Student Information

NASA
Exploration Systems
Mission Directorate
(ESMD)

Space Grant
Educational Projects

Release Date: 6 September 2007

Contact Information

Gloria Murphy
ESMD Student Project Manager
NASA KSC
Phone: (321) 867-8934
E-mail: Gloria.A.Murphy@nasa.gov

Susan Sawyer
ESMD Space Grant Projects Specialist, CNI, Inc.
NASA KSC Education Programs
Phone: (321) 867-5482
E-mail: Susan.G.Sawyer@nasa.gov
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction and Links</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>ESMD Community of Practice Membership</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>ESMD Community of Practice Discussion Forums</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>ESMD Senior Design Project Information</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>ESMD Intern Application for NASA Internship</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>ESMD Student Internship at a NASA Center</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>ESMD Internships with Industry</td>
<td>13</td>
</tr>
<tr>
<td>8</td>
<td>ESMD Student Intern Final Report</td>
<td>14</td>
</tr>
<tr>
<td>9</td>
<td>NEEIS Student Data and Report</td>
<td>17</td>
</tr>
<tr>
<td>Appendix A</td>
<td>US Citizenship Requirement</td>
<td>21</td>
</tr>
</tbody>
</table>
Section 1 – Introduction and Links

Introduction:
Welcome to our ESMD Space Grant Educational Projects! We are glad that you are considering becoming a part of our ESMD Space Grant community. The Exploration Systems Mission Directorate will carry out the work for the Vision for Space Exploration, as directed to NASA by the President of the United States.

A crucial part of your participation in this program is membership with the ESMD Space Grant Educational Projects Community of Practice. This will allow you access to the data that you need, and enable discussions and collaboration with the entire ESMD Space Grant community. As an ESMD Space Grant student alumnus, this community will provide you ongoing access to contacts within the program as you continue with your education and get started in your professional career in the space science industry.

This document will provide the information that you need to join our community (as detailed in Section 2), as well as additional information for ESMD senior design project participants and student interns. ESMD student interns are required to fill out two reports online, as detailed in Sections 8 and 9.

Informational Site Links:
http://education.ksc.nasa.gov/ESMDspacegrant This site does not require a membership, and provides general information on the ESMD Space Grant project, as well as links for applying for internships.

http://education.ksc.nasa.gov/esmdspacegrant/Space_Grant.htm Contact information for the individual Space Grant Consortia. Students should always contact their local Space Grant Consortia for specific information on the opportunities available to them within their state.


Contact the ESMD Point of Contact below if you have any questions:

Susan Sawyer
CNI, Inc.
KSC Education Office
ESMD Space Grant Projects Specialist
Voice: (321) 867-5482
E-mail: Susan.G.Sawyer@nasa.gov
Section 2 – ESMD Community of Practice Membership

All students involved with the ESMD Space Grant Educational Projects are asked to join our PBMA communities of practice site. ESMD student interns are required to join so that you can submit a student intern report at the end of your work term.

1. Start off with sending an email to Susan.G.Sawyer@nasa.gov to request an invitation to join the PBMA site. In your request, include a comment providing a 1-2 sentence description of the project you are involved with for the ESMD Space Grant project. You will then receive an invitation by email to join the site. Upon receiving your invitation, click on the link provided within the email.

2. Clicking on the link within your email invitation will bring up the following web page. Click on “Join.”

3. The next page will ask you to either create a new account or to use an existing PBMA Account. If you have an account already, proceed to login at this screen (and continue with step #6); if not enter the email you would like associated with the account.
4. After you enter your email and press continue you will see the following screen. Proceed to fill in all applicable fields. Before you click “Apply to Join” at the bottom of the screen, make sure to go over the Terms of Service and check the appropriate box before continuing.

5. You will then need to wait until you receive an additional email saying that your application to join has been approved. You can then click on the link in your email and proceed to log-in at the screen that comes up.

6. The next screen lists the different communities that are available, as well as the communities that you are a member of. In the “My Communities” Section, you should now see a community by the name of “ESMD Space Grant Educational Projects” with the status of “Member”. Click on the URL or on the picture to enter the community.
Section 3 – ESMD Community of Practice Discussion Forums

1. To begin with the discussion forums, log into the PBMA website, or if you are already logged in, look to the left menu bar for the “Discussion Forums” link.

NOTE: When you login, there is a “Discussion Forums” box in the center of the main page. Please note that not all discussion forums are listed here, these are just the most current (most recently accessed/changed.)

