor enter their name, e-mail address, and Agency/Organization where requested.

7. In the Travel Information section type in the travel that will be conducted during the summer internship. Hollings and EPP scholars do not have a travel budget

during the summer internship. If a mentor wants their scholar to visit another office the mentor is responsible for providing those funds. OEd has not budgeted funds for this type of activity. OEd will make all the arrangements and provide transportation to and from the summer internship site.

8. Click <Submit> if you are satisfied with the information entered.

9. You will be redirected to the Internship Opportunity Entry. The information just created may be reviewed and modified. If you want to change the information contained on the form, Click <Back>. You will return to the Internship Opportunity form and be allowed to change the information. If you are satisfied with the information, Click <Add Opportunity>.

10. You will be redirected to the SSIO Mentor Management system page that will indicate a position was submitted. Scroll down to the bottom of the page to see the Internship Opportunity just submitted is now listed under Pending Approval. Any previously submitted Internship Opportunities that have already been approved are listed under Approved Internship Opportunity. The Mentor will receive e-mail notification that an Internship Opportunity has been submitted to the NOAA Student Scholarship Programs (SSP) Team. Step #5 may be repeated until you have submitted all opportunities you plan to make available to students for the summer of 2012. Mentors may return to the SSIO to add additional Internship Opportunity positions until March 30, 2012.

11. Once the NOAA SSP Team reviews the Internship Opportunity the status will change from Pending to Approved/Disapproved. The Mentor will receive e-mail notification within 2 business days with the status of their Internship Opportunity. An Internship Opportunity that is Disapproved will have comments attached explaining why it was not accepted.

12. A Mentor may modify an Approved Internship Opportunity by Clicking <Edit> on the SSIO Mentor Management System. Note: the Create/Modify Date will change.

13. Mentors may add additional Internship Opportunities until March 30, 2012. Students will be allowed to search the opportunities from October 1, 2011, until March 30, 2012.

14. The Mentor may Search all Opportunities entered into the SSIO database by clicking <Search Opportunities> while in the SSIO Mentor Management System.

15. To exit the SSIO Mentor Management System click <Logout>, you will be redirected to the Main page.

16. NOAA employees selected as mentors for 2012 are required to complete on-line mentor training recommended by the Office of Education if they have not completed mentor training in the past two years. Potential mentors in need of mentor training may visit the Commerce Learning Center at <https://doc.learn.com> and complete the training. Please send your training certificate to StudentScholarshipPrograms@noaa.gov to verify your completion of the course.

17. Students will review only the Internship Opportunities that have been approved and posted in the system. Once the Mentor and the student agrees that a match

has been made the Mentor is to Click <Position Filled> on the SSIO Mentor Management System page. Please send the student's name and the Project Title to StudentScholarshipPrograms@noaa.gov.

18. The NOAA SSP Team will review the match and contact the student and Mentor with additional information upon confirmation of a match.

If you are contacted by a Hollings or EPP scholar: You may be contacted directly by a student and if you agree to serve as a mentor please complete this form on-line at <https://OedWebApps.iso.noaa.gov/ssio> and submit the completed form. Indicate on the form or in an e-mail to StudentScholarshipPrograms@noaa.gov, the name of the student selected for the internship opportunity. All internship opportunities must be submitted through the on-line SSIO system. The Student Scholarship Team will e-mail the mentor and student approval/disapproval of the opportunity submitted.

Host Office: The host office does not enter into an employee/employer relationship with the Undergraduate scholars. You do not need an FTE or funding allocated for the scholar. The Hollings and EPP Undergraduate scholars are merely seeking a summer project and NOAA scientist to guide them through a discrete project.

There is no cost associated with hosting an OEd scholarship recipient. Hollings and EPP scholars do not have a travel budget during the summer internship. If a mentor wants their scholar to visit another office the mentor is responsible for providing those expenses. The OEd has not budgeted funds for this type of activity. However, OEd will make all the arrangements and provide transportation to and from the summer internship site.

During the summer internship the scholar will need an office, computer, printer, telephone, and access to the internet and fax machine. **Scholars are not permitted to drive government vehicles.**

Scholar's Responsibilities: Scholars are required to e-mail the NOAA mentor their resume prior to the site visit. The program requires that the scholar travel during their winter or spring semester break to an approved NOAA site to finalize their summer internship. The site visit (not to exceed three days) provides the student with the opportunity to meet with the NOAA scientist/mentor and other relevant staff to discuss the project in more detail. The student is also allowed time to seek housing for the summer internship during the site visit. The scholar will report to the NOAA approved site on May 29, 2012, to begin the 9-week summer internship. The scholars spend the 10th week in Silver Spring, Maryland, presenting their summer projects.

Background Information on Summer Internship: It is a program requirement for all scholarship recipients to participate in a summer internship prior to the start of their senior year. Scholarship recipients are required to select an internship at a NOAA office or facility during a 9-week summer period. All students are required to participate in a project that can be completed within 9 weeks. The 10th week is spent in Silver Spring, Maryland, at the end of the summer presenting their project to NOAA and other scholarship recipients. Students will receive a bi-weekly stipend payment from NOAA OEd for a maximum of 10 weeks. Students who report to their internship early or stay past 9 weeks will not receive a bi-weekly stipend

payment beyond the 10-week time period.

Most summer internships begin on or about May 29, 2012, and end on July 27, 2012, for students attending colleges and universities on the semester system. Exceptions are granted for scholars attending colleges and universities on the quarter system, who will begin their internships mid-June and end by mid-August. **Scholars may begin their summer internship before or after May 29, 2012, if the mentor approves their new start date. Upon approval by the mentor, the scholar is to send StudentScholarshipPrograms@noaa.gov an e-mail with the new internship start date.** However, all scholars will travel to Silver Spring, Maryland, on July 29, 2012, to present a summary of their project. Scholars starting their summer internships late will return to their NOAA facility to complete the remaining weeks of their internship.

Students and mentors are required to discuss and complete a Project Plan during the first two weeks of the summer internship and submit the signed plan to the NOAA Student Scholarship Program staff. Bi-weekly Project/Research Training Reports are to be submitted to the NOAA Student Scholarship Program staff throughout the duration of the summer internship. NOAA mentors are required to validate the Project/Research Training Reports. NOAA mentors are required to conduct a mid-term assessment of the scholar and a final program evaluation at the end of the summer internship.

NOAA will not approve or pay the cost for students who rent cars during the summer internship. Students are also not permitted to drive a government vehicle. NOAA recommends that students select a summer internship site where there is accessible public transportation if they do not own a car.

The program requires that every scholar give an oral or poster presentation of their summer project at NOAA Headquarters in Silver Spring, Maryland, from July 30 through August 3, 2012, which concludes the 10th week of the summer internship.