



2009

HIGH SCHOOL SHADOWING PROGRAM

Program Description

The High School Shadowing Program provides high school students with a career exploration experience for 1 day or up to 1 week at the NASA John H. Glenn Research Center (GRC). Opportunities are available during the school year for students interested in science, engineering, technology, mathematics, and professional administration. This program is sponsored by the Educational Programs Office.

Program Goal

Shadowing provides high school students with an opportunity to explore career possibilities in a research and development environment while under the guidance of a GRC scientist, engineer, technician, or administrative professional that serves as the student's mentor. Students are provided with information about various careers, career paths, and GRC educational resources and programs.

Students will depart from GRC with knowledge that will be of value to them in career decision making and an awareness of additional educational opportunities and resources at GRC.

Glenn Research Center

The NASA Vision—To improve life here, to extend life to there, to find life beyond. The NASA Mission—To pioneer the future in space exploration, scientific discovery, and aeronautics research. As one of NASA's 10 field centers, the John H. Glenn Research Center at Lewis Field supports all NASA missions and the major programs of our Agency.

GRC works as a diverse team in partnership with government, industry, and academia to increase national wealth, safety, and security, protect the environment, and explore the universe. As NASA moves forward to fulfill The Vision for Space Exploration, GRC is focusing on efforts related to Exploration Systems such as technological advancements in spaceflight systems, aeropropulsion, space propulsion, power systems, nuclear systems, communication, and human research.

GRC is located in the Great Lakes region of Ohio and occupies a 350-acre site adjacent to Cleveland Hopkins International Airport. The Center comprises over 140 buildings that contain a unique collection of world-class facilities. NASA GRC also includes the 6400-acre Plum Brook Station near Sandusky, Ohio.

You are encouraged to visit the GRC home page to learn more about our research activities and programs at <http://www.nasa.gov/centers/glenn/home/index.html>.

Eligibility Requirements

Applicants must be **U.S. citizens**, a high school student, and at least 16 years of age. Students who are interested in science, mathematics, engineering, or related technical fields and professional administration are eligible. Students must be recommended for a shadowing experience by a teacher, guidance counselor, or other school official to participate.

Program Requirements

Students typically shadow for 1 day and not more than 1 week. Students who request a shadowing experience longer than 1 day must be part of a formal school career program and provide NASA GRC with the school's program guidelines. Senior project shadowing opportunities are very **limited** as the mentor pool has been impacted by budget constraints and downsizing (refer to Senior Projects).

Students must agree to complete the shadowing experience between the hours of 9 a.m. and 4 p.m. Students who are participating in longer formal school career programs (2 days or longer) must be available every business day on a full-time basis for the duration of their program. Students are required to adhere to all safety, security, and program guidelines.

Prior to departure from NASA, all students **must** complete two NASA Education Evaluation Information System (NEEIS) Forms—Profile and Feedback. Completion of these forms is a program requirement as feedback is vital to the success of our programs. This is also a preliminary requirement for eligibility to participate in additional NASA programs.

Senior Projects

All senior project applications will be accepted under the following conditions:

1. You already have a NASA mentor for the required senior project term. Mentor's name and phone must be provided on the application.
2. There is an employee, in the mentor pool, interested in mentoring a senior project student in your area of interest following annual call for shadowing mentors.
3. The date(s) required for GRC's feedback (mentor's name, shadowing date, form due, etc.) to school is provided on the application.
4. School's required forms for senior project are attached to application. If not available at time of application then forms must be provided within 3 weeks of the deadline date. These papers must be sent in a timely manner in order for GRC to have adequate time to respond to the school. Not providing papers in a timely manner could jeopardize a scheduled senior project experience as mentors need time to prepare for students and respond to school guidelines.
5. Student must indicate on the application if they would be interested in 1 week if GRC is unable to support their entire senior project request.

Selection Process

Student requests will be accepted on a first-come, first-served basis. Application packages must be complete for consideration.

Shadowing placements are dependent upon the availability of appropriate Glenn mentors and facilities. The Educational Programs Office cannot guarantee a shadowing experience and will not sign any forms that state a shadowing experience is guaranteed. Each session has limited placement and shadowing days.

Application

Students must complete and return the attached application and forms along with **one copy of their birth certificate and one copy of the entire application package**. Applications can be obtained at the following Web site: www.nasa.gov/centers/glenn/education/ShadowingProgram_GRC.html. Applications must be post marked or hand-stamped by our office no later than the deadline dates. **Incomplete applications will not be processed**. Placements **cannot** be made without the signature of a parent or guardian (if applicable) and recommending school official.

Return all forms to:

**NASA Glenn Research Center
Educational Programs Office
Attn: Shadowing Program, Mail Stop 500-107
21000 Brookpark Road
Cleveland, OH 44135-3191**

Additional information can be obtained by contacting the following:

NASA GRC Educational Programs Office

Phone: 216-433-6656 or E-mail: intern@grc.nasa.gov

Schedule

<u>Session</u>	<u>Application Deadline</u>	<u>Selection Notification Date</u>
I November 14 to December 15, 2008	October 20, 2008	November 7, 2008
II March 9 to May 29, 2009	January 30, 2009	February 25, 2009



2009 Shadowing Program Student Application Form

Educational Programs Office

Please type or print in black ink only.

