



2015 STEM Summer Field Research Experience Summary & Program Information

Students: This packet is to provide you with information and application instructions for the *FloridaLearns STEM Scholars* STEM Summer Field Research/Workplace Experience. Please read the information on pages 1-2, complete the application on pages 3-5, and have two teachers complete the recommendation forms on pages 6-7 if you are interested in one of the field research opportunities. Your STEM Mentor Teacher will have a list of sites that have agreed to participate in this experience.

Summary:

Selected *FloridaLearns STEM Scholars* participants will have the opportunity to have a STEM Summer Field Site/Workplace Experience in order to gain extended exposure to a STEM-related career of interest and to increase knowledge of STEM careers. Students must be active participants in the STEM Scholars Program to be eligible and an application will be required. Each summer field site/workplace experience team will consist of a field site/workplace experience provider from an agency/organization/ business, a secondary STEM teacher or STEM Mentor Teacher, and up to three students.

Program Information:

- ❖ **Duration of Experience:** 56 hours (*arrangements for hours are left to the discretion of the field site*)
- ❖ **Scheduling and Time Commitment:** The experience schedule and weekly time commitment will be negotiated by the experience provider and teacher/student team. The experience may take part over consecutive days or be divided over a period of weeks.
- ❖ **Start and End Dates:** Start and end dates will vary by district due to differences in end-of-school and school opening dates; however, it is expected that the experiences may begin as early as Monday, June 8, 2015. The final date for experiences will be Friday, August 7, 2015.

Commonly Asked Questions:

1. Who may apply?

FloridaLearns STEM Scholars students who are currently in grades 9-11 and who are active participants in the program may apply. Each student will become part of a team that will consist of a teacher and up to three other students.

2. Is transportation provided?

Each student will be responsible for his/her own transportation to and from the field sites.

3. How do I know where the field sites are?

Project personnel will assemble a list of field sites and provide the list to STEM Mentor Teachers. They will also secure a teacher, who is willing to lead the team of students. A district official, such as a principal must approve the teacher.

4. What is the length of the experience and how will the schedule be determined?

The experience will take place over a period of 56 hours. The schedule and weekly time commitment will be negotiated by the experience provider and teacher/student team. The field experience may take part over consecutive days or be divided over a period of weeks.

5. Is it mandatory that I work at a field site in my school district?

No, it isn't. In some instances, a team may include students from different districts.

6. Will the student receive pay?

Student participants will not be paid for the experience, nor will they receive travel support. This experience is viewed as a valuable opportunity for student learning and collaboration with other students, a teacher, and STEM professionals. Additionally, the presentation developed by the student team may be added to the student's STEM portfolio. Students who make a great impression will have professionals they may call upon in the future to assist with letters of recommendation.



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7. When is the application due and to whom should the application be submitted?

Applications are due by June 1, 2015, and should be submitted to your STEM Mentor Teacher. STEM Mentor teachers will review the applications, make recommendations, secure principal approval, and submit the district list to project personnel. Project personnel will make every attempt to accommodate student requests.

8. May I apply for more than one field site?

We don't expect to have enough field site experiences to accommodate interested students in more than one location. However, you may request more than one field site to increase the likelihood of acceptance. When applying, please prioritize your site requests.

