UCSD Staff Association
Career Experience for High School Students
July 2, 2012-August 10, 2012

Program Description:
The UCSD Career Experience for High School Students program, a part of the UCSD Staff Association student outreach program, has been developed to help increase awareness of career fields at UCSD. Students gain exposure to career options, hands-on experience, work readiness skills, and mentoring by skilled experts in their field of interest.

Through the six-week volunteer program, students are involved with an established career-based project. Students learn how to be part of a work team, joining staff meetings and contributing knowledge as part of group discussions.

Eligibility:
• Applicants must be San Diego County residents and have completed their most recent semester of high school at a public or private high school within San Diego County.
• Applicants must be at least 16 years of age on or before June 30, 2012.
• One year each of high school level English or math is recommended but not required for full consideration. Please check each project prerequisite as project requirements vary.
• Applicants must have a minimum grade point average of 2.8.
• Applicants must be able to commit to 10-20 hrs/wk for the duration of the program. Applicants will be asked to create a weekly schedule.
• Applicants under 18 must submit a blank work permit application (available from your high school career center)
• Applicants must be able to provide their own transportation.

A special emphasis is placed on identifying and recruiting students from groups that are historically underrepresented in the sciences (i.e., African-American, Hispanic, Native Pacific Islander, or Native American students).

Application and Selection:
Completed applications and supporting documentation (see checklist) must be provided in a single packet postmarked by APRIL 12, 2012.

Application Guidelines:
Here are a few tips for making sure your application is the best representation of you.

Responsibilities:
✓ Students have complete responsibility for contacting the UCSD Staff Association with any questions and/or concerns they may have regarding the program and/or application. If you aren’t sure about something, if you’re wondering about a document, if you’re not sure how to fill something out or whether particular information needs to be included – ASK US! Your teachers, counselors, parents, etc. can certainly advise you but always be sure to double check with us about any details if necessary! Don’t have your application rejected because you thought an instruction meant something different!
✓ Be your own advocate! - It is important for the students to advocate for themselves. YOU are applying for this position, not your parents. Any questions need to come from you.
✓ UCSD Staff Association contact email address is: amason@ucsd.edu. Ask early and ask often!
Applicant Name: _______________________________

Application:
✓ All requested documentation must be submitted as a single packet postmarked no later than the deadline date (April 12, 2012). This includes your recommendation letters in their own sealed envelopes.
✓ Drop-off applications will NOT be accepted.
✓ Extra documentation (i.e. copies of certificates, awards, additional letters of recommendation, pictures, etc) will NOT be accepted and will be subject to disqualification.
✓ Print legibly where needed and/or type where you can and proofread all information submitted. Neatness DOES count! Use ink, don’t cross-out, white out, etc. It’s not a timed essay – re-do any sections you need to.

Resume:
✓ Resume (sample available on Google) should be no longer than one page, and include ONLY relevant information. This is ‘you at a glance’ – keep it short, sweet, and to the point.
✓ Suggested information/sections to include: contact information, education, any and all work experience, skills and abilities, and other relevant information as it applies to the internship program. The spelling bee award from 3rd grade is nice, but doesn’t have anything to do with the position you are applying for.

Cover Letter:
✓ Cover letter (sample available on Google) is an introduction to yourself and explains why you are submitting an application.
✓ Should be no longer than one page.

Email Address:
✓ It is important that students include their own personal email address on their application. If necessary, please create a new email address that is professional and will only be used to communicate with UCSD and/or other employers.
✓ Examples of professional email addresses include: john.doe@yahoo.com, jdoe@hotmail.com, johnd@gmail.com.
✓ Examples of unprofessional email addresses include: skaterboy@gmail.com, foxylady@hotmail.com, gigglez27@yahoo.com
✓ Do not use your parent’s email address. It is strongly suggested that you create your own.
✓ Verify that your email is legible on your application. Make sure there’s no confusion as to whether it’s a number 1 or a lower case l etc. Consider writing your email as all caps for clarity if necessary since emails aren’t case sensitive.
UCSD Career Experience for High School Students Application Checklist

Please assemble your application in the following order:

1. Stamped, self-addressed Acknowledgement Postcard (you will need to include a postcard with your application) with the following message: “This acknowledges that your application for the UCSD Career Experience for High School Students has been received and is complete for further processing”

2. This checklist, placed on top of the rest of the documents, with the postcard affixed

3. Cover letter

4. Resume

5. Application form (please make sure all information is included and complete)
   a. Please indicate your Project of Interest
   b. Essay

6. High school transcript(s) (unofficial)

7. Two recommendation forms with attached narratives. Recommendations should be from your biology teacher, principal, other teacher, advisor/counselor, or work supervisor who can evaluate your potential for this summer research experience, taking into consideration your accomplishments, intellectual prowess, independent work habits, capacity for critical and analytical thinking, and/or ability to organize and express ideas clearly and intelligently.

   *Note: Please make sure each recommendation is in a sealed envelope

I certify that this application packet is complete

________________________________________________________________________

printed applicant name

________________________________________________________________________

applicant signature

date: ______________________

Make a copy of your complete application packet for your records and submit all necessary (original) documents in a single envelope to the following address, POSTMARKED NO LATER THAN APRIL 12, 2012.