Full legal name _____ Date of birth _____
Last name, suffix (e.g., Jr.) First name Middle name mm dd year (e.g., 11/14/1992)

Place of birth _____ Gender: Female Male
City, State, Country

U.S. Citizen Yes No

*Note: If U.S. citizen and born outside the United States or Puerto Rico, you **must** provide the information requested below. If selected you **must** provide documentation prior to start date for acceptance to be finalized.*

Naturalization no. _____ Date issued _____ Date expired _____

Passport no. _____ Date issued _____ Date expired _____

You Must Provide Both Addresses:

Permanent (home) address _____ School name _____
City State Please provide your 9-digit ZIP Code School address _____

Telephone no. () _____ School telephone no. () _____
City State ZIP Code

Cell no. () _____

Permanent e-mail address _____ School e-mail address _____

Cumulative GPA (unweighted) = _____ (on a 4.0 scale)

Academic level as of Fall 2009

- HS Sophomore HS Junior
 HS Senior College Freshman

Have you previously applied for or participated in a NASA program? Yes No

Check any of the following NASA programs you have previously applied for (A) or participated in (P) and indicate the year:

(A)	(P)	Program	Year	(A)	(P)	Program	Year
<input type="checkbox"/>	<input type="checkbox"/>	FIRST		<input type="checkbox"/>	<input type="checkbox"/>	GRC TSU College Bound	
<input type="checkbox"/>	<input type="checkbox"/>	GRC Exploring Program		<input type="checkbox"/>	<input type="checkbox"/>	INSPIRE	
<input type="checkbox"/>	<input type="checkbox"/>	GRC LERCIP High School		<input type="checkbox"/>	<input type="checkbox"/>	NES (NASA Explorers School) School Name _____	
<input type="checkbox"/>	<input type="checkbox"/>	GRC N.A.S.A. Project		<input type="checkbox"/>	<input type="checkbox"/>	SEMAA Site Name _____	
<input type="checkbox"/>	<input type="checkbox"/>	GRC Shadowing Program		<input type="checkbox"/>	<input type="checkbox"/>	Other	

Office use only

Date received _____ Date processed _____ Initials _____

Duration of shadowing experience you are requesting:

- 1 day (9 a.m. to 4 p.m.)
- Not more than 1 week, consecutive days
- Other

If you checked blocks two or three, please indicate duration and name of school career program: _____

Check the session(s) you wish to shadow at NASA Glenn:

- Session I (November 14 to December 15, 2008)
- Session II (March 9 to May 29, 2009)

Based on your above choice provide one optional date(s) or week(s): _____

Senior Project Students:

Date school needs shadowing date _____

Date school needs mentor information _____

Date Senior Project forms are due to school _____

Office use only
Organization _____
Building _____
Mail stop _____
Room _____

Are you interested in 1 week if we cannot accommodate multiple weeks? Yes No

Do you know someone at NASA Glenn who would be willing to be your mentor?

Yes No _____ () _____
Name of employee *Employee phone number*

If yes, has this employee **verbally committed** to mentoring you on the dates specified on this application?

Yes No Comments _____

Name and signature of recommending teacher, guidance counselor, or school official:

Print name

Signature

Position _____

Date _____

School telephone () _____

Fax () _____

E-mail address _____

How did you learn about the program?

- Faculty member or school official
- Group visit to GRC
- Inquiry to NASA about summer opportunities
- NASA Web Site
- GRC Educational Programs Staff
- GRC Educational Programs Web Site
- Friend who participated in LERCIP
- Previously a LERCIP participant
- Other (please specify) _____

Relative who works for NASA or NASA contractor

Name/Relationship

Company name/Area/Organization

Student Narrative

Write a narrative statement giving your reason for requesting a shadowing experience at the NASA Glenn Research Center. Briefly state the benefits you expect to gain from your experience.

Please list and elaborate on some of your goals for the next 2 to 5 years.

Please list any classes you have taken, or are currently taking, that are conducive to your shadowing experience (i.e., math, science, computer, business, etc.)

What types of questions are you planning to ask your mentor?

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Waiver of Compensation

(Completion of form is required for processing of application and placement.)

Whereas, the undersigned student desires to enter upon the premises of the Glenn Research Center of the National Aeronautics and Space Administration for the purposes of observing Government research and development activities and to use the facilities of the Center to conduct educational research projects; and

Whereas, permission has been granted by the Center to enter the premises and to use the facilities, subject to revocation at any time;

Now, therefore, the undersigned student, in consideration of the foregoing, hereby waives and forever releases the United States—for self, executor, administrator, heirs, and assigns—from any claim for wages, salary, or compensation of any kind which may arise out of, or in any way be connected with, tasks or services that may be performed by the undersigned during this student’s visit to the Center.

