



LEWIS' EDUCATIONAL AND RESEARCH COLLABORATIVE INTERNSHIP PROJECT (LERCIP)

2011 SUMMER INTERNSHIP FOR HIGH SCHOOL STUDENTS

Project Description

This educational project provides summer internship opportunities, 8 weeks in duration, to students interested in careers in science, technology, engineering, and 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 Project (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.

Project Goal

LERCIP High School project 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 project is designed to expand the student's understanding of possible career choices that are available at NASA. Project 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 project 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. GRC is distinguished by its unique blend of aeronautics and spaceflight experience. As we move toward a greater focus on spaceflight hardware development, we are benefiting from our diverse accomplishments and expertise in aeronautics. Our work is focused on technological advancements in spaceflight systems development, aeropropulsion, space propulsion, power systems, nuclear systems, communications, 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 project start date (June 13, 2011).
- 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 project is **NOT** open to graduating seniors. Graduating seniors may apply for the LERCIP College project by accessing the EPO Web site <http://education.grc.nasa.gov>. The LERCIP College project application deadline is January 31, 2011.

- 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 13, 2011, through August 5, 2011.

Application Information

Students seeking to participate in this project 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 January 15, 2011**, to assure consideration. Applications postmarked after January 15, 2011, **will not** be considered or processed. **Faxed copies will not be accepted!**

Project Selection Process

Selection in this project 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 March 21, 2011. Due to the large number of applicants, ONLY SEMIFINALISTS WILL BE NOTIFIED.
- Semifinalists will be interviewed by project officials, along with their parent(s)/guardian(s) to select project finalists.
- Finalists whose qualifications and interview results best match the overall goals and objectives of the project will be offered the available internships.
- Students who were 2010 LERCIP High School project participants must submit an application and meet the eligibility requirements above. Students must have adhered to their previous project guidelines to be eligible to return to the project.

Stipend Information

LERCIP students receive a biweekly stipend for their appointments. If selected, stipend details and project 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 project does not provide unemployment compensation to participants.**

Internship Dates for 2011

Start date: June 13, 2011

End date: August 5, 2011

EDUCATIONAL PROGRAMS OFFICE
2011 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., 05/23/1995)
 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)

Planned graduation date _____

Academic level as of fall 2011

- HS junior
 HS senior

Academic Progress Report

Please attach your current fall 2010 academic progress report or report card with this application. **Applications received without an academic progress report will not be accepted or processed.** An official transcript will be requested ONLY if you are selected as a semi-finalist and receive an interview.

Have you previously applied for or participated in a NASA project? Yes No ✓ Check any of the following NASA projects 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 N.A.S.A. STEM Bridge Project	
<input type="checkbox"/>	<input type="checkbox"/>	GRC Exploring Project		<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 Project		<input type="checkbox"/>	<input type="checkbox"/>	Other	

Office use only

Date received _____ Date Processed _____ Initials _____

Print last name, first name, M.I. _____

2011 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.

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Print last name, first name, M.I. _____

PARENT/GUARDIAN DATA

TO STUDENT:

Please have your parent(s)/guardian(s) carefully read and complete both sides of this form. You must include it in your application package. Your application is incomplete without the signature of a parent or guardian.

TO PARENT/GUARDIAN:

Please read the following information in its entirety, fill in the appropriate data, and indicate your approval on the signature line on the reverse side of the form. **Note: This information will remain strictly confidential.**

(Please print)

Last name of father or male guardian	First	M.I.
--------------------------------------	-------	------

Home address

City	State	ZIP code	Telephone no. (Best time to call)
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Occupation	Employer	Work telephone no. or cell no. _____
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Last name of mother or female guardian	First	M.I.
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Home address

City	State	ZIP code	Telephone no. (Best time to call)
------	-------	----------	--------------------------------------

Occupation	Employer	Work telephone no. or cell no. _____
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Emergency contact: _____

Relationship	Telephone no.	Cell/pager no.
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Complete reverse side of form.

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 project from June 13, 2011, through August 5, 2011.

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 project.

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

- ❖ I grant permission for my son/daughter to participate in the LERCIP and all project-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 project rules and guidelines established both by NASA, OAI, and the Educational Programs Office in order to participate in this project. 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 Projects in the future.
- ❖ I understand the failure to abide by project/safety/security policies by my child, could result in termination from the project.
- ❖ 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 project.** *(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. _____

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

The student applicant must submit two Teacher Recommendation Forms when submitting their Lewis' Educational and Research Collaborative Internship Project (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 reviewed 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.

Instructions for Teacher Recommendation

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 LERCIP for high school students at GRC. LERCIP is an educational project that provides internships for students who are interested in science, technology, engineering, and math (STEM) and professional administrative areas. Internships of 8-week duration are available June 13, 2011, through August 5, 2011, 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.

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 January 15, 2011. 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.

**2011 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 January 15, 2011.**

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"/>				
Exhibits Leadership	<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 student and parent(s)/guardian(s):

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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"/>				
Exhibits Leadership	<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: _____

STUDENT INFORMATION

Name (print): _____

Project you are applying for: **LERCIP HIGH SCHOOL PROJECT**

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
- Decline to Answer

Gender

- Female
- Male
- Decline to Answer

Disability

Do you have any disabilities?

- Yes
- No
- Decline to Answer

Race

- American Indian or Alaskan Native (Non-Hispanic)
- Asian (Non-Hispanic)
- Black or African-American (Non-Hispanic)
- Native Hawaiian or Pacific Islander (Non-Hispanic)
- Other
- Two or more races
- Unknown
- White (Non-Hispanic)
- Decline to Answer

Please list any special accommodations required:

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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 project.

APPLICATION CHECKLIST

- 1. 2011 LERCIP High School Application Form—all pages must be complete
 - a. Applicant Information (p. 1)
 - b. Placement Information/Student Certification (p. 2)
 - c. 300-Word Essay (p. 3)
 - d. Parent/Guardian Data (p. 5)
 - e. Parent/Guardian Permission Form (p. 6)
 - f. Student Information (p. 11)
- 2. Two Teacher Recommendation Forms (pp. 8 and 10)
(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. Academic Progress Report
Please attach your current fall 2010 academic progress report or report card with this application.
Applications received without an academic progress report will not be accepted or processed. An official transcript will be requested ONLY if you are selected as a semi-finalist and receive an interview.

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 January 15, 2011.

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

PLEASE BE ADVISED THAT ANY APPLICATION OR APPLICATION MATERIALS POSTMARKED AFTER THE DEADLINE DATE, JANUARY 15, 2011, 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.

www.nasa.gov