



## LEWIS' EDUCATIONAL AND RESEARCH COLLABORATIVE INTERNSHIP PROGRAM (LERCIP)

### 2010 SUMMER INTERNSHIP FOR HIGH SCHOOL STUDENTS

#### Program Description

This educational program provides summer internship opportunities, 8 weeks in duration, to students interested in careers in science, technology, engineering, mathematics (STEM) and professional administration at the NASA Glenn Research Center (GRC). The internships are offered under the auspices of Lewis' Educational and Research Collaborative Internship Program (LERCIP) and are a collaborative undertaking of GRC's Educational Programs Office (EPO) and the Ohio Aerospace Institute (OAI). The LERCIP high school component offers opportunities for 10th and 11th grade students who will be juniors and seniors in the upcoming school year.

#### Program Goal

LERCIP High School program engages students with an intensive internship experience 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. The program is designed to expand the student's understanding of possible career choices that are available at NASA. Program activities include oral presentations and a variety of enrichment activities.

The EPO is committed to increasing the number and diversity of students from underrepresented and underserved communities in NASA-related STEM fields. **Please be advised that while the program is open to all equally qualified candidates, GRC is very interested in recruiting applicants who belong to a recognized underrepresented group in STEM**, which includes: females, African-Americans, Hispanics, Native Americans, Pacific Islanders (natives of the Philippines, Guam, American Samoa, or Micronesia), and students with disabilities.

#### 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. For more information, visit <http://grc.nasa.gov>.

#### Ohio Aerospace Institute

OAI is a private, nonprofit organization whose purpose is to advance aerospace-related capabilities through industry, university, and government collaboration. Such partnerships have led to critical solutions for aerospace applications, developed new technologies in medical science, created improved design and manufacturing and measurement systems, and provided educational enrichment and support to faculty and students. OAI is located next to the GRC west gate. For more information, visit <http://www.oai.org>.

## Eligibility Requirements

- The applicant must be a U.S. citizen and 16 years old on or before the program start date (June 14, 2010).
- The applicant must be a permanent resident of Northeast Ohio and currently enrolled in a high school located within a 50-mile radius of GRC.
- The applicant must be a current sophomore or junior at the time of application.

**NOTE:** The LERCIP High School program is **NOT** open to graduating seniors. Graduating seniors may apply for the LERCIP College program by accessing the EPO Web site <http://education.grc.nasa.gov>. The LERCIP College program application deadline is January 31, 2010.

- The applicant must have a **minimum cumulative** GPA of 3.0 on a 4.0 scale.
- The applicant must be willing to participate in a formal interview, if chosen as a semifinalist, as part of the placement process.
- The applicant must be available on a full-time basis (Monday through Friday, 40 hours per week) from June 14, 2010, through August 6, 2010.

## Application Information

Students seeking to participate in this program must submit an application to the address below.

**NASA GLENN RESEARCH CENTER  
EDUCATIONAL PROGRAMS OFFICE  
21000 BROOKPARK ROAD, MAIL STOP 7-4  
ATTN: LERCIP HS PROJECT  
CLEVELAND, OH 44135-3191**

A complete application package (original PLUS three copies) must be postmarked **no later than February 1, 2010**, to assure consideration. Applications postmarked after February 1, 2010, **will not** be considered or processed. **Faxed copies will not be accepted!**

## Program Selection Process

Selection in this program is very competitive and is based on the following:

- The completed application is reviewed and evaluated by a selection panel.
- Students identified as semifinalists will be notified in writing by April 30, 2010. Due to the large number of applicants, ONLY SEMIFINALISTS WILL BE NOTIFIED.
- Semifinalists will be interviewed by program officials, along with their parent(s)/guardian(s) to select program finalists.
- Finalists whose qualifications and interview results best match the overall goals and objectives of the program will be offered the available internships.
- Students who were 2009 LERCIP High School program participants must submit an application and meet the eligibility requirements above. Students must have adhered to their previous program guidelines to be eligible to return to the program.