9. What are the expectations?

- a. Students are expected to dress appropriately and in accordance with the policies of his/her local school and the field/work site. In some instances, students may be asked to wear sturdy shoes and clothing, suitable for work at a field site. Students who fail to comply may not be allowed to fully participate.
- b. This is a school-sponsored experience and students are expected to abide by his/her respective district's Code of Student Conduct while taking part in all *FloridaLearns STEM Scholars* activities. Students who fail to comply with district policies will be referred by the STEM Mentor Teacher, or teacher who is supervising the specific activity, to the school principal who will be responsible for determining and administering appropriate discipline.
- c. Students are expected to act in a mature and responsible manner at all times during the experience and must respect the property of the field site or other work place.
- d. Compliance with safety rules and regulations is a critical part of any work experience. Students who fail to comply will lose the opportunity to participate and be sent home.
- e. Students are expected to respect the authority of the field site/workplace supervisor, faculty, staff, lead teacher, and other participants.
- f. Students will be expected to attend all activities for the specific experience unless there is a personal emergency. If a student will not be in attendance for a day, or any part of a day, he/she is expected to notify the lead teacher as soon as possible. Students who become ill should notify the lead teacher immediately.
- g. Students will be expected to arrive promptly for field site activities and remain at the field site for the duration of the day.
- h. Cell phones and other digital electronic communication devices may NOT be used during field site work time unless it is a part of the research requirements.
- i. Students may NOT invite guests to the field site experience.
- j. Students are responsible for keeping up with all personal items including computers or other electronic equipment. The *FloridaLearns STEM Scholars* Project, field site, college, or university will NOT BE responsible for any items that are lost or stolen.
- k. Bullying and/or any other behavior that may be considered harassment will NOT be tolerated.
- l. Student participants or their parent/guardian/caregiver will be financially responsible for damages to ANY facilities or materials, for which they are responsible, at a field site/ workplace.
- m. Each student and his/her parent/guardian/caregiver must sign and notarize the "Agreement of the Parties" found in the application.

10. What if I have specific questions about the program?

If you have unanswered questions, feel free to contact your local consortium's *FloridaLearns STEM Scholars* contact: **Heartland Educational Consortium** – STEM@heartlanded.org



2015 STEM Summer Field Research Experience Student Application

Please complete this form, have it notarized, and return it to your STEM Mentor Teacher by Monday, June 1, 2015

Student Name _____

(Please Print)

Grade (*Fall of 2015*) _____ Age _____ Home Phone Number _____

School Name _____ District _____

Student's Mailing Address _____

Street

City

State

Zip Code

E-Mail Address _____

Student's Emergency Contact Person _____

Emergency Contact Phone _____

Name of Field Site Requested – Prioritize Your Request List
1.
2.
3.

AGREEMENT OF THE PARTIES

I. STUDENT'S AGREEMENT:

- A. I will attend my placement for the full talent development period. I will ensure that both the school and the person or organization providing the placement will be notified if I am unable to attend the workplace. My dress and behavior will be in keeping with the accepted standards of my work experience provider and I understand that this may include participation in random drug and alcohol testing as per any workplace health and safety requirements in particular industries. I will promptly tell my supervisor of any personal injury or damage to property which may involve me. I will comply with all work rules, policies and procedures and will at all times act in accordance with the instructions of my supervisor. I agree to conduct myself in a professional manner and acknowledge that I am responsible for my own actions during the course of the development program and understand that any party to this agreement may terminate my participation at any time.
- B. I understand that my participation in the talent development experience program is completely voluntarily and is an opportunity offered for the benefit of a learning experience and not employment; therefore, I understand that participation does not provide monetary compensation or benefits such as worker's compensation and health insurance coverage through the school or sponsoring business. I further understand that it is my responsibility to provide all transportation needed to fulfill participation in the program and that program activities could involve certain risks such as those related to travel, the operation of machinery, or other risks, and I accept those risks and assume full responsibility for any associated injury, property losses or accidents. In consideration of the opportunity afforded me and with full knowledge and appreciation of the risks involved, I hereby agree to indemnify, release and hold harmless the Heartland Educational Consortium, my school district, my school, and the STEM Field Site/Workplace Experience Provider, as well as their officers, members, agents, faculty, employees, and insurers, from all forms and manner of risks inherent to the work experience position and from all claims and demands of any nature arising from my participation in the talent development program and related travel, except that this release shall not include a release of any claim occasioned by negligence or intentional torts of a party to this agreement.

