



November 8, 2023

Dear Faculty Sponsor:

Thank you for your interest in identifying and nominating students from your campus for the NASA Jet Propulsion Laboratory (JPL) Student Independent Research Internship (SIRI) Program!

The SIRI program will be offering both remote and onsite/hybrid internship experiences for Spring 2024. The internship experience is determined by the JPL mentor and the opportunity. Selected students will receive offer letters that indicate whether their participation will be an onsite/hybrid or a remote experience. Regardless of the experience type, selected students will be required to attend an in-person badge enrollment and fingerprinting appointment onsite at JPL during the first week of their internship.

Additionally, students who apply for the SIRI program are expected to have and be willing to use the equipment/resources listed below. JPL is unable to pay for or reimburse the costs associated with these items.

- an appropriate remote work location (residence is permitted)
- a smartphone
- reliable internet connection

To be eligible for SIRI, students must meet the following requirements:

- STEM major
- Must not have already earned an advanced degree in a STEM field
- Cumulative GPA of 3.0+
- Age 18+
- US citizen or Lawful Permanent Resident with a valid green card
- Currently enrolled in a community college that is a SIRI partner campus AND nominated by a faculty sponsor at that campus
- Must be able to earn academic or independent study credit for the SIRI experience at the college
- Able to intern for 15 hours per week for a 15-week internship period
- Must be willing to participate in virtual intern meetings held on Wednesdays from 12-1pm
- Must be willing to prepare project plans, reports, and deliver a final presentation
- Must complete and submit an online SIRI application by no later than **December 8, 2023**. SIRI Faculty Sponsors are responsible for providing the SIRI application link to nominated students.

Please note the following:

- SIRI is an unpaid internship experience, and students will not receive compensation.
- Students must remain enrolled in their academic or independent study credit hours for the term of the internship.
- Students may only participate in SIRI for one quarter or semester.
- Spring 2024 session is 15 weeks, starting in mid-February and ending in late May.

## INSTRUCTIONS FOR FACULTY SPONSORS

1. Please provide interested students with a copy of the Spring 2024 “Announcements of Opportunity” (AO) and point them to the [SIR website](#). Students should read these announcements very carefully to determine which projects are best aligned with their research interests, skills, and academic background. Students are permitted to apply for a maximum of TWO (2) opportunities.
2. **Provide nominated students with the SIRI application link** and instruct students to submit an online SIRI application by no later than **December 8, 2023**. Students should upload resumes and transcripts directly to the SIRI application site by **no later than 5pm on December 8, 2023**.
3. Faculty Sponsors should nominate students who meet all eligibility criteria and have research interests, skills, and academic criteria that closely match the preferred qualifications listed in the announcements of opportunity. Sponsors may nominate multiple students for the same opportunity.

Please only nominate students if you currently have a mechanism on your campus for awarding units/credits for independent study or internships. A student may not intern under SIRI without being concurrently enrolled in units/credits for their efforts.

4. To nominate students, please **complete the attached spreadsheet for each student** and send to [jenny.tieu@jpl.nasa.gov](mailto:jenny.tieu@jpl.nasa.gov) by close of business on **December 8, 2023**.

Attached Excel spreadsheet should include the following info:

- Student first and last name
  - Institution
  - Major
  - Student email address
  - AO# (can be found at the very top of each announcement of opportunity)
  - Faculty sponsor email address
5. Students are selected for internships by JPL scientists and engineers. Please note that this is a competitive process, and meeting the eligibility requirements for SIRI does not guarantee an internship offer. Offers will be extended via email to students beginning January 2024 and will continue to be extended until all opportunities are filled. Sponsors will be notified via email when an offer is made. Please note that a student may be offered an internship that he/she did not initially apply to, at the discretion of JPL. Students with multiple internship offers will receive information on all projects and given an opportunity to select their preferred opportunity. Additionally, available projects are subject to change without notice.

If you have questions or concerns about the SIRI program, please feel free to contact me via email. Thank you for your support of student research experiences!

Sincerely,



Jenny Tieu  
SIRI Program  
Jenny.Tieu@jpl.nasa.gov