## Stipend Information

LERCIP students receive a biweekly stipend for their appointments. If selected, stipend details and program information will be provided in the offer letter. The normal statutory tax withholdings will be held—the tax portion withheld will depend on the tax status submitted by participant. **This program does not provide unemployment compensation to participants.**

## Internship Dates for 2010

Start date: June 14, 2010

End date: August 6, 2010

**EDUCATIONAL PROGRAMS OFFICE**  
**2010 LERCIP HIGH SCHOOL STUDENT APPLICATION**

*Please type or print in black ink only.*

Full legal name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Last name, suffix (e.g., Jr.) First Middle name Month/Date/Year (e.g., 05/23/1994)  
 Place of birth \_\_\_\_\_ Gender:  Female  Male  
 City State Country

U.S. Citizen  Yes  No Note: If selected, U.S. citizens born outside the United States or Puerto Rico must provide documentation prior to start date for offer to be finalized.

**YOU MUST PROVIDE BOTH ADDRESSES:**

PERMANENT (HOME) ADDRESS:

SCHOOL NAME (Do not abbreviate):

\_\_\_\_\_  
 \_\_\_\_\_  
 City State  
 Please provide your nine-digit ZIP Code  
 ZIP Code \_\_\_\_\_ - \_\_\_\_\_  
 Telephone no.: (\_\_\_\_) \_\_\_\_\_  
 Alternate telephone no.: (\_\_\_\_) \_\_\_\_\_  
 Permanent e-mail address: \_\_\_\_\_

\_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City State ZIP Code  
 Telephone no.: (\_\_\_\_) \_\_\_\_\_  
 School Web site: \_\_\_\_\_

Cumulative GPA (unweighted) = \_\_\_\_\_ (on a 4.0 scale)  
**(Minimum eligibility is 3.0 cumulative GPA)**

Academic level as of fall 2010  
 HS junior  
 HS senior

Planned graduation date \_\_\_\_\_

**Transcript**

Please attach your current transcript to this application. (Transcript must include final grades for courses through the 2009 fall academic semester. Unofficial photocopies are acceptable). If an updated transcript does not include current course grades, attach current report card to your most recent transcript.

**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)		Year	(A)	(P)		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 \_\_\_\_\_



Print last name, first name, M.I. \_\_\_\_\_

## 2010 LERCIP High School 300 to 500 Word Essay

### Essay Guidelines:

1. You must include your full legal name and the name of your school in the upper right-hand corner of your essay.
2. Essay must be typed, double-spaced, in 12-point Times New Roman with a 1 in. margin on all sides of the page.
3. Include the word count at the end of your essay.
4. Proofread for spelling, punctuation, and grammar errors.
5. Specifically address the essay focus as outlined below. No matter how well-written, essays that do not address the essay focus will not score well.

### In at least 300 words and not more than 500 words address the following:

- Describe your characteristics that will benefit NASA and distinguish you from other applicants.
- Describe an activity or academic experience that may assist you in your internship if selected to participate.
- Describe how an internship at NASA will help further your anticipated college/career interests.





Print last name, first name, M.I. \_\_\_\_\_

## PARENT/GUARDIAN PERMISSION FORM

I understand that my child, \_\_\_\_\_, is applying to  
*Student's name (please print)*

participate in the LERCIP High School program from June 14, 2010, through August 6, 2010.

The project is conducted 5 days a week, Monday through Friday of each week from 8 a.m. to 4:30 p.m. A NASA sponsor or NASA contractor will provide the student's direct supervision. However, the NASA Glenn Educational Programs Office manages the overall program.

If selected for the above-mentioned program, I certify by my signature below that

- ❖ I grant permission for my son/daughter to participate in the LERCIP and all program-related activities.
- ❖ I ensure that my child will have transportation to and from the NASA Glenn Research Center.
- ❖ I grant permission for two teachers (selected by my son/daughter) to complete the Teacher Recommendation Forms.
- ❖ I am aware that the Teacher Recommendation Forms will be used as selection criteria for the LERCIP at the NASA Glenn Research Center and the contents of the recommendations will not be disclosed to me or anyone at my request during or after the selection process.
- ❖ I understand that my child MUST adhere by all the program rules and guidelines established both by NASA, OAI, and the Educational Programs Office in order to participate in this program. If my child does not adhere to the rules and regulations, I understand that they could be terminated and will NOT be eligible for participation in NASA Glenn Education Programs in the future.
- ❖ I understand the failure to abide by program/safety/security policies by my child, could result in termination from the program.
- ❖ I understand that my son/daughter is required to complete required NASA Education Evaluation forms and failure to do so may prohibit their participation in future NASA Glenn Education Programs.
- ❖ I guarantee my child's participation for the **entire duration of the program**. *(In the event he/she cannot fulfill this commitment, I understand that his/her position as an LERCIP intern will terminate immediately.)*
- ❖ I authorize the staff to release my child's name and address to educational organizations so he/she can be provided with current information on scholarships, other educational programs, and college financial aid information to enable NASA and its contractors to track and monitor the progress of the LERCIP participants.

