

NASA MARSHALL SPACE FLIGHT CENTER

2012 MINORITIES IN SCIENCE AND ENGINEERING (MISE) SUMMER INTERNSHIP PROGRAM

MAY 29 – AUGUST 3, 2012

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

ELIGIBILITY: To apply for this internship program all applicants must meet the following requirements

- 1) Must be a U.S. citizen
- 2) Must be a full time undergraduate student at Oakwood University, Alabama A&M University or the University of Alabama system
- 3) Must have a cumulative grade point average of 3.0 or higher
- 4) Must major in one of the subject areas required by NASA (see academic profile section of application)

If you do not meet all four basic eligibility requirements, do not complete this application

INSTRUCTIONS: Complete the application in its entirety. Please type or print all information in blue or black ink. Return the completed application along with the required essay/writing sample, official sealed transcript from all colleges/universities attended and current resume. Letters of recommendation should be received under separate cover. Application deadline: postmarked no later than **March 1, 2012**.

APPLICATION CHECKLIST

Prior to submission of the application, make certain the following information is included in your complete package:

- APPLICATION: Complete four page application
- TRANSCRIPT(S): Transcript(s) from all colleges/universities attended (**Unofficial unsealed copies only**)
- CURRENT RESUMÉ (Resume should be typed on standard resume quality paper using a 12 point Times Roman or Arial font) Do not use bold or italics
- WRITING SAMPLE: (Writing sample should be type on standard white bond paper with 1 inch margins and should clearly answer the three required questions) (Do not right justify) Font size should be 12 point Times Roman or Arial font. Do not use italics or bold type.
- RECOMMENDATIONS: Two recommendations are required from current or former university professors. Recommendations should be received under separate cover in a sealed envelope with the recommender's signature on the flap. Recommendations should originate from the office/university of the person who is providing the recommendation and should be sent directly to the Oakwood University address below.

Mail or fax completed applications to:

Madeline Hereford, WTI, Mail Code OS01, NASA MSFC, MSFC, AL 35812

Madeline.E.Hereford@nasa.gov PH: 256-544-7420 FAX NUMBER: 256-544-2411

APPLICATION DEADLINE: MARCH 1, 2012

Candidates will receive notification of acceptance no later than **April 16, 2012**.

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PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION

PERSONAL INFORMATION (All information in this section is required)

Full Name (First, Middle Last) _____

Social Security # _____ - _____ - _____ Male Female

Citizenship U.S. Dual Citizenship Other _____ (explain)

Date of Birth (mm/dd/yy) _____ Place of Birth (city/state) _____

Language(s) Spoken _____

Permanent Address (street address – incl. apartment #) _____

City/State/Zip Code _____

Temporary address, if different from permanent

Temporary Address (street address – incl. apartment #) _____

City/State/Zip Code _____

E-mail address _____ @ _____ **(required)**

Home Telephone () _____ Other () _____

ACADEMIC PROFILE

Current University _____

Major Mathematics
 Engineering (Mechanical Electrical Chemical Civil)
 Science (Biology Physical Chemistry Physics)
 Technology (Industrial Engineering Computer
 Other _____)

Minor _____

Present Classification

Freshman
 Sophomore
 Junior
 Senior
 Other _____

Current Cumulative G.P.A.

_____ (based on 4.0 scale)

Current (major specific)
G.P.A.

_____ (based on 4.0 scale)

MEMBERSHIPS: List memberships and any positions held in school or civic related organizations (high school and college) Include extracurricular and community activities. Attach separate sheet if necessary

ORGANIZATION	POSITION	YEAR

WORK EXPERIENCE PROFILE: Identify your most recent four years of work experience (include summer, part-time and temporary employment)

FROM	TO	POSITION/TITLE	EMPLOYER	LOCATION (CITY/STATE)

INTERNSHIP PROFILE: Identify any prior internship experience(s) including any NASA-related research/projects.

FROM	TO	POSITION/TITLE	COMPANY/NASA AGENCY	LOCATION (CITY/STATE)

SPECIAL ACCOMMODATIONS: Persons with a disability who require an accommodation to complete this application process should notify Phyllis Olinger, 256-544-0022, or Phyllis.J.Olinger@nasa.gov

WRITING SAMPLE INSTRUCTIONS: Writing sample should be typed on standard white bond paper with 1 inch margins (do not right justify). Font size should be 12 point utilizing the Times Roman or Arial font. Do not use italics or bold type.

Prepare and attach a two to four page essay addressing the following points:

1. Your past and present academic history and other experiences which you feel have prepared you for an internship.
2. What you hope to accomplish through an internship, and how it would relate to your academic and career goals.
3. What about NASA in particular interests you and leads you to apply for an internship

Please indicate how you first learned about this internship program:

School/University Job/Recruitment Fair Website Other _____

The following information is **OPTIONAL**

- American Indian or Alaskan Native
- African-American/Non-Hispanic Origin
- Asian or Pacific Islander
- Hispanic
- Caucasian/Non-Hispanic Origin
- Other _____

Are you a veteran of the U.S. Armed Forces: Yes No If yes, Veteran's Number _____

Are you currently enlisted in the U.S. Armed Forces: Yes No If yes, which branch _____

RECOMMENDATIONS

List the names and addresses of two academic references who you have asked to provide recommendations:
(Recommenders should be provided with one of the reference forms). Recommendations are to be mailed under separate cover.

NAME	UNIVERSITY	DEPARTMENT

I certify that the above information is true and accurate. I give permission to the Internship Program Director to share this application including transcripts and other pertinent information with NASA/MSFC and Oakwood University officials.

PRINT FULL NAME _____

SIGNATURE _____

DATE ____/____/____ TELEPHONE () _____

DO NOT WRITE IN THE SPACE BELOW

OFFICE USE ONLY	
DATE POSTMARKED ____/____/____	DATE RECEIVED ____/____/____
<input type="checkbox"/> APPLICATION COMPLETE	<input type="checkbox"/> ALL ELIGIBILITY REQUIREMENTS MET
<input type="checkbox"/> ALL RECOMMENDATIONS RECEIVED	<input type="checkbox"/> REVIEWER _____