

Internship Program Application Summer 2024

You are applying for a 6-week Summer internship program between Junior and Senior year. All internships are one of a kind, and as a result some students won't know about their placement until April 2024 or later. Also, housing could be off-campus student sublets, dorm housing, or with host families. Sarah is happy to meet interested families to discuss in advance.

Please email your completed program application form and photo to sarah@pinheadinstitute.org no later than Friday, November 17, 2023. Name the files you send in as follows: First Name, Last Name, File Contents (ex. Jane Doe Application or John Smith Transcript) Please request that your High School Guidance Counselor or Principal email your transcript and letters of recommendation directly to Sarah Holbrooke by the same deadline. Applicants and parents must register for our mailing list at www.pinheadinstitute.org.

Please follow us on Facebook and Instagram and sign up for our newsletter!

Student Information:

Name: _____

Birthdate: _____

Best Pintern Mailing Address:

Physical Address (No PO Boxes):

