

**MEA 498/598: National Weather Service Student Internship  
Week 4 Worksheet – Finishing up on the HMT/Intern Desk**

Name \_\_\_\_\_  
Shift \_\_\_\_\_

Date \_\_\_\_\_  
Mentor \_\_\_\_\_

This is your last week on the HMT/Intern desk, next week you'll begin working on the forecast desk. We will use this week as a chance to ensure you have had an opportunity to participate in many of the activities that HMT/Interns complete each day. This should be especially helpful for those of you wanting to apply for NWS jobs.

- 1) If you haven't already, sit with your mentor and go through the radar checklist. Ask your mentor if you can do the "clicking" or navigation through the HCI menu. Ask your mentor to explain what you are checking and why it is important.
  
- 2) If you haven't already, have your mentor run through the NWR Browser and review how products are edited and then sent to the BMH.
  
- 3) Even if it is not the normal time, have your mentor walk you out to the rain gauge or snowboard and have them walk you through an observation. While you are outside, take an observation of the sky condition and cloud types.
  
- 4) Take a moment to review current river and stream levels. You can do this via a handy web site that allows you to compare dozens of gauge sites quickly. Which gauge locations are influenced by dams?
  
- 5) Have your mentor demonstrate the way in which we create short fuse products such as [Short Term Forecasts](#) and [Special Weather Statements](#).
  
- 6) Have your mentor demonstrate the way in which we create Local Storm Reports and Public Information Statements that contain hazardous or significant weather information. This can be done using either ECLAIRS and IRIS.

7) Ask your mentor how we use the ROAMS management system. Have your mentor dial in to one of the sites and provide an example of the call structure navigated during the daily ROAMS checklists.

8) Have your mentor briefly discuss the typical questions or requests we get from the public and how we answer them. Most common questions relate to climate data or forecast information. Ask your mentor to describe the craziest request they have ever had and discuss some “regulars”.

9) Work with your mentor and create a social media post. There are a wide range of topics that can be used including...

- a short term forecast update (fog will lifting, skies will be clearing, etc.)
- a local climate topic
- a simple forecast summary of the next few days
- an anniversary of a noteworthy weather event