The Program
The Goddard Space Flight Center (GSFC) High School Intern Program (HIP) engages high school students in ‘real-time’ applications of science, technology, engineering and math (STEM) in a research-focused work world.

The Summer 2006 HIP is designed to attract and motivate outstanding young women and men to choose a summer career experience from which to learn more about space exploration in general, and GSFC-specific areas of earth science, space science, engineering, and technology. Clear expectations and mentored research lead to valued results for the students and NASA.

This summer intern program is for a minimum of four weeks and a maximum of eight weeks at GSFC. Students learn and apply research protocols and processes to a project related to one of GSFC’s research disciplines of earth and space systems science, computer science, and engineering. Biological laboratory experiences are generally not available. Some knowledge of computer applications is essential for all placements. Participation in HIP will provide students with an increased understanding of the relevance of high school requirements as preparation for STEM opportunities.

Evidence of a strong aptitude in academics and demonstrated interest in STEM are primary considerations for selection. All applicants must submit a completed 2006 Goddard High School Intern Program Application Form and meet the following eligibility criteria:

- Must be a U.S. citizen.
- Live (maintain permanent, year-round residence) within reasonable commuting distance from the Goddard Space Flight Center.
- Have completed the sophomore year and be 16 years of age by June, 2006.
- Be able to provide demonstration of interest in science, engineering, math or technology
- Have maintained a GPA equivalent of a B or higher in science and math.
- Be available to participate Monday through Friday for the duration of the Program.
- Be in a position to provide daily transportation to/from GSFC.

A HIP Selection Committee will conduct the selection process to fill the small number of available positions. To be considered in this highly competitive process, the completed Application Form must be received at the address listed below and postmarked no later than Tuesday, February 28, 2006.
The Application

Note: You must use the current year's Goddard High School Intern Program application form. Previous year's forms will not be accepted. The 2006 Summer HIP Application Form can be downloaded at http://education.gsfc.nasa.gov/pages/placement.html. All completed information on the Application Form should be typed or printed legibly in black ink.

Use the following checklist to be certain that all requested information has been completed. Make a copy of all information for your personal records. Submit the original Application Form to the address indicated below.

A completed HIP application package includes forms and documentation for the following eight (8) areas:

____ Student Information Form
____ Student’s Education Career Information
____ Educational transcript
____ Personal Essay (Maximum of 300 words)
____ Interest and Career Preferences
____ Computer Applications/Skills Inventory
____ Parental Consent Form
____ 2 Teacher Recommendations

Special Instructions for submission of applications.

1. Materials must be sent by mail and postmarked no later than February 28, 2006.
2. Applications will not be processed unless they are complete and all materials have been received.
3. An incomplete application package will not be forwarded to the Selection Committee.
4. There are no provisions for accepting applications by fax or E-mail.
5. Applicants are usually notified of their selection status by the end of March.
6. Assignments are made based upon the information provided in the application.
7. You will be contacted to acknowledge receipt of the application package.
8. Notification of selections usually is made at the end of March.
9. If selected, you will receive an information packet confirming your internship and providing instructions for any preparatory work need to be completed and forms to be signed.

Questions related to the Goddard High School Intern Program may be sent by e-mail (please note High School Intern Program in the subject line) to: bmclain@pop100.gsfc.nasa.gov or by phone at 301.286.7356

Retain these instructions for your information and mail the completed application package, including all required documentation to:

Goddard High School Intern Program
c/o Bonnie McClain, Education Specialist
Goddard Space Flight Center, Mail Code 130.3
Building 28, Room 165
Greenbelt, MD 20771
STUDENT INFORMATION FORM

Note: All fields must be completed on this page. All information must be typed or printed legibly using black ink.

LAST NAME: ___________________________________ FIRST NAME: ______________________________
M.I.:_______

DATE OF BIRTH: __________________ AGE(as of 6/06): ______ GENDER: ___FEMALE  ___MALE

HOME ADDRESS:

STREET ____________________________________________
CITY ____________________________________________
STATE ____________________________ ZIP ___________

HOME PHONE NO: (______) _______ - __________ E-MAIL ADDRESS: _______________________________

U.S. CITIZEN? _____ YES  _____ NO  SOCIAL SECURITY NUMBER: ___________ - _______ - ___________

Note: Completion of this section is optional. It is useful for demographic information.

