



## Please Join Us

# 2019 VOLUNTEER INTERNSHIP PROJECT

04/08 to 05/30/2019

NASA Glenn Research Center • Cleveland, Ohio

Application Package Contains

- ☒ 2019 Volunteer Internship Project Information
- ☒ Application Form
- ☒ Student Information Survey



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# **NASA GLENN RESEARCH CENTER**

## **2019 Volunteer High School Internship Project**

### **Description:**

The Volunteer High School Internship Project, sponsored by the Office of Education, allows participants to explore opportunities in science, technology, engineering, and mathematics (STEM) as well as business fields and to experience life at the NASA John H. Glenn Research Center (GRC). Participants will be provided with information about various GRC educational resources and programs while working with a GRC scientist, technician, engineer, or business professional.

The Volunteer Internship Project is an unpaid internship experience for high school juniors and seniors. The internship will last four (4) consecutive weeks, with each student/mentor combination agreeing on the number of days and hours per week. Each student will work with a NASA Subject Matter Expert (SME) and visit some of GRC's unique facilities and professional administrative offices. Each opportunity will be based on the participant's expressed interests as well as the availability of SMEs and facilities.

### **Application Deadline and Project Dates:**

- Complete application packages must be emailed by **Monday, January 14, 2019**, to **[grc-shadowingandinternships@mail.nasa.gov](mailto:grc-shadowingandinternships@mail.nasa.gov)**
- Internships will take place between **April 8 and May 30, 2019**.

### **Eligibility Requirements:**

- Must be a U.S. citizen
- Must be a high school junior or senior
- Must have a minimum 2.8 cumulative GPA on a 4.0 scale
- Must have their parent or guardian sign the application form
- Must have their guidance counselor or principal sign the application form to verify availability
- Must be available to work for 4 weeks
- Must be able to provide their own transportation to and from NASA GRC

### **Participants must agree to:**

- Adhere to all NASA GRC safety and security requirements
- Attend the entire program
- Provide their own lunch
- Work the hours and days mutually agreed upon with their assigned mentor

### **Selection Process:**

The application package must be complete and emailed to the following address by **Monday, January 14, 2019**, to be given consideration: **[grc-shadowingandinternships@mail.nasa.gov](mailto:grc-shadowingandinternships@mail.nasa.gov)**. Internship placements are dependent upon the availability of GRC mentors and facilities/offices. Placement in the program is limited. The Office of Education cannot guarantee an internship experience.

**Notification:**

Notification of receipt of application will be sent via email. This notification does not imply the acceptance or accuracy of the application. The GRC Office of Education will notify the selected applicants via email and copy the parent/guardian noted on the student's application. Students will be contacted to confirm their attendance. Students should notify the GRC Office of Education by email at [grc-shadowingandinternships@mail.nasa.gov](mailto:grc-shadowingandinternships@mail.nasa.gov) if their email or phone number (home/cell) changes. Students may email to inquire about the status of their application.

# Application Form

## April/May 2019 Volunteer High School Internship Project

### Sponsored by the NASA Glenn Research Center Office of Education

Please TYPE all responses.

Full legal name: \_\_\_\_\_  
Last name First name Middle name

Phone number: ( ) Cell number: ( )

Student email: \_\_\_\_\_

Parent/guardian email: \_\_\_\_\_

School name: \_\_\_\_\_  
School name (If homeschooled, write "homeschooled.") District City

I am a high school JUNIOR ☐ SENIOR ☐ Most recent cumulative GPA:

Are you a citizen of the United States? YES ☐ NO ☐

Will this internship help you fulfill a formal school requirement? YES ☐ NO ☐

Will you require Americans with Disabilities Act (ADA) accommodations? YES ☐ NO ☐

If you respond "YES," an event representative will contact you.

### Student/Guardian Certification

*I certify, by my signature below, that I am a citizen of the United States of America and that all information contained in this application is accurate and correct. I further understand and agree that any misrepresentation or inaccurate information reported on my application will be cause for disqualification for consideration and from participation in the Volunteer High School Internship Project and other NASA programs. If selected to participate, I understand I must participate for the entire time allocated and must abide by NASA Glenn Research Center safety and security policies and procedures.*

Print your full name below and sign and date. Signature of a parent or guardian is required.

