Guidelines for Preparing Applications for STRI Internship Program and STRI-SENACYT Internship for Panamanians

Before starting the online application, read the description of the current internship opportunities at STRI to check the deadlines and specific requirement:

https://stri.si.edu/academic-programs/internships

Individual applicants will be selected to conduct research under the supervision of scientists at STRI. Interns will work closely with their research mentor, becoming an integral participant in the scientist's larger research agenda. Additionally, interns will be encouraged to reflect on the conceptual and research implications of the work at hand so that they may maximize their understanding of a particular subject area.

Award: Our competitive paid internships offer a monthly stipend of $1000. STRI will not cover travel to Panama or research costs for interns.
Our paid internships are highly competitive, so you may want to consider securing your own funding to pursue an internship at STRI. If you have your own funding, follow the same process of contacting the scientist and securing a project with him or her. In this case, you would let both them and us know you have your own funding. If the scientist is willing to host you, we will need to hear directly from him or her before granting you intern status at STRI. In this case, the duration and conditions of your internship will be established with your STRI host.

Criteria:
*   Interns will be selected based on merit and potential for achievement.
*   Placement depends upon the availability of a match between the applicant's interest and a new or ongoing project supervised by a STRI staff scientist, STRI research associate or a STRI employee.
*   Prior to submitting the formal application, applicants must consult with the STRI scientist they are interested in working with to determine if that scientist will be available to serve as a research mentor.
*   Internships are intended for undergraduates, recent graduates (post-bachelor's) and beginning Masters' students.
*   Applicants will be notified of acceptance into the program approximately 6-8 weeks after each application deadline. Internships usually begin approximately two months after notification of acceptance into the program
*   All persons visiting STRI, including interns, must have health insurance during their time here. Upon acceptance into the internship program, you will be asked about health insurance. If you do not have health insurance, or if your coverage does not extend to Panama, you can purchase insurance through STRI.

The following information is intended to help applicants prepare their application. Note that incomplete applications, or those that fail to follow the guidelines, will not be considered.

A complete application must include the following components:

1. **Application through SOLAA** (*Smithsonian Online Academic Appointment system*)

   a) Go to: https://solaa.si.edu

   b) Select "New to SOLAA? Create Account Here" and complete the information to create an account.

   c) Once you create your account and provide the information required, go on to select the type of appointment you are interested in.

   d) Choose as follows:

   e) Program Type: "Internship"
   Unit of interest: "Smithsonian Tropical Research Institute"
   Program: "STRI Internship Program" for ALL STRI internship opportunities

   f) Fill in the application questions

   g) Upload the required documents. These may be submitted in English or Spanish.

   h) Request the reference letters, giving sufficient time for referees to submit them. It is your responsibility to send the email request to your recommenders and check in the system that the letters have been submitted.

2. **Professional resume or CV** that contains your background information and relevant experience.

3. **Essay:** A two-to-four-page statement of your interest in pursuing this position. Your statement is very important during application evaluations, and should mention the following points:

   a) Your past and present academic history and other experiences that you feel have prepared you for an internship, including living and working in the tropics.

   b) What you hope to accomplish through an internship, and how it would relate to your academic and career goals.

   c) What about STRI particularly interests you and what do you hope learning during an internship.

4. **Transcripts** from your current and previous institutions. Unofficial transcripts are acceptable. If transcripts are not in English or Spanish, the applicant should provide translations to English.

5. **Two letters of reference**. You will need the names and email addresses of two academic references. Through SOLAA you will send a request email to these referees so they can provide letters through the web. You may submit your application before your references have been received, but you need to make sure to click the "Send Email link" PRIOR submitting your application, otherwise your application will be incomplete. The proposed mentor and co-mentor cannot be listed as references. Letters may be written in English or Spanish.

6. **Name of the proposed mentor/advisor (name of a co-mentor/advisor is optional).** Your application will be considered only to work with the mentor(s) selected. Applicants must consult with the scientist they are interested in working with to determine if that person will be available to serve as a research mentor.

7. **Project or research title (if known) and name of the Internship program (optional):** Consult with your advisor the research title (this is not required prior submitting the application). Also indicate the name of the Internship Program if you are applying to a specific program e.g., STRI-SENACYT Internship.

ALL documents must be received on or prior to the stated deadline.

8. **Project description:** After the application deadline, the proposed mentor or advisor will be asked to provide a project description to support your application.

Inquiries should be sent to:
E-mail: fellows@si.edu

Application Questions

1. Do you currently have other sources of funding support for this research, including support for living expenses regardless of location? If yes, specify sources and amounts. / *Posee actualmente alguna otra Fuente de financiamiento para este proyecto, incluyendo manutencion sin importar la ubicacion? En caso de responder si, especifique las fuentes y cantidades*

2. List specific academic courses taken or special skills (such as computer experience) which you feel would be particularly relevant to an internship. / *Enliste los cursos academicos que haya tomado o habilidades especiales (como experiencia con programas de computo) que crea que son particularmente relevantes para una pasantia.*

3. Please list languages spoken or written/ *Por favor enliste los lenguajes que hable o escriba.*

4. What is the maximum degree granted at your institution - Bachelor or Master's degree or PhD? *¿Cual es el grado academico mas alto otorgado en su institución – Licenciatura, Maestría o Doctorado?*

5. What was your most interesting or challenging academic experience? / *¿Cual ha sido su experiencia academica mas interesante o desafiante?*