Ethnic Group (Check one that best applies)
____ Black or African American  ____ Asian (Not Pacific Islander)  ____ Native Hawaiian
____ Caucasian (Not Hispanic)  ____ Hispanic or Latino  ____ American Indian or Alaska Native
____ Pacific Islander  ____ Multiracial (Please specify) __________________
____ Other (Please specify) __________________________

Do you have a disability? _____ Yes  _____ No  If yes, list special needs required to complete the internship.
________________________________________________
________________________________________________
________________________________________________

Student’s Education Career Information

HIGH SCHOOL: ___________________________________ SCHOOL SYSTEM: __________________________

SCHOOL ADDRESS:

STREET ____________________________________________
CITY ____________________________________________
STATE ____________________________ ZIP ___________

GRADE LEVEL AS OF 2006-2007 ACADEMIC YEAR: _____ SOPHOMORE  _____ JUNIOR  _____ SENIOR


NAME OF GUIDANCE OR CAREER COUNSELOR______________________________

TELEPHONE NUMBER ____________________________________________
EDUCATIONAL TRANSCRIPT

Note: Include your current educational transcript in the application package.
Your transcript should include all high school courses with final grades through the fall semester of the 2005-2006 academic year. Photocopies are acceptable. If the transcript does not include 2005-2006 fall semester final grades, include a copy of your current report card.

PERSONAL ESSAY

Your personal essay is an opportunity to describe your career goals, explain your special talents and skills, and tell why you wish to participate in this program. Tell how you will share what you learn with others. The essay must be typed on standard-sized paper (8 ½” x 11”) and be signed and dated by you, the applicant. The essay should have no more than 300 words. Submit this essay as a part of the complete High School Intern Program Application Package.

INTEREST AND CAREER PREFERENCES

Note: The choices listed in this preference chart are areas highly relevant to Goddard. Please rate each choice by using the numerical scale.

3 = Very strong interest
2 = Strong interest
1 = Some interest
0 = No desire to pursue

<table>
<thead>
<tr>
<th>INTEREST AREA</th>
<th>STRENGTH OF INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artificial Intelligence</td>
<td></td>
</tr>
<tr>
<td>Astronomy/Astrophysics</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
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<tr>
<td>Climate</td>
<td></td>
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<tr>
<td>Computer Hardware</td>
<td></td>
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<tr>
<td>Computer Software</td>
<td></td>
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<tr>
<td>Cryogenics</td>
<td></td>
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<tr>
<td>Earth Science</td>
<td></td>
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<tr>
<td>Electromechanical Systems</td>
<td></td>
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<tr>
<td>Engineering</td>
<td></td>
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<tr>
<td>Life Sciences</td>
<td></td>
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<tr>
<td>Materials Science</td>
<td></td>
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<tr>
<td>Mathematics</td>
<td></td>
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<tr>
<td>Mechanical Systems</td>
<td></td>
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<tr>
<td>Meteorology</td>
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<tr>
<td>Microwave</td>
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<tr>
<td>Oceanography</td>
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<td>Physical Science</td>
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<tr>
<td>Physics</td>
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<tr>
<td>Remote Sensing</td>
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<tr>
<td>Satellites</td>
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<tr>
<td>Space Communications</td>
<td></td>
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<tr>
<td>Spacecraft</td>
<td></td>
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<tr>
<td>Space Science</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>
**COMPUTER APPLICATIONS/SKILLS INVENTORY**

*Note: This information is not used as primary selection criteria, but it is very helpful in choosing appropriate placements for selected students.*

Use the definitions below to rate your computer applications/skill level within the categories listed including specific software you have used. You may add other relevant software experience in the extra spaces.

<table>
<thead>
<tr>
<th>APPLICATIONS/ SKILL LEVEL</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Am very experienced with the software’s basic, intermediate, and advanced features. Have completed many varied assignments and projects using the advanced features of this software and am able to instruct others.</td>
</tr>
<tr>
<td>3</td>
<td>have mastered all the basic and intermediate functions. Have completed several assignments and projects of varied types using the software and am able to instruct others about basic and intermediate software features.</td>
</tr>
<tr>
<td>2</td>
<td>Am familiar with basic features as well as some intermediate features. Have completed assignments using the software and am able to instruct beginners about software basics.</td>
</tr>
<tr>
<td>1</td>
<td>Am familiar with basic features only.</td>
</tr>
<tr>
<td>0</td>
<td>Have not used this type of software.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOFTWARE</th>
<th>EXPERIENCE/ SKILL LEVEL</th>
<th>SOFTWARE</th>
<th>EXPERIENCE/ SKILL LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Systems</td>
<td>Desktop Publishing/WebPage Design</td>
<td>Windows (Version ________):</td>
<td>MS Front Page</td>
</tr>
<tr>
<td>MAC (Version ________):</td>
<td>GoLive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linux</td>
<td>HTML</td>
<td></td>
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<tr>
<td>Unix</td>
<td>XML</td>
<td></td>
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<tr>
<td>Dreamweaver</td>
<td></td>
<td></td>
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<tr>
<td>Word Processing</td>
<td>Computer Graphics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS Word</td>
<td>Adobe PhotoShop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WordPerfect</td>
<td>Adobe Illustrator</td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
<td>Corel Draw</td>
<td></td>
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<tr>
<td>Spreadsheets</td>
<td>InDesign</td>
<td></td>
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<tr>
<td>MS Excel</td>
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<td></td>
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<tr>
<td>Programming Languages</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Data Bases</td>
<td>C++</td>
<td></td>
<td></td>
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<tr>
<td>MS Access</td>
<td>JAVA</td>
<td></td>
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<tr>
<td>MySQL</td>
<td>JAVAScript</td>
<td></td>
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<tr>
<td>FileMaker</td>
<td>Visual Basic</td>
<td></td>
<td></td>
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<tr>
<td>Internet Browsers</td>
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<tr>
<td>MS Internet Explorer</td>
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<tr>
<td>Netscape</td>
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<td></td>
<td></td>
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<tr>
<td>Presentation</td>
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<td></td>
<td></td>
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<tr>
<td>MS PowerPoint</td>
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</tbody>
</table>

