



## **INTERNSHIP PROGRAM: INFORMATION & GUIDELINES**

### **S U M M E R 2 0 1 8**

#### **What is the Pinhead Internship Program?**

Founded in 2003, the Pinhead Internship Program provides students with the opportunity to gain practical skills and experience in various scientific fields of study, including (but not limited to) math, physics, engineering, computer programming, conservation, chemistry, museum science, and biology. Pinhead internships provide unmatched experiences and opportunities for students to work with people who have dedicated their lives to academic and industrial pursuits about which they are passionate.

The program is open to high school juniors and seniors whose academic backgrounds and career aspirations lie in the field of science. Through a competitive application process, candidates submit their application materials to the Pinhead Institute for consideration.

Working with Pinhead staff, interns are placed in programs that align with their area of interest. We encourage all interns and their parents to keep an open mind when presented with possible placement opportunities. It is Pinhead's goal to place each intern in a program that suits his or her individual interests. Students can utilize their skills – from photography to computers to writing to research – while mentoring with some of the most distinguished experts in a wide array of fields.

Selected interns are placed from 6-8 weeks in unpaid positions in their area of interest. Interns frequently develop lifelong friendships and a network of professional contacts. Many interns have returned to this internship program year after year for placement in the same program or in other programs to supplement their learning experiences from previous years. These internship opportunities promote intellectual and professional growth while mutually benefiting the student and their placed program.

#### **How is an intern selected?**

Pinhead Institute staff will visit area schools each fall to introduce the program to students and answer questions about the application process. Students must complete and submit the application materials as listed to be reviewed by Pinhead staff.

Applicants are asked to meet with the Pinhead's staff to discuss their application so that staff can learn more about each student and their area of interest for placement. Applicants are also requested to spend at least volunteer 3 hours "working" with Pinhead staff on a number of projects for staff to evaluate character and work ethic of each student. A panel of



community members will meet to review all applications and to interview each applicant.

Students will be notified by mail shortly after their interview of their acceptance. Applicants will then work with Pinhead staff to find internship that suits their areas of interest. Parents of any students under the age of 18 will need to meet with Pinhead staff at least 2 times to discuss placement opportunities and discuss any financial needs that may arise.

### **What is a typical internship like?**

Internship opportunities are as varied as the students themselves. Internships typically address a general topic or discipline that will deepen an intern's understanding of their area of interest.

Internship placements have included learning experiences at the NASA Ames Research Center in California, Boston University, the Marine Science Institute at the University of California, Santa Barbara, Smithsonian Institute National Museum of Natural History in Washington DC, MIT, California Academy of Science, Texas A&M University, Auburn University, to name a few.

To learn more about internship experiences, please visit the Pinhead Institute website ([www.pinheadinstitute.org](http://www.pinheadinstitute.org)) to read the intern blogs.

### **What is the cost for this program?**

While the internships are unpaid, Pinhead Institute does provide partial scholarship funding for travel and/or living expenses for students. Additional costs vary and students & their parents are asked to help cover travel, lodging and living expenses as needed. Each program is unique and costs will depend on internship placements, but all costs will be discussed upfront throughout the planning process to help students and their parents budget appropriately.

### **What about housing?**

Pinhead Institute will do its best to help students find housing during their internships. This may mean placement in a dorm, in a mentor's home, or possibly even in homes of Pinhead supporters. Sometimes, students will be called upon to utilize their own networks and that of their parents to find housing. If students have family or friends in the area of their internship, they are encouraged to stay with their own contacts.

### **Requirements & Expectations:**

- 1. Students MUST be punctual with communication. Any Pinhead & internship related phone calls and/or emails must be responded to within 48 hours.**



2. Once accepted to the Pinhead Institute Internship Program, each student may be required to provide the following information based on his or her internship. Pinhead staff will work with each student and their parent(s) in collecting this information.
  1. Signed copy of "Pinhead Internship Policy Agreement" (provided by Pinhead)
  2. Signed copy of "Pinhead Internship Etiquette Protocol" (provided by Pinhead)
  3. Student Health Inventory (provided by Pinhead)
  4. Signed copy of "Assumption of Risk, Release of Liability & Indemnification Agreement" (provided by Pinhead)
  5. Medical Records
  6. Copies of current Health Insurance
  7. Copies of Passport/Identification
3. While on their internships, students are required to submit a blog entry of their experiences as an intern each week on the Pinhead website. Accounts are due each week on Sunday by 5:00 PM MST to the Pinhead Intern Blog. Photos should be included in blog posts.
4. Upon their return, students are required to visit with Pinhead staff & board to provide updates on their experiences. As needed, Pinhead requests that students also make themselves available for speaking opportunities to local media outlets and to fellow students to teach them about their Pinhead Internship experiences.
5. Students must prepare a 10-15 minute presentation for the Annual Pinhead Intern Presentation night. All interns must present at the event, which typically takes place the October following their internship.
6. Students are expected to give time back to the organization for the opportunity they have been afforded. Examples of volunteering include being representatives at the Pinhead table at various community events & festivals, helping with the No School Science Project, hanging posters, etc.
7. As a liaison of the organization, you are expected to uphold a positive reputation and be an exemplary community member through high school and years beyond.
8. Continuing communication is required. We want to tell your success story! Interns must maintain contact with Pinhead and update with any phone/email changes, college acceptances, college graduations and jobs. Interns are also required to complete and return occasional surveys.

## What is the application process?

To be considered for the Pinhead Institute Internship Program, applicants must submit all materials on or before the appropriate deadlines. If there are any questions at any time, the applicant and/or their family may schedule a meeting with Pinhead Staff.

- A completed **Pinhead Institute Internship Application**. This can be found online as well as your high school science teacher and guidance counselor. This applications includes sections for:
- A **statement of intent**, which will provide Pinhead staff & the interview committee background on your reasons for applying and areas of interest for placement. This letter will help let us know where and why you would like to be placed and more about the area of study you wish to learn more about. Please spend time thinking about areas of study that are of interest. This is an extremely important component of your application packet.
- A **current resume**.

### Additional required supporting materials

- **Three letters of recommendation**. One letter must come from a guidance counselor. Two other letters may be written by a teacher, employer, athletic coach, mentor, family friend, clergyperson, et cetera. Letters cannot be from family members. It is important to choose people to write letters who know you well, who are familiar with your internship interests and goals, who can give details about your disposition, aptitude, your level of professionalism, and your personal & academic achievements. **Letters of recommendation should be directly submitted to your guidance counselor or principal for delivery to Sarah Holbrooke.**
- A **copy of academic transcripts**. Request your guidance counselor or principal deliver to Sarah Holbrooke.
- A **digital photo** of the applicant. (Email with your completed application form to [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org)).

**Please email your completed program application form and photo to**

**[sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org) no later than Friday, November 17, 2017.**

**Please request that your High School Guidance Counselor or Principal deliver your transcript and letters of recommendation directly to Sarah Holbrooke by the same deadline.**

Any questions regarding the application may be directed to Sarah Holbrooke, Executive Director (917.225.8876 or [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org)).

Additional materials or information may also be found on our website at  
<http://www.pinheadinstitute.org>.