Student

Parent/Guardian*

Print name

Print name

Signature

Signature

Date

Date

**Signature of parent or guardian required if student is under 18 years of age.*

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Student Certification

(Completion of form is required for processing of application.)

I understand that as a participant in the NASA Glenn High School Shadowing Program, I will not be considered an employee of NASA Glenn Research Center.

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 Shadowing Program and other NASA programs. If selected to participate, I understand I must participate for the entire time allocated and failure to do so or abide by the program (i.e., NASA Education Evaluation Forms—Profile and Feedback), safety, and security policies and procedures could result in termination and could be just cause for disqualification or consideration from future participation in the Shadowing Program and other NASA programs.

I understand and acknowledge that participation in the program does not entitle me to unemployment compensation. Print your full name below and sign and date for acceptance.

Complete legal name (print): _____
First M.I. Last

Student signature Date

Signature of parent/guardian Date*

**Signature of parent or guardian required if student is under 18 years of age.*

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Release Form

(Completion of form is required for processing of application.)

For appearance in photographs or other image-based media or production by or for the NASA Glenn Research Center

John H. Glenn Research Center at Lewis Field
National Aeronautics and Space Administration
21000 Brookpark Road
Cleveland, OH 44135-3191

Glenn Educational Programs Office Workshop/Activity/Event.
Shadowing Date(s):

To the United States Government, NASA, the Glenn Research Center, its contractors, partners or those acting with its authority and permission and employees of the United States Government, NASA, the Glenn Research Center, its contractors, partners, or those acting with its authority and permission I hereby

- a. grant the unrestricted right and permission to copyright and use, re-use, publish, and re-publish photographic or digital images of me or in which I may be included intact or in part, composite or distorted in character or form, without restriction as to changes or transformations in conjunction with my own or a fictitious name, or reproduction hereof in color or otherwise, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever.
b. permit the use of any printed material in connection herewith.
c. release, discharge and agree to save harmless from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitations any claims for libel or invasion of privacy.
d. [] affirm that I am over the age of 18 and have the right to contract in my own name. I have read the above authorization, release, and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives and assigns.
Additional information is required—see bottom 3 lines.

or

- e. [] affirm that I am the parent or legal guardian for

Name of the minor subject(s) depicted in the photographs or digital images

and have the right to contract for him/her. I have read the above authorization, release, and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives, and assigns and those of the subject(s) listed above.—Parental/Guardian information is required below.

Printed name

Address

Signature

City State ZIP Code

Date

() Phone

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Emergency Medical Authorization

(Completion of form is required for processing of application.)

NASA Glenn Research Center

Full legal name of student _____ Date of birth _____
Last name, suffix (e.g., Jr.) First name Middle name

Gender: Female Male

Address _____

Home telephone number _____

Name of parent/legal guardian _____

Telephone number where parent or guardian can be reached between 8 a.m. and 5 p.m.

Name, telephone number(s), and relationship of other custodial parent or emergency contact.

Facts concerning the student's medical history to which the physician should be alerted:

Allergies _____

Medications taken _____

Physical impairments _____

Other _____

List any specific accommodations required for a student with a disability.

In the event that reasonable attempts to contact one of the parents of, or the legal guardian of, the above minor are not successful, I hereby give my consent to the administration of medical treatment deemed necessary by the Medical Services Office at the NASA Glenn Research Center. In the event that more extensive medical care is necessary than that given by the Glenn Medical Services Office, I authorize the transfer of the minor to a local hospital by ambulance.

Signature of parent/guardian

Date

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Application Check List

1. _____ Complete application (all signatures included)
2. _____ Copy of birth certificate
3. _____ One copy of entire application package (plus original)
4. _____ Student information
5. _____ Senior Project (school) required forms

Important Reminders

1. All application packages **MUST** be postmarked or hand-stamped by our office no later than the application deadlines, October 20, 2008—Session I and January 30, 2009—Session II. **Late or incomplete applications will not be processed.**
2. Return all complete application packages to the following address:

**NASA Glenn Research Center
Educational Programs Office
Attn: Shadowing Program, Mail Stop 500-107
21000 Brookpark Road
Cleveland, OH 44135-3191**
3. You will be contacted via letter about placement status by the selection notification date, November 7, 2008—Session I and February 25, 2009—Session II.
4. Questions can be addressed by phone: 216-433-6656 or e-mail: intern@grc.nasa.gov

Student Information

Name (print): _____

Gender: Female Male

Program you are applying for: Shadowing Program

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 and return with application materials.

Ethnic Background (check one that best applies)

- American Indian or Alaska Native (Non-Hispanic)
- Asian (Non-Hispanic)
- Black or African-American (Non-Hispanic)
- Hispanic/Latino(a)
- Native Hawaiian or Pacific Islander (Non-Hispanic)
- Two or more races
- White (Non-Hispanic)

Individual with a disability* Yes No

Please list any special accommodations required:

**A person having a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.*

The information solicited on this form will not be available to those responsible for reviewing applications, but will be used by NASA primarily to determine the extent to which various populations are represented in the applicant pool. This information will remain strictly confidential.