Print Student Name Student Signature

Print Parent/Guardian Name Parent/Guardian Signature

( )

Daytime Phone Number Date

### High School Guidance Counselor/Principal Certification

*I certify, by entering my name and signature below, that the applicant, if selected, has permission from the school (name of the school) \_\_\_\_\_ to participate in the Volunteer High School Internship Project at NASA John H. Glenn Research Center. The dates he/she is available are (insert dates student is available; dates must span 4 consecutive weeks) \_\_\_\_\_. I further verify that the applicant's cumulative GPA is \_\_\_\_\_ out of 4.0 and that he/she is in good standing behaviorally.*

Print High School Guidance Counselor or Principal Name High School Guidance Counselor or Principal Signature

( )

Daytime Phone Number Email

Date

## Academic Interests

You must select and rank up to three choices for your Volunteer Internship areas of interest. Choices must be identified (**1** for first choice, **2** for second choice, and **3** for third choice) in the boxes next to your area of interest.

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting  | <input type="checkbox"/> Human Resources (HR)                |
| <input type="checkbox"/> Aero/Astro Engineering                                    | <input type="checkbox"/> Logistics and Technical Information |
| <input type="checkbox"/> Chemical Engineering                                      | <input type="checkbox"/> Manufacturing                       |
| <input type="checkbox"/> Chemistry   | <input type="checkbox"/> Materials Engineering/Science       |
| <input type="checkbox"/> Civil Engineering   | <input type="checkbox"/> Mechanical Engineering              |
| <input type="checkbox"/> Communication and External Relations                      | <input type="checkbox"/> Physical Science                    |
| <input type="checkbox"/> Computer Engineering/Science                              | <input type="checkbox"/> Procurement                         |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Safety                              |
| <input type="checkbox"/> Electrical Engineering                                    | <input type="checkbox"/> Space Science                       |
| <input type="checkbox"/> Environmental Engineering/Science                         | <input type="checkbox"/> Systems Engineering                 |
| <input type="checkbox"/> Finance   | <input type="checkbox"/> Technology Innovation               |
| <input type="checkbox"/> Graphic Design/Technical Illustration/<br>Video/Animation |  |

Do you have a NASA mentor with whom you plan to work? YES ☐ NO ☐

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

## Student Essays

### **Instructions:**

1. Complete all three Student Essays.
2. Please type your responses.
3. A minimum of 100 words per essay is required (300 words per essay maximum).

### **Student Essay 1:**

Describe the characteristics you possess that will benefit NASA and distinguish you from other applicants. (100 to 300 words)

### **Student Essay 2:**

Describe an activity or academic experience that may assist you in your internship if selected to participate. (100 to 300 words)

### **Student Essay 3:**

Describe how an internship at NASA will help further your anticipated college/career interests. (100 to 300 words)

# Student Information Survey

Name (print): \_\_\_\_\_

This information will remain **strictly confidential**.

In order to determine the degree to which members of each ethnic and racial group are reached by this announcement, NASA requests that the student check the appropriate block(s) below. Submission of this information is **VOLUNTARY**.

**Please complete all questions, even if your response is “Do not wish to provide,” and return with your application materials.**

**What is your ethnicity?** (Check one)

- ☐ Not Hispanic or Latino
- ☐ Hispanic or Latino
- ☐ Do not wish to provide

**What is your race?** (Check one or more)

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African-American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☐ Race not listed above
- ☐ Do not wish to provide

**What is your gender?**

- ☐ Female
- ☐ Male
- ☐ Do not wish to provide

**Individual with a disability\*** (Check one or more)

- ☐ Hearing impairment
- ☐ Visual impairment
- ☐ Mobility/orthopedic impairment
- ☐ Other \_\_\_\_\_
- ☐ None
- ☐ Do not wish to provide

**\*List any special accommodations required:**

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The Privacy Act of 1974 requires the National Aeronautics and Space Administration (NASA) to give each person the following notice when registering to participate in a NASA Education program or project through our website: <https://www.nasa.gov/centers/glenn/education/index.html>

The National Aeronautics and Space Act of 1958 § 403(a)(b), 42 U.S.C. § 2473 (c)(1), as amended, allows us to collect the information we ask for on this form.

We use the information you provide on the form to register you to participate in a NASA Education event, activity, training session, workshop, program, or project. Completion of this form is voluntary.

We may disclose information as necessary to NASA personnel, contractors, and partners in order to administer NASA Education programs and projects. We may disclose information to partnering informal or formal education institutions with whom you are affiliated. Finally, we may disclose information to NASA administrators and managers, Office of Management and Budget officials, and members of Congress for the purposes of accountability and tracking of program and project efficiency and effectiveness.

**Email your completed application by Monday, January 14, 2019, to  
[GRC-shadowingandinternships@mail.nasa.gov](mailto:GRC-shadowingandinternships@mail.nasa.gov)**