Jet Propulsion Laboratory
California Institute of Technology

4800 Oak Grove Drive
Pasadena, California 91109-8099

May 14, 2021

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! Please read through this entire document, as it contains important changes.

As a result of the COVID-19 pandemic, and consistent with the California 'Safer at Home' order and NASA requirements, JPL has implemented restricted access to the JPL work-site for all personnel, with the exception of mission-essential personnel. The JPL internship program has been modified for the foreseeable future to offer internships that can be accomplished <u>remotely</u>. As such, <u>students who apply for internships at this time are expected to have and be willing to use the equipment/resources listed below</u>. JPL is unable to pay for or reimburse the costs associated with these items.

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

Once JPL resumes on site access for interns, SIRI participants will be requested to participate on site.

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 of 18+
- US citizen or Permanent Resident with a valid card <u>(This MUST be confirmed by the faculty sponsor before forwarding resumes to JPL).</u>
- Currently enrolled in a community college that is a SIRI partner campus
- Must be able to earn academic or independent study credit for the SIRI experience at the college
- Able to intern for 10-15 hours per week for a 15 week internship period
- Must be willing to participate in intern meetings, and prepare progress plans, reports, and a final presentation

Please note the following:

- SIRI is an <u>unpaid</u> internship experience, and students will <u>not</u> 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.
- Fall 2021 internships run for 15 weeks, and will start in August or September 2021.

<u>INSTRUCTIONS FOR FACULTY SPONSORS</u>

1. Please provide interested students with a copy of the Fall 2021 "Announcements of Opportunity." 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. ==Each student should provide you with a separate electronic resume for each opportunity and ONE electronic copy of their unofficial transcript. The resumes and transcript should be separate. The resumes and transcripts should be saved with filenames that contain the student's 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. Your campus is free to set an "internal deadline" for the submission of resumes to faculty so you may vet them before forwarding to JPL.==

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.

   To nominate students, please complete the attached spreadsheet for each student and send to jenny.tieu@jpl.nasa.gov by close of business on June 11, 2021.

   Attached Excel spreadsheet should include the following info:
   - Student first name
   - Student last name
   - Institution
   - Major
   - Student email address
   - AO#
   - Sponsor email address

   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 made via email to students beginning June 28, 2021, and will continue to be sent out 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 who receive multiple internship offers will receive information on all projects and given an opportunity to select their preferred opportunity.

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

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