Student, read the following statement carefully. Your signature indicates agreement and acceptance of all provisions and the type of internship for which you are applying.

I hereby certify by my signature below that I understand and agree that any misrepresentation or inaccurate information on my application form or any other submitted materials will be cause for my disqualification from consideration and participation in the Goddard High School Intern Program. I also understand that if selected to participate, I must participate for the full duration of the Program within the dates specified. I understand that failure to do so may result in the immediate termination of my internship.

I am ONLY applying for a summer internship that pays a stipend. _____
I am applying for any type of summer internship available, either as a volunteer or with a stipend. _____

Student’s Signature ____________________________________ Date __________________________

Student’s Name Printed ____________________________________________

Goddard Space Flight Center High School Internship Program
2006 Summer Application Form
PARENTAL CONSENT FORM

Note: Parent(s) or the student’s legal guardian(s) are asked to read and sign this form.

Parent(s), please read the following statements carefully. Your signature indicates your agreement with these provisions and gives your permission for your student’s participation.

♦ I hereby grant my permission for teachers (selected by my son/daughter) to complete the recommendation forms to be submitted as a part of the complete application package for the Goddard High School Intern Program – Summer 2006. I understand that the recommendations may be used in the selection process.

♦ I grant my permission for school officials to provide a current educational transcript and understand that the transcript may be used in the selection process.

♦ I am aware that this is a highly competitive program with only a few students receiving selection. If selected, I understand that my son/daughter will be offered the opportunity to participate in this program. If the offer is accepted, my son/daughter agrees to participate for the duration of the program.

♦ I understand that my son/daughter will be responsible for his/her own transportation to and from Goddard Space Flight Center each day.

♦ I have reviewed and concur with the information provided by my son/daughter in completing the application materials and will attest to its accuracy and truthfulness.

Parent’s Signature__________________________________

Parent’s Printed Name_______________________________

Mailing Address__________________________________________________________

________________________________________________________

Home Phone ____________________ Work Phone ______________________________

Date ______________________
# TEACHER RECOMMENDATION FORM

**Note:** Two recommendations are required using the forms provided. The recommendations must be from the applicant’s teacher of science, math, or computer science.

## TEACHER RECOMMENDATION - 1

**- SCIENCE, MATHEMATICS, OR COMPUTER SCIENCE -**

| Teacher’s Name/Position/Discipline: |  |
| Name of School: |  |

**How long have you known the student? In what capacity?**

Please rate the student in the following areas.

<table>
<thead>
<tr>
<th>1. Ability to follow rules and directions</th>
<th>2. Accepts responsibility</th>
<th>3. Leadership ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Always follows</td>
<td>❑ Always accepts responsibility</td>
<td>❑ Strong leadership ability</td>
</tr>
<tr>
<td>❑ Sometimes follows</td>
<td>❑ Usually accepts responsibility</td>
<td>❑ Sometimes exhibits leadership</td>
</tr>
<tr>
<td>❑ Seldom follows</td>
<td>❑ Sometimes irresponsible</td>
<td>❑ Seldom exhibits leadership</td>
</tr>
<tr>
<td>❑ Never follows</td>
<td>❑ Often irresponsible</td>
<td>❑ Always follows others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Initiative/Independence</th>
<th>5. Ability to work well with others</th>
<th>6. Oral communication skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Seeks extra tasks</td>
<td>❑ Always works well</td>
<td>❑ Very articulate</td>
</tr>
<tr>
<td>❑ Prepares assigned tasks</td>
<td>❑ Sometimes works well</td>
<td>❑ Articulate</td>
</tr>
<tr>
<td>❑ Needs occasional reminders</td>
<td>❑ Seldom works well</td>
<td>❑ Somewhat articulate</td>
</tr>
<tr>
<td>❑ Needs constant reminding</td>
<td>❑ Does not work well</td>
<td>❑ Difficulty in articulation</td>
</tr>
<tr>
<td>❑ Seldom shows initiative</td>
<td></td>
<td>❑ Inarticulate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Excellent writing skills</td>
<td>❑ Exhibits high interest</td>
<td>❑ Highly self-motivated</td>
<td>❑ Always exhibits maturity</td>
</tr>
<tr>
<td>❑ Good writing skills</td>
<td>❑ Often interested</td>
<td>❑ Sometimes motivated</td>
<td>❑ Sometimes exhibits maturity</td>
</tr>
<tr>
<td>❑ Average writing skills</td>
<td>❑ Seldom interested</td>
<td>❑ Seldom motivated</td>
<td>❑ Seldom exhibits maturity</td>
</tr>
<tr>
<td>❑ Poor writing skills</td>
<td>❑ Lacks interest</td>
<td>❑ Lacks motivation</td>
<td>❑ Immature</td>
</tr>
</tbody>
</table>

