

# **Jet Propulsion Laboratory**

## **JPL Summer High School Internship Program (JPL SpaceSHIP)**

Los Angeles Unified School District – 2014 Internship Application

Internship Dates: June 9 – August 1, 2014  
(8-Weeks)

Application Due (postmark on or before):  
**Monday, March 10, 2014**

Submit to: Los Angeles Unified School District  
Work Experience Education Office  
c/o José Artiles, Work Experience Education Administrator  
333 South Beaudry Avenue, 25th Floor  
Los Angeles, CA 90017

### **Program Overview**

Please read this entire document. As with most things in life, the first step is to read and follow the directions. Then you can get to the creative work.

The Jet Propulsion Laboratory Summer High School Internship Program (JPL SpaceSHIP) is designed for high school students who have demonstrated a strong interest in and aptitude for science, technology, engineering and/or mathematics (STEM). One of JPL SpaceSHIP's objectives is to encourage pre-college students who have been traditionally underrepresented in STEM fields to consider such fields for their careers.

Located in Pasadena, California, the Jet Propulsion Laboratory (JPL) is the leading center in the United States for robotic exploration of the solar system. JPL is a facility of the National Aeronautics and Space Administration (NASA), and administered by the California Institute of Technology (Caltech). More information about JPL can be found at <http://www.jpl.nasa.gov>.

The internship is an eight-week experience with placements in science or engineering work groups supervised by a mentor. Students participating in the JPL SpaceSHIP program are provided an opportunity to do research, expand their computer skills, and enhance and develop their oral and written communication skills. Students also have an

opportunity to develop and prepare written technical reports and abstracts, make a formal final presentation, interact with students from diverse cultural backgrounds and participate in numerous enrichment activities. The mentors for the JPL SpaceSHIP program are some of NASA's top science and engineering professionals. They mentor students while conducting innovative research and technology development in support of space exploration.

Expectations are high for participating students and a full commitment to the internship is expected. Prospective interns are encouraged to investigate JPL and its work to consider if this opportunity is an appropriate match with their talents and career aspirations.

There is a \$3,000 stipend for the eight weeks. The Jet Propulsion Laboratory has contracted with Columbus Technologies and Services, Inc., El Segundo, CA. to provide stipend services for JPL SpaceSHIP in 2014. Some student communications will be with Columbus.

## **Eligibility Requirements**

- Students must be U.S. citizens or Lawful Permanent Residents.
- All participants must be at least 16 years old as of the first day of the internship (June 9, 2014).
- Students must be able to communicate fluently in written and spoken English.
- With the exception of the letters of reference, this application must be completed by the student and represent the student's own work.
- All applicants must have a 3.0 GPA or above.
- The application must provide evidence of interest in and aptitude for science, technology, engineering, and/or mathematics.

Selection will be conducted jointly by the school district and JPL. Finalists will be interviewed prior to selection; not all students interviewed will be selected. Selected students are responsible for their own transportation to and from JPL. There is no housing or transportation allowance provided by JPL.

### *Program Duration*

- 8 weeks: June 9 – August 1, 2014. Interns must start on June 9.

### *Location of Internship*

All internship activities take place at the Jet Propulsion Laboratory, 4800 Oak Grove Drive, Pasadena, California 91109 or its adjacent facility on Woodbury Road unless otherwise specified. An off-site one-day bus field trip may occur to visit Caltech in Pasadena, the Goldstone Deep Space Tracking Station (north of Barstow, CA) or the NASA Dryden Flight Research Center at Edwards Air Force Base (Antelope Valley).

**Use the checklist at the end of this application to ensure the application is complete. Incomplete applications will not be reviewed.**

## Student Information Sheet

Please neatly print or type the following information:

Student's Name: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
**Must be at least 16 years of age as of 6/9/14.**

Home Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

High School Name: \_\_\_\_\_

High School Address: \_\_\_\_\_

High School District: \_\_\_\_\_

Current Grade (Spring '14): \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Other\*

(\*Please elaborate on "Other" if applicable: \_\_\_\_\_)

Grade Point Average (Cumulative): \_\_\_\_\_ 4.0 scale, or \_\_\_\_\_ 5.0 scale

Please include most recent **high school transcript** (unofficial is okay); if there is another grade record (community college grade card, for example) please attach that as well.

## 300-Word Essay

Student's Name: \_\_\_\_\_

*Please provide a typed **300-word** essay that addresses the following:*

Describe your interest in science, technology, engineering, and/or mathematics. What challenges, if any, have you had to overcome in order to pursue your goals or dreams? What are your goals for this summer internship: what do you hope to learn, see, do, or achieve while at JPL? What makes you a good fit for the JPL Summer High School Internship Program? Please attach your typed essay to this form.

