NASA MARSHALL SPACE FLIGHT CENTER

2006 MINORITIES IN SCIENCE AND ENGINEERING **(MISE)** SUMMER INTERNSHIP PROGRAM
OAKWOOD COLLEGE DEPARTMENT OF RESEARCH – HUNTSVILLE, ALABAMA

MAY 22 – JULY 28, 2006

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 College, 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, 2006. All applications received with a postmark later than March 1, 2006 will be returned.

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 (**Official 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 College address below.

Completed packages should be sent to the following address. **Incomplete application packages will be returned**.

Oakwood College
Department of Research and Faculty Development
7000 Adventist Blvd.
Huntsville, Alabama 35896
Attn: LaTanja Banks
MISE Internship Program

Only those candidates who have been awarded an internship will be notified. Candidates will receive notification of acceptance no later than March 31, 2006.

Direct all inquiries to madeline.hereford@msfc.nasa.gov or lbanks@oakwood.edu

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PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION

PERSONAL INFORMATION (All information is 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) ☐

COLLEGE(S) AND UNIVERSITIES: Please provide information below for each college/university attended and/or attending

SCHOOL	CITY	STATE	YEAR (TO – FROM)	DEGREE(S) & DATE(S) AWARDED/EXPECTED

SPECIFIC COURSE WORK: List all successfully completed undergraduate and graduate science and mathematics courses

COURSE	COLLEGE/UNIVERSITY	GRADE

HONORS / AWARDS: List any honors and awards received during the past 4 years (including high school) Attach separate sheet if necessary

DESCRIPTION	YEAR AWARDED

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)

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

SPECIAL ACCOMMODATIONS: Persons with a disability who require an accommodation to complete this application process are required to notify the NASA Marshall Space Flight Center Office of Diversity and Equal Opportunity of their need.

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. Reference forms can also be obtained at http://eo.msfc.nasa.gov/smsp.html) 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 and Oakwood College officials.

PRINT FULL NAME _____

SIGNATURE _____

DATE _____/_____/_____ TELEPHONE ( )_____

DO NOT WRITE IN THE SPACE BELOW

OFFICE USE ONLY

DATE POSTMARKED _____/_____/_____ DATE RECEIVED _____/_____/_____

☐ APPLICATION COMPLETE ☐ ALL ELIGIBILITY REQUIREMENTS MET

☐ ALL RECOMMENDATIONS RECEIVED ☐ REVIEWER _____