November 4, 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 limited access to the JPL work-site. The JPL internship program has been modified to offer internships that can be accomplished remotely. As such, students who apply for internships at this time 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

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 Green Card [This MUST be confirmed by the faculty sponsor before forwarding resumes to JPL]
- 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 commit to 15 hours per week for a 15 week internship period
- Must be willing to participate in intern meetings and a prepare project plan, progress reports, final report, and a final presentation

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 2022 internships run for 15 weeks and will start in January or February of 2022.
• Offer letters will be emailed to accepted students beginning December 13, 2021, until all available SIRI internships are filled.

INSTRUCTIONS FOR FACULTY SPONSORS

1. Please provide interested students with a copy of the Spring 2022 “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. Once the students have determined the opportunities of their interest, each student should provide you with the AO numbers along with ONE electronic resume and ONE electronic copy of their unofficial transcript. The resume and transcript should be separate. The resume and transcript should be saved with filenames that contain the student’s first and last name. 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. NEW: Nominated students must also submit an online application to be considered for the program. The SIRI program will provide nominees with the application link along with instructions once we receive materials from the Faculty Sponsor.

4. 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 December 3, 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 December 13, 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
SIRI Program
Jenny.Tieu@jpl.nasa.gov