Ange Mason
Career Experience for High School Students
San Diego Supercomputer Center
University of California, San Diego
9500 Gilman Drive, MC 0505
La Jolla, CA 92093-0505

*NOTE: LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ALL APPLICATIONS WILL BECOME PROPERTY OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO AND WILL NOT BE RETURNED.
Applicant Name: __________________________________________

UCSD Career Experience for High School Students Program

Internship Opportunity of Interest:

Applicant Information:

Name: ____________________________________________________

Mailing address: __________________________________________

Telephone: __________________________ E-mail: ________________

Date of birth: __________________________ Age as of June 30, 2012:

*Applicants must be at least 16 years of age at the beginning of the internship.

Gender: ____ Male       ____ Female

Ethnic Identification (please check one):

___ Hispanic or Latino       ___ White (Not Hispanic or Latino)

___ Black or African American (Not Hispanic or Latino) ___ Asian (Not Hispanic or Latino)

___ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

___ American Indian or Alaska Native (Not Hispanic or Latino)

___ Two or more races (Not Hispanic or Latino)

San Diego County High School: ____________________________

Grade completed by June 2012: ____________ Current GPA: _______

Education/career goals: ____________________________________

If offered employment with UCSD, will you be able to provide documentation that you are a citizen, national, lawful permanent resident or alien authorized to work in the United States and SDSC in the position applied for on the first day of work?

____ Yes       ____ No

*As a condition of employment with UCSD, successful candidates must provide written documentation to prove either citizenship or proper authorization to work in the United States. Specific instructions will be provided prior to your first day of employment regarding legally required documentation.

Parent or Legal Guardian Information (if applicant is under 18):

Name: __________________________________________________

Mailing address: __________________________________________

Telephone: (Home) __________________________ (Work) ____________

UCSD Career Experience for High School Students Program 2012
Applicant Name: ____________________________

**Academic Background / Work Experience: (continue on additional paper if necessary)**

List all coursework you have completed or are in the process of completing that specifically relates to your internship of interest (please include your most recent math and science courses, and any writing courses, if applicable).

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<tr>
<th>Course</th>
<th>Year taken</th>
<th>Grade Earned</th>
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Briefly describe any previous experience you have.

**Employment History:**

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<tr>
<th>Employer</th>
<th>Dates employed</th>
<th>Hrs/wk</th>
<th>Position</th>
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</table>
Essay: Please briefly address the following topics in a short essay, not to exceed 1000 words. 

*Please attach your typed essay to your completed application packet*

- What career areas are you most interested in? Please relate this to a past personal or classroom experience.
- What benefits do you hope to gain from this internship?
- Describe your extracurricular interests and hobbies, including any honors or awards.
Certification / Consent:

___ I certify that the information I have entered on this form is complete and accurate.

___ I acknowledge that I will treat as confidential all information that I may read or hear, directly or indirectly. If accepted for the UCSD Experience for High School Students program, I agree to conform to the rules and regulations of the institute. I understand that I will be required to attend an Orientation Program and participate in any training specific to my assignment. I acknowledge that either UCSD or I may discontinue my status at any time and for any reason.

Signature of applicant:

__________________________________________  Date: _____________________

Parental Permission (if applicant is under 18)

___ I certify that I approve of this application and that the applicant has my consent to participate, if selected.

___ I understand that the UCSD Career Experience for High School Students program runs from July 2, 2012 - August 10, 2012 and my son/daughter will be expected to attend the program in its entirety.

Signature of Parent(s) or Guardian(s):

__________________________________________  Date: _____________________
UCSD Career Experience for High School Students 2012 Recommendation

*Please complete this recommendation form and return it to the applicant in a sealed envelope.*

Applicant’s Name (please print): ____________________________________________________________

Name of Evaluator: ________________________________________________________________

Evaluator’s Title: _____________________________ Institution: ______________________________

Address: ___________________________________________________________________

Telephone: __________________________ Email: __________________________________________

How long have you known the applicant? ___________________

In what capacity? ____________________________________________

Please place check marks in the boxes that represent your evaluation of the applicant.

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<th>Below Average</th>
<th>Average</th>
<th>Excellent</th>
<th>Outstanding</th>
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<td>Energy and initiative</td>
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**In an attached letter** please provide additional comments that will help us to assess this applicant. Areas that might be addressed include:

The benefits you feel the applicant would receive from this program and what he or she might contribute;

Personal qualities of the applicant that might particularly recommend him or her for this program;

Any awards, special activities, and projects that indicate talent and potential in the sciences; and

Any necessary explanation, if the student's academic record does not seem to accurately reflect his or her abilities.

Signature: ____________________________________________ Date: __________________

**Applicants are required to send all pieces of their application to us in one envelope.**
UCSD Career Experience for High School Students 2012 Recommendation

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Evaluator’s Title: _____________________________ Institution: ______________________________

Address: __________________________________________________________________________

Telephone: _____________________________ Email: ________________________________________

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