I HAVE READ THE ABOVE AND UNDERSTAND THAT IT CONTAINS A RELEASE

Student Name (Printed)

Student Signature

Date



2015 STEM Summer Field Research Experience Student Application

II. PARENT/LEGAL GUARDIAN/CAREGIVER CONSENT (Applicable to students under 18 years of age):

- A. I am the Parent/Legal Guardian/Caregiver of the above named student and consent to my child participating in the work experience stated above.
- B. I understand that my child's participation in the talent development program is completely voluntarily and is an opportunity offered for the benefit of a learning experience and not employment; therefore, I understand that my child's participation does not provide monetary compensation or benefits such as workers compensation and health insurance coverage through the school or sponsoring business. I further understand that it is my responsibility to provide all transportation needed to fulfill participation in the program and that program activities could involve certain risks such as those related to travel, the operation of machinery, or other risks, and I accept those risks and assume full responsibility for any associated injury, property losses, or accidents. In consideration of the opportunity afforded my child, with full knowledge and appreciation of the risks involved, I hereby agree to indemnify, release and hold harmless the Heartland Educational Consortium, my child's school district, school, and the STEM Field Site/Workplace Experience Provider, as well as their officers, members, agents, faculty, employees, and insurers, from all form and manner of risks inherent to the work experience position and from all claims and demands of any nature arising from my child's participation in the work experience program and related travel, except that this release shall not include a release of any claim occasioned by negligence or intentional torts of a party to this Agreement.

I HAVE READ THE ABOVE AND UNDERSTAND THAT IT CONTAINS A RELEASE

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

III. NOTARY AFFIRMATION OF PARENT/GUARDIAN/CAREGIVER SIGNATURE

Signed and sworn (or affirmed) before me on _____ by _____
(Date) (Name of person making statement)

(Signature of Notary Public)

State of Florida

County of _____
(Commission # / Expiration Date or Stamp)

Notary Seal

IV. PRINCIPAL'S AGREEMENT:

- A. I have reviewed the student's request and agreement and enter into this arrangement for the named student to be placed for the purpose of a STEM Field Research experience with the above named work experience provider(s) under the terms stated herein.

Principal's Name (Printed)

Principal's Signature

Date

District

School Name



2015 STEM Summer Field Research Experience Student Application

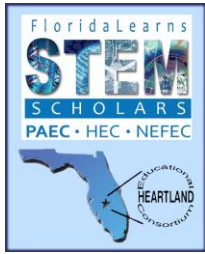
Narrative -- Please respond to the following. If additional space is needed, information may be provided on an attached sheet.

1. What project activities have you participated in? (*List all Regional Forums, Summer Challenges, and/or Parent Nights you have attended*)

2. What you have gained from the Regional Forums?

3. List any high school accomplishments you feel are significant STEM-related activities (*awards, honors, public service and community activities, extracurricular activities*).

4. Describe briefly, yet specifically, what you hope to gain from participating in the field experience for which you are seeking (*Please limit your response to 250 words or less*).



2015 STEM Summer Field Research Experience Teacher Recommendation Form

Please return to the school's STEM Mentor Teacher no later than Friday, May 29, 2015

Student Name: _____

Instructions for Student: This is a confidential form that should be completed by two teachers. At least one of the teachers **must** be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask the teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher.

Instructions for Teacher: Please select the description that best describes this student. This form is confidential and your assistance is appreciated.

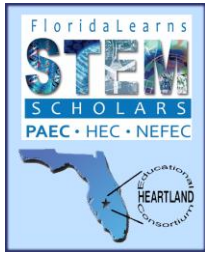
	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, is Respectful, and Works Well with Adults				

Summary evaluation for student to participate in a *FloridaLearns STEM Scholars* Summer Field Research Opportunity:

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Teacher Signature _____

Date _____



2015 STEM Summer Field Research Experience Teacher Recommendation Form

Please return to the school's STEM Mentor Teacher no later than Friday, May 29, 2015

Student Name: _____

Instructions for Student: This is a confidential form that should be completed by two teachers. At least one of the teachers **must** be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask the teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher.

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	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, is Respectful, and Works Well with Adults				

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Teacher Signature _____

Date _____