Identify the strengths and skills that will most promote this student’s success in our Program: (check all that apply)

- Oral Communication
- Leadership Skills
- Written Communication
- Career Awareness
- Time Management
- Interpersonal Skills
- Research Technique
- Computer/Technology

<table>
<thead>
<tr>
<th>Overall Recommendation for the Program</th>
<th>Teacher Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Very Highly Recommended (top 5%)</td>
<td></td>
</tr>
<tr>
<td>❑ Highly Recommended (top 10%)</td>
<td></td>
</tr>
<tr>
<td>❑ Recommended</td>
<td></td>
</tr>
<tr>
<td>❑ Recommended with reservations</td>
<td></td>
</tr>
<tr>
<td>❑ Not Recommended</td>
<td></td>
</tr>
</tbody>
</table>

Signature: _____________________________ Date: _____________________________

May we contact you for additional information? ❑ Yes Telephone No. _____________________________ E-mail: _____________________________

❑ No

**THIS FORM SHOULD BE RETURNED AS PART OF THE STUDENT’S APPLICATION PACKAGE**
TEACHER RECOMMENDATION FORM

Note: Two recommendations are required using the forms provided. The recommendations must be from the applicant’s teacher of science, math, or computer science.

<table>
<thead>
<tr>
<th>TEACHER RECOMMENDATION - 2</th>
<th>- SCIENCE, MATHEMATICS, OR COMPUTER SCIENCE -</th>
</tr>
</thead>
</table>

Teacher’s Name/Position/Discipline: 

Name of School: 

How long have you known the student? In what capacity? 

Please rate the student in the following areas. 

1. Ability to follow rules and directions
   - Always follows
   - Sometimes follows
   - Seldom follows
   - Never follows

2. Accepts responsibility
   - Always accepts responsibility
   - Usually accepts responsibility
   - Sometimes irresponsible
   - Often irresponsible

3. Leadership ability
   - Strong leadership ability
   - Sometimes exhibits leadership
   - Seldom exhibits leadership
   - Always follows others

4. Initiative/Independence
   - Seeks extra tasks
   - Prepares assigned tasks
   - Needs occasional reminders
   - Needs constant reminding
   - Seldom shows initiative

5. Ability to work well with others
   - Always works well
   - Sometimes works well
   - Seldom works well
   - Does not work well

6. Oral communication skills
   - Very articulate
   - Articulate
   - Somewhat articulate
   - Difficulty in articulation
   - Inarticulate

7. Written Communication
   - Excellent writing skills
   - Good writing skills
   - Average writing skills
   - Poor writing skills

8. Level of interest
   - Exhibits high interest
   - Often interested
   - Seldom interested
   - Lacks interest

9. Motivation
   - Highly self-motivated
   - Sometimes motivated
   - Seldom motivated
   - Lacks motivation

10. Maturity
    - Always exhibits maturity
    - Sometimes exhibits maturity
    - Seldom exhibits maturity
    - Immature

Identify the strengths and skills that will most promote this student’s success in our Program: (check all that apply)

- Oral Communication
- Leadership Skills
- Written Communication
- Career Awareness
- Research Technique
- Computer/Technology

Overall Recommendation for the Program
- Very Highly Recommended (top 5%)
- Highly Recommended (top 10%)
- Recommended
- Recommended with reservations
- Not Recommended

Teacher Comments: 

Signature: ______________________ Date: ______________________

May we contact you for additional information?  
- Yes 
- No 

Telephone No. (_____) _______ - ________ ____________

E-mail: _________________

THIS FORM SHOULD BE RETURNED AS PART OF THE STUDENT’S APPLICATION PACKAGE