



October 2018

Dear Student:

Thank you for your interest in the NASA Jet Propulsion Laboratory (JPL) and the Student Independent Research Internship (SIRI) Program! To be eligible for SIRI, you must meet the following requirements:

- STEM major currently enrolled in a community college that is a SIRI partner campus
- Must not have already earned an advanced degree in a STEM field (master's, doctorate, professional degree)
- Cumulative GPA of 3.0+
- Age of 18+
- US citizen or Permanent Resident
- Able to earn independent study or course credit for the SIRI experience at the college
- Able to intern for 10-15 hours per week on the JPL premises (no off-lab/online activities)
- Commit for 15 week internship period
- Must be willing to participate in monthly intern workshops at JPL, and prepare progress plans, reports, and final presentation

Please note the following:

- SIRI is an **unpaid** internship experience, and students will **not** receive compensation for travel to and from JPL.
- **Please note that student interns and postdocs will no longer receive JPL parking permits, and JPL will only issue carpool parking permits to students/postdocs. Those who have valid disabled parking permits will be accommodated. Students may contact the SIRI Coordinator resources to inquire about carpool, vanpool, public transportation or other alternatives.**
- Students must remain enrolled in their independent study credit hours for the duration of the internship.
- Students may only participate in SIRI for one quarter or semester.
- SIRI internships run for 15 weeks beginning in January or February 2019.
- Offer letters will be emailed to accepted students beginning December 10, 2018.

INSTRUCTIONS FOR APPLYING

1. To be considered for a SIRI internship, first download the list of "Spring 2019 Announcements of Opportunity" from the SIRI website. Please read these

announcements very carefully to determine which projects are best aligned with your research interests, skills, and academic background. Students are permitted to apply for a maximum of TWO (2) opportunities. Please note: The preferred major(s) for each AO can be found at the bottom of the records, beginning with “primary discipline.”

2. Once you have determined the opportunities for which you will apply, please complete a resume that follows the **resume template on the SIRI website**. You are welcome to include additional information beyond what is listed on the template, but please limit your resume to no more than two pages.

IMPORTANT: PLEASE PREPARE A SEPARATE RESUME FOR EACH OPPORTUNITY, AND ONE (1) ELECTRONIC COPY OF YOUR UNOFFICIAL TRANSCRIPT. DO NOT ATTACH THE TRANSCRIPT TO THE RESUMES. SAVE EACH RESUME/TRANSCRIPT USING A FILENAME THAT CONTAINS YOUR FIRST AND LAST NAME AND THE AO NUMBER (i.e. “First_Last_AO1234”). The AO number can be found at the very top of each announcement of opportunity.

3. **All resumes must be sent to your Faculty Sponsor first for their consideration before November 26, 2018.** Your campus may have an earlier deadline. Do not send your resumes directly to JPL. Should your Faculty Sponsor decide to nominate you for one or more internships, your materials will be forwarded to JPL. 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. 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 or telephone. I hope you will consider applying for a SIRI internship with the Jet Propulsion Laboratory!

Sincerely,



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