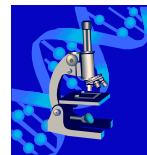




Application Form for the 2009-2010 UMBI-MCPS Student Internship Program



Program Description

The University of Maryland Biotechnology Institute Shady Grove (Center for Advanced Research in Biotechnology) UMBI/CARB is supporting a full-year, local internship program in biotechnology research for students in Montgomery County Public Schools (MCPS). The goal of this program is to provide an opportunity for highly-motivated students in the Maryland State Department of Education (MSDE)-approved Biotechnology program to explore career opportunities in the field of biological science. Schools with approved MSDE Biotechnology programs are Northwest, Seneca Valley, Thomas Edison High School of Technology, Thomas Wootton, and Wheaton high schools. Students will work with a research group led by one of the UMBI faculty members. Information regarding current UMBI projects can be found on the UMBI web site: <http://www.umbi.umd.edu/home.php>.

The program will include a summer paid internship and a double period year long internship for school credit. In addition, this internship program meets the graduation requirement of a career pathway program by providing a completion option for the MSDE Biotechnology program.

Program Entrance Requirements

The student must:

- Be either a high school junior or senior by September 2008.
- Have a minimum cumulative Grade Point Average (GPA) of 2.5.
- Have completed Biology A & B and Chemistry A & B achieving a minimum semester grade of B by the end of the 2008-2009 school year.
- Have fully completed the application by the February 1, 2009 deadline to be considered for acceptance into the UMBI-MCPS student internship program. Completing the application by the deadline does not guarantee program entrance.
- Have completed Molecular Biotechnology A achieving a minimum semester grade of B.
- Be willing to provide appropriate documentation required by UMBI that may include a social security number and/or proof of citizenship/green card. For more information, contact the program internship coordinator.
- Commit to a paid summer internship and a double period year long internship.

Program Completion Requirements

- The student must successfully comply with the specific expectations in the *UMBI Employees' Handbook* and expectations of the project mentor as related to the research project.
- Participation in the program requires regular attendance during scheduled work hours and seminars.
- Interns must submit weekly reflections and time sheets signed by the mentor. There will be additional written assignments.
- In lieu of the final exam, students will be required to complete a summer presentation, written report at the end of the fall semester and an oral presentation at the end of the spring semester.
- The UMBI-MCPS Internship is a credit-bearing course in which students receive a letter grade on their transcripts. Failure to comply with the specific expectations described in the *UMBI Employee Handbook* and the *MCPS Internship Program Memorandum of Understanding Obligations of Participants* will result in a grade of "E" for the quarter on the student transcript and removal from the program.
- Participating in an internship may require a commitment beyond the school day and may conflict with extracurricular or personal activities. The internship must take priority unless the schedule is approved by the mentor.
- Interns are responsible for their own transportation to and from the internship site. Transportation difficulties that result in time lost at the site may affect the grade for the course.

**The application deadline to be considered for
The 2009 UMBI-MCPS Internship program is February 1, 2009**

Application Process

1. **Application Form:** Complete the student application. Make sure all items are completed and clearly, legibly printed. Since UMBI will correspond by email, applicants must provide a valid email address.
2. **Recommendations:** Provide the names, signatures, and email addresses of two instructors to contact for a recommendation. One instructor must be a science teacher.
3. **Transcript:** Include a copy of your unofficial transcript from the registrar.
4. **Personal Essay:** Visit the UMBI website <http://www.umbi.umd.edu/home.php>. Select the Center for Advanced Research in Biotechnology listing and review the CARB Research Program <http://www.umbi.umd.edu/carb/home.php>. Choose an area of research that interests you, and write a short essay (no more than 2- 3 paragraphs) explaining the importance of this type of research and why it interests you. It is recommended that you compose this essay using word processing software (such as Microsoft Word). Attach a printed copy with the application.
5. **Resume:** Provide a short resume that lists your activities, especially those related to science. Information about how to write a resume is available from www.MontgomeryYouthWorks.com.
6. **Checklist:** All applicants and their parents/guardians must complete the following checklist:

UMBI-MCPS 2009-2010 Application Checklist	
	Review the UMBI-MCPS Internship program description (page 1).
	Review the UMBI-MCPS Internship entrance and completion requirements (page 1).
	Attach a copy of the school transcript.
	Complete the UMBI-MCPS Internship program application.
	Attach a copy of personal essay.
	Attach a copy of the resume.

7. **Mail:** Forward this application packet, with a copy of your school transcript and most recent report card, to program internship coordinator, **Ms. Lesli Adler at Thomas S. Wootton HS, 2100 Wootton Pkwy., Rockville Maryland 20850.**

Program Application

Please **print** all information requested on this application form. The student, parent/guardian, and school counselor must sign and date this application in order for the application to be processed. **Forward your completed application packet to Lesli Adler by February 1, 2009.**

Appointment is contingent upon verification of eligibility to be employed in the United States and meeting all other program entrance requirements. Applying to this program does not guarantee placement.

Name: _____
Last
First
MI

Current High School: _____ Counselor: _____

Student ID Number: _____ Date of Birth: _____ Current Grade: *Circle one* 10 11

Social Security Number: _____ or National ID Number: _____

Street Address: _____

_____ *City* *State* *Zip*
 Home Telephone: _____ Cellular Phone: _____

E-Mail Address: _____

Parent /Guardian's Name: _____

Parent's Work Phone: _____ (*Father*) _____ (*Mother*)

Parent Email: _____ (*Father*) _____ (*Mother*)

Directions: Please review the table below. Complete for all courses that apply prior to signing page 4.

SCIENCE, MATH & COMPUTER CLASSES WITH GRADES AND LEVEL

Course Title	Check if Honors	Final Grade	Year Taken	Currently Enrolled? (Y/N)
Algebra II				
Anatomy & Physiology				
AP Biology				
AP Chemistry				
AP Environmental Science				
AP Physics				
Biology				
Calculus				
Chemistry				
Geometry				
Molecular Biology				
Molecular Biotechnology				
Physics				
Software Applications				
Other: _____				
Other: _____				
Other: _____				
Other: _____				

Directions: Please review the table below. Provide the following information for each recommendation. The instructors will be contacted for student recommendations.

Science Teacher Recommendation		Teacher Recommendation	
Print name		Print name	
Signature		Signature	
Email		Email	

I have reviewed and provided all documents required for consideration for entrance in the UMBI-MCPS Internship program.

Student's Signature: _____ **Date:** _____

I have reviewed the application requirements. To the best of my knowledge, my son/daughter could independently participate and function while in either the classroom or internship setting for the duration of the UMBI-MCPS Internship program.

Parent's/Guardian's Signature: _____ **Date:** _____

Counselor - Please review the completed application packet, sign below, and submit it to **Ms. Lesli Adler at Thomas S. Wootton HS, 2100 Wootton Pkwy., Rockville MD 20850.**

Counselor Signature: _____ **Date:** _____

For questions, please contact Ms. Lesli Adler, Program Coordinator, at **301-517-8136** or via e-mail at **Lesli_A_Adler@mcpsmd.org**.

The Montgomery County Public Schools prohibits illegal discrimination on the basis of race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, physical characteristics, or disability. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the MCPS Compliance Officer, Office of the Deputy Superintendent, 850 Hungerford Drive, Room 129, Rockville, MD 20850, at 301-279-3126.