\_\_\_\_\_  
Parent's/guardian's signature of consent

\_\_\_\_\_  
Date

Print last name, first name, M.I. \_\_\_\_\_

**THIS FORM SHOULD BE RETURNED AS A PART OF THE STUDENT APPLICATION PACKAGE.**

**When returning this form, please give the applicant ample time to meet the application deadline. NASA must receive applications no later than February 1, 2010. Please make three copies of the completed teacher recommendation form, insert original and three copies in an envelope, sign your name across the seal, and return the envelope to applicant for inclusion in application package.**

**2010 LERCIP HIGH SCHOOL  
TEACHER RECOMMENDATION**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Subject: \_\_\_\_\_

**Directions to Teacher:** Please read the instructions on the reverse side of this form before completing.

Please mark the box below that best represents your assessment of this student. Return the completed recommendation form with three copies in a sealed envelope (sign your name across the seal) to the applicant for inclusion in their application package. **The LERCIP application deadline is February 1, 2010.**

Indicator	Excellent	Very Good	Good	Poor	No Basis for Judgment
Study and time management skills	<input type="checkbox"/>				
Ability to work with others	<input type="checkbox"/>				
Ability to work alone	<input type="checkbox"/>				
Participates in discussions	<input type="checkbox"/>				
Communicates effectively	<input type="checkbox"/>				
Attendance record	<input type="checkbox"/>				
Self discipline and attitude	<input type="checkbox"/>				

**Overall recommendation**

- I strongly recommend this applicant
- I recommend this applicant
- I recommend this application with reservations
- I do not recommend this applicant

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

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print last name, first name, M.I. \_\_\_\_\_

### **Note to the teacher(s)**

The Teacher Recommendation Form provides current teachers with the opportunity to provide additional information about the student applicant in a standardized format. This form provides pertinent information regarding the student's academic and personal qualities and is a valuable part of the selection process.

The Teacher Recommendation Form **must** be used when making a recommendation. Additional comments and letters will not be accepted or considered.

Each year, NASA Glenn Research Center (GRC) in Cleveland, Ohio receives applications from hundreds of students throughout the Greater Cleveland area. The Teacher Recommendation Form provides a uniform basis for consideration and selection of applicants.

The student named on this form has selected you to provide a recommendation to accompany an application for the Lewis' Educational and Research Collaborative Internship Program (LERCIP) for high school students at GRC. LERCIP is an educational program that provides internships for students who are interested in science, technology, engineering, and math (STEM) and professional administrative and technical areas. Internships of 8-week duration are available June 14, 2010, through August 6, 2010, for current high school sophomores and juniors. The goals of LERCIP are (i) to attract and retain students in STEM disciplines through a progression of educational opportunities; (ii) to inspire a more diverse student population to pursue careers in STEM-related fields; (iii) to expose students to possible career choices at NASA; and (iv) to engage students with an intensive internship experience while under the guidance of a mentor.

While LERCIP is open to all equally qualified candidates, GRC is very interested in recruiting applicants who belong to a recognized underrepresented group in Science, Technology, Engineering, and Mathematics (STEM). Traditionally underrepresented groups in STEM include females, African Americans, Hispanics, Native Americans, Pacific Islanders (native of Hawaii, Philippines, Guam, American Samoa, or Micronesia), and students with disabilities.

### **Note to the student and parent(s)/guardian(s):**

The student applicant must submit two Teacher Recommendation Forms when submitting their LERCIP application package. The applicant should give the form to **current teachers** who teach core subject areas such as English, Social Studies, Mathematics or Science. If an applicant is unable to obtain the support of current teachers in the completion of the Teacher Recommendation Forms, please contact the LERCIP Project Manager at 216-433-6656.