2. For the purposes of this walkthrough, please click on the “Students’ Forum” link. Most of the forums for the students are located within this subfolder.
3. This page shows more sub-folders that we have set up in relation to the ten NASA Centers. The main window area of this page contains threads that are common to all students: “Welcome” and “Introductions.” To enter a discussion topic, please click on one of the links.

4. To reply to a topic, click on reply. To move back to the forum area (with the topic listings) or to a higher folder, click on the drop down menu and click on the area that you wish to move to.
5. When replying, you move to another page where you can format text with word processing software. When you finish, click on “Preview” or “Post.” “Preview” shows you your response in the formatting you specified within a discussion. “Post” will bypass the review stage and will directly post your reply.

These “Discussion Forums” are a great way for you to hear about new ESMD opportunities and for you to communicate with the ESMD Community. Members include ESMD interns, ESMD senior design participants, NASA mentors, industry partners, Space Grant Consortia management and NASA ESMD Project staff.
Section 4 - ESMD Senior Design Project Information

As an ESMD Senior Design Project participant you are encouraged to join the ESMD Community of Practice on PBMA to provide feedback, participate in the discussion threads, and collaborate with the entire ESMD Space Grant community. As an ESMD Space Grant student alumnus, this community will provide you ongoing access to contacts within the program as you continue with your education and get started in your professional career in the space science industry. So, join the ESMD Space Grant Community of Practice today, go into the “Discussion Forum” and start networking!

Your feedback is valuable in continuing to improve our program. Please be sure to provide feedback as directed below.

1. Login at:  https://secureworkgroups.grc.nasa.gov/ (If you haven’t joined yet, you must request a membership by following the instructions in Section 2 of this manual.)

2. Once you are logged in to the PBMA ESMD Space Grant Educational Projects site, at the main page, click on the “Databases” link.
3. At the databases page, click on the folder labeled “ESMD SG Student Program”.

![Folder Image]

4. Within the “ESMD SG Student Program” folder, find a link for the “Senior Design Feedback Form.” Click on that link.

![Folder Image]

5. Then click on “Submit Feedback Here.”
6. Complete the feedback form. When you are finished, click on “Done.”

Thank you for your participation and feedback. Please continue to visit the ESMD Community of Practice often.
Section 5 – ESMD Intern Application for NASA Internship:

Students interested in a NASA ESMD Internship must first go to: http://education.ksc.nasa.gov/esmdspacegrant/ to find ESMD Internship opportunities and the password to access the ESMD Intern Application. Then you can link to the ESMD Intern Application on PBMA at: https://secureworkgroups.grc.nasa.gov/esmd-spswg

Internship Eligibility:

- Must be U.S. Citizen to participate. Proof of citizenship will be required if selected.
- Age 18 or older
- Community college, undergraduate and graduate students are eligible to apply
- Minimum of 30 credit hours/45 quarter hours completed
- Minimum GPA of 3.0/4.0
- Enrolled full-time in an accredited U.S. university, college, or community college.

Application Requirements:

1. Electronic submission of your application form is required. You may opt to submit your letters of recommendation and transcripts electronically where indicated within the application form. An official transcript will be required prior to final placement.

OR

2. Electronic submission of your application form is required. If you are not submitting your letters of recommendation and transcripts electronically, then one complete copy of the entire application package must be mailed to:

   NASA Education Office  
   Attention: Gloria Murphy  
   Mail Code: XA-D  
   Building: HQ Room #: 3342B  
   KSC, FL 32899

   Note: We recommend that you use “priority mail with confirmation” at your US Post Office to mail your application package. You can then check the status at www.usps.com.
The following items MUST be included in your application package:

A. One printed copy of the application you submitted on-line.
B. One copy each of two letters of recommendation. One must be from a faculty member; the second may be from a faculty member or employer. Letters can be unsealed or sealed and appropriate copies made.
C. One copy of official or unofficial school transcript listing grades through summer 2007 for spring positions and fall 2007 for summer and fall positions. Include transcripts from each college or university attended. An official transcript will be required prior to final placement.

3. Deadlines and Timelines: No late applications or partial packages will be accepted. No faxed materials will be accepted (no exceptions). APPLICATIONS MUST BE RECEIVED BY OCTOBER 1, 2007 (FOR SPRING INTERNSHIPS), JANUARY 28, 2008 (FOR SUMMER INTERNSHIPS), AND MAY 1, 2008 (FOR FALL INTERNSHIPS).