## Summary of Science, Technology, Engineering, and Math Courses

Student's Name: \_\_\_\_\_

List all science, mathematics, technology, computer science, and engineering courses you have taken for high school or college credit.

### Science Courses:

Course Title, (ex. AP Physics)	Year (9-12, college)	Letter Grade (or other score)	Honors, AP or College Level?

### Mathematics Courses:

Course Title, (ex. AP Calculus BC)	Year (9-12, college)	Letter Grade (or other score)	Honors, AP or College Level?

### Computer, Technology, or Engineering Courses:

Course Title, (ex. Intro to Programming)	Year (9-12, college)	Letter Grade (or other score)	Honors, AP or College Level?

## Summary of Awards, Activities, and Computer Skills

Student's Name: \_\_\_\_\_

List academic awards, achievements, or other recognition received.

Award or Other Recognition	Date/Grade Level

List your extracurricular activities (music, sports, clubs, hobbies, jobs, community service, volunteer work, summer programs, other NASA-related programs, etc.)

Activity	Date(s) (ex. 2012-13)	Duration (ex. 4 months)

List your computer skills (programming languages, databases, CG, web design, Microsoft Office, hardware, etc.).

Computer Skill	Date(s)	Level of Expertise (beginner, intermediate...)

## Letter of Recommendation #1

Student's Name: \_\_\_\_\_

Name of Recommender: \_\_\_\_\_

Title (i.e., Science Teacher): \_\_\_\_\_

How long have you known the student and in what courses? \_\_\_\_\_

\_\_\_\_\_

Please give a candid statement on why you recommend this student for the Jet Propulsion Laboratory Summer Internship Program (JPL SpaceSHIP). What is this student's potential to conduct scientific or engineering work? Use a separate sheet if needed.

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Letter of Recommendation #2

Student's Name: \_\_\_\_\_

Name of recommender: \_\_\_\_\_

Title (i.e., Science Teacher): \_\_\_\_\_

How long have you known the student and in what courses? \_\_\_\_\_

\_\_\_\_\_

Please give a candid statement on why you recommend this student for the Jet Propulsion Laboratory Summer Internship Program (JPL SpaceSHIP). What is this student's potential to conduct scientific or engineering work? Use a separate sheet if needed.

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## JPL SpaceSHIP 2014

### Parental Acknowledgement /Permission Form

I, \_\_\_\_\_,  
(name of parent or guardian)

acknowledge that my child, \_\_\_\_\_  
(name of child)

is applying for the Jet Propulsion Laboratory Summer High School Internship Program (JPL SpaceSHIP) conducted by the JPL Education Office. If accepted, my child will spend eight weeks participating in the 2014 Jet Propulsion Laboratory Summer High School Internship Program in Pasadena, California.

I understand that the Jet Propulsion Laboratory has contracted with Columbus Technologies and Services, Inc., El Segundo, CA. to provide stipend services for JPL SpaceSHIP in 2014 and they will be in contact with my child to that end.

I understand that I will need to sign a "Consent, Release & Assumption of Risk" before my child can begin an internship.

Printed name of parent/guardian: \_\_\_\_\_  
Date

Signature of parent/guardian: \_\_\_\_\_  
Date

# **JPL SpaceSHIP 2014 Application Checklist**

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Work Experience Education Office  
c/o José Artiles, Work Experience Education Administrator  
333 South Beaudry Avenue, 25th Floor  
Los Angeles, CA 90017

**Does your packet contain ALL of the following items? Incomplete applications will not be reviewed.** The teacher recommendations should be provided in sealed envelopes along with the other items.

- The “**Student Information Sheet.**”
- 300 Word Essay**
- “**Summary** of science, technology, engineering, and mathematics courses.”
- “**Summary** of awards, activities, and computer skills.”
- Letter of Recommendation #1**
- Letter of Recommendation #2**
- High School **Transcript**; other grade records if applicable.  
(An unofficial transcript is acceptable.)
- Signed “**Parental Acknowledgment/Permission**” Form
- Proof of citizenship and age (COPY [not original] of one of the following):**
  - a. Valid/current U.S. passport (preferred document)
  - b. U.S. Naturalization certificate
  - c. Birth certificate
  - d. United States Permanent Resident Card(The original document will be required on the first day of the internship.)

If selected, a **Work Permit** will be required of interns under 18 and not yet graduated from high school as of June 9, 2014. Additionally, JPL will require a signed “**Consent, Release & Assumption of Risk**” form from interns (if 18 and up) or parents (of minors) before starting work. Further directions will be forthcoming for those selected.

You may wish to keep a copy of these items for your records. Thank you and good luck.