As indicated on the parent/guardian permission form, you understand and agree that the information on this form is confidential and intended to be reached by the LERCIP rating and selection committees. This recommendation will not be disclosed to you or anyone at your request during or after the selection process.

Print last name, first name, M.I. \_\_\_\_\_

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Indicator	Excellent	Very Good	Good	Poor	No Basis for Judgment
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Communicates effectively	<input type="checkbox"/>				
Attendance record	<input type="checkbox"/>				
Self discipline and attitude	<input type="checkbox"/>				

**Overall recommendation**

- I strongly recommend this applicant
- I recommend this applicant
- I recommend this application with reservations
- I do not recommend this applicant

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

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print last name, first name, M.I. \_\_\_\_\_

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Print last name, first name, M.I. \_\_\_\_\_

## STUDENT INFORMATION

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

Program you are applying for: **LERCIP HIGH SCHOOL 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**. The information solicited on this form will not be available to those responsible for reviewing applications, but will be used by OAI and NASA primarily to determine the extent to which various populations are represented in the applicant pool. This information will remain strictly confidential.

Please complete all questions even if your response is "Decline to Answer."

### Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino
- Decline to Answer

### Sex

- Female
- Male
- Decline to Answer

### Disability

**Do you have any disabilities?**

- Yes
- No
- Decline to Answer

### Race

- American Indian or Alaskan Native
- American Indian or Alaska Native and Black
- American Indian or Alaska Native and White
- Asian
- Asian and White
- Black or African American
- Native Hawaiian or Pacific Islander
- Other
- White
- Decline to Answer



## APPLICATION REMINDERS

Before submitting this application, you should read it thoroughly. Special attention should be given to eligibility requirements, dates, and deadlines. Be sure that you have supplied all information and materials requested. You are encouraged to keep a copy of your completed application package, as we are unable to return any application materials submitted for the program.

### APPLICATION CHECKLIST

1. \_\_\_ Original, signed 2010 LERCIP HIGH SCHOOL PROGRAM APPLICATION FORM
  
1. 2010 LERCIP High School Application Form—all pages must be complete
  - a. Applicant Information
  - b. Placement Information/Student Certification
  - c. 300-Word Essay
  - d. Parent/Guardian Data
  - e. Parent/Guardian Permission Form
  - f. Student Information
  
2. Two Teacher Recommendation Forms  
(Must be returned in sealed white envelopes with the teacher's signature across the seal and the student's name printed across the front of the envelope. Forms must be received with student's application package.)
  
3. School Transcript  
(Attach your current transcript of courses completed. Transcript must include final grades, cumulative GPA, and credit hours taken to date through fall 2009. Unofficial transcript and photocopying your original transcript is acceptable. If the transcript does not include current course grades, attach your most recent report card to your transcript.)

**Note: When submitting original plus three copies, it is very important that the pages are assembled in numerical order.**

**FAXED COPIES WILL NOT BE ACCEPTED.  
All application materials must be postmarked by February 1, 2010.**

Mail completed application package plus three copies to

**NASA GLENN RESEARCH CENTER  
EDUCATIONAL PROGRAMS OFFICE  
21000 BROOKPARK ROAD, MAIL STOP 7-4  
ATTN: LERCIP HS PROJECT  
CLEVELAND, OH 44135-3191**

Should you have any questions, contact

NASA Glenn Research Center  
Educational Programs Office  
Telephone: 216-433-6656  
E-mail: [intern@grc.nasa.gov](mailto:intern@grc.nasa.gov)

**PLEASE BE ADVISED THAT ANY APPLICATION OR APPLICATION MATERIALS POSTMARKED AFTER THE DEADLINE DATE, FEBRUARY 1, 2010, WILL NOT BE PROCESSED AND ARE CONSIDERED INELIGIBLE—NO EXCEPTIONS. APPLICATIONS RECEIVED FROM STUDENTS WHO LIVE OUTSIDE A 50-MILE RADIUS OF NASA GLENN RESEARCH CENTER, CLEVELAND, OHIO WILL NOT BE CONSIDERED OR PROCESSED.**