We will not be able to accept queries regarding the status of individual applications. You will be notified by your Space Grant Consortium if you are selected. We anticipate completion of selections and notification of all applicants by November 2007 for spring internships, March 2008 for summer internships and June 2008 for fall internships.

4. Follow-Up: You may return to the ESMD Student Application website: https://secureworkgroups.grc.nasa.gov to check on your application status. Make sure you go into the “ESMD Space Grant Student Working Group.”
Section 6 - ESMD Student Internship at a NASA Center

Once you have been approved for funding by your Space Grant Consortium (SGC) and selected by a NASA mentor, you will receive notification from your SGC. You will work with them to receive your stipend and travel funds. This is done at their discretion and they may have additional requirements. No one else can make an offer to you for this program. A NASA mentor may contact you but cannot offer or promise you an internship. You may find your state’s Space Grant Consortium contact information at the following website:

http://education.ksc.nasa.gov/esmdspacegrant/Space_Grant.htm

You will also need to work with the NASA Educational Contact at the NASA Center where your internship will be to get your badge paperwork completed and to find out about housing, transportation, and other information.

The following are the current NASA Educational POCs for this information:

<table>
<thead>
<tr>
<th>Center</th>
<th>Point of Contact</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ames Research Center</td>
<td>Maricela Varma</td>
<td><a href="mailto:mvarma@mail.arc.nasa.gov">mvarma@mail.arc.nasa.gov</a></td>
</tr>
<tr>
<td>Dryden Flight Research Center</td>
<td>Dorothy Smith</td>
<td><a href="mailto:ibearockhunter@adelphia.net">ibearockhunter@adelphia.net</a></td>
</tr>
<tr>
<td>Glenn Research Center</td>
<td>Dave Kankam</td>
<td><a href="mailto:Mark.D.Kankam@nasa.gov">Mark.D.Kankam@nasa.gov</a></td>
</tr>
<tr>
<td>Goddard Space Flight Center</td>
<td>Mablelene Burrell</td>
<td><a href="mailto:Mablelene.S.Burrell@nasa.gov">Mablelene.S.Burrell@nasa.gov</a></td>
</tr>
<tr>
<td>Johnson Space Center</td>
<td>Sara Malloy</td>
<td><a href="mailto:sara.w.malloy@nasa.gov">sara.w.malloy@nasa.gov</a></td>
</tr>
<tr>
<td>Jet Propulsion Laboratory</td>
<td>Linda Rogers</td>
<td><a href="mailto:Linda.L.Rodgers@jpl.nasa.gov">Linda.L.Rodgers@jpl.nasa.gov</a></td>
</tr>
<tr>
<td>Kennedy Space Center</td>
<td>Benita DeSuza</td>
<td><a href="mailto:Benita.W.Desuza@nasa.gov">Benita.W.Desuza@nasa.gov</a></td>
</tr>
<tr>
<td>Langley Research Center</td>
<td>Lloyd Evans</td>
<td><a href="mailto:Lloyd.B.Evans@nasa.gov">Lloyd.B.Evans@nasa.gov</a></td>
</tr>
<tr>
<td>Marshall Space Flight Center</td>
<td>Mona Miller</td>
<td><a href="mailto:mona.miller@nasa.gov">mona.miller@nasa.gov</a></td>
</tr>
<tr>
<td>Stennis Space Center</td>
<td>Joy Smith</td>
<td><a href="mailto:Joy.L.Smith@nasa.gov">Joy.L.Smith@nasa.gov</a></td>
</tr>
</tbody>
</table>

Valuable Site Specific Information:

**KSC:** If you are selected for an internship at Kennedy Space Center, you will find valuable information at the following website:
http://education.ksc.nasa.gov/orientation/index.htm

**GSFC:** If you are selected for an internship at Goddard Space Flight Center, you are required to pay $3,500 for a unified summer program that provides infrastructure, housing and other activities that will yield in an enhanced summer experience. Your Space Grant Consortium may be able to help with this expense and your mentor may be able to contribute as well. However, ultimately, payment of this fee is your responsibility. Make arrangements with Mablelene Burrell at GSFC before you arrive.
Section 7 - ESMD Internships with Industry

Contact your Space Grant Consortium to apply for an ESMD internship with industry. You can find your state’s Space Grant Consortium contact information at the following website:

http://education.ksc.nasa.gov/esmdspacegrant/Space_Grant.htm

NASA’s industry partners are valued highly. If you have been selected by an industry partner for an ESMD internship through your Space Grant Consortium, you will be invited to join the ESMD Community of Practice to complete the required ESMD Student Intern Final Report and the NEEIS Report. Please see Sections 2, 8, and 9 for instructions.

You will need to stay in communication with your Space Grant Consortium for logistics and stipend payment arrangements.
Section 8 - ESMD Student Intern Final Report

All ESMD student interns are required to submit a report prior to the end of your work term. These instructions assume that you already have a membership at the ESMD Space Grant Educational Projects Community of Practice site.

1. Once you are logged in to the PBMA ESMD Space Grant Educational Projects site, at the main page, click on the “Databases” link.

2. At the databases page, click on the folder labeled “ESMD SG Student Program”.
3. Within the “ESMD SG Student Program” folder, you will see a link for the “Student Intern Final Report.” Click on that link.

4. Next click on “Submit Final Report Here”
5. Proceed to fill in the form. Remember that the website will time out after 30 minutes. Typing will not keep the website active.
   a. Note:
      i. You may type your long entries in a word processing program then cut and paste into the data fields.
      ii. You may type directly in the data fields and click on 'Save as Draft' regularly.
      iii. Clicking on “Save as Draft” will take you to a form that shows you what is saved on your submission. If you click on “Edit” at the top of the page it will reopen the submission for the current summary.
      iv. If you save the form and leave the site or the database, you can return to a previously saved form with the following steps.
         1. Follow steps 1-3. Above the “Submit Final Report Here” link there is a drop-down menu; change the drop down menu from “View All Data Entries” to “My Draft Data Entries” and click on “Go.”

2. On the page that comes up, previously saved entries will show up. Select the draft that you would like to continue working on.
Section 9 – NEEIS Student Data and Report

The second report you are required to complete is the NEEIS Student Data and Report

Part 1:

1. Student Information must be filled out as soon as you have been selected for an ESMD internship. Click on the following link to fill out your NEEIS Student profile:

   https://neeis.gsfc.nasa.gov/edcats/urls/expl/esmd_hied_student_pf.html

   The first page confirms that you know where you are entering, click on “Continue.”

2. The next page asks if you would like to continue with a previous form or to begin a new one. If this is your first time through click on “Enter Profile.”
3. Proceed to fill out as much information as possible within the form and then click on “Submit.”

If you have errors, an error message will pop up on your screen giving you some details about the error. No information is provided about where the error is located though. Click on the back button in your browser and try to locate and fix the error and attempt to submit again.
4. When you have successfully submitted the form you will come to this page.

5. If you need to update information return to Step 1. At Step 2, enter your information as indicated to retrieve your profile. Edit as necessary and then click on “Submit.”
Part 2: **Student Feedback –To be filled out at the end of the semester.**

1. Click on the link to begin.  

   Enter your information as indicated below to retrieve your profile.

2. On the next page, make sure that your profile is displayed. (not all of it will, but some will, such as name and program involvement)

3. Proceed to fill in all information and then press “Submit”. As in the Student Information Form, if there are errors, they will pop up on screen. You will then need to press the back button in your browser to fix them and submit again.
US CITIZENSHIP REQUIREMENT

You will need to show proof of citizenship to each Center. You also need two forms of ID to receive your badge the first day.

Below is a list of approved documents:

- Voter’s registration card
- A birth certificate issued by a state government (must contain original embossed seal) showing birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain’s Island or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.;
- United States passport (unexpired or expired);
- Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- Certificate of birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350) (issued by the Department of State), copies of which are available from the Department of State;
- Certificate of Naturalization (N-550 or N-570) (issued by the INS through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized);
- Certificate of Citizenship (N-560 or N-561) (issued by the INS to individuals who derive U.S. citizenship through a parent);
- United States Citizen Identification Card (I-197) (issued by the INS until April 7, 1983, to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- Northern Mariana Identification Card (I-873 issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 3, 1986);
- Statement provided by a U.S. Consular Officer certifying that the individual is a U.S. citizen (this is given to an individual born outside the U.S. who derives citizenship through a parent but does not have an FS-240, FS-545 or DS-1350); or
- American Indian Card (I-872) with a classification code ³KIC² and a statement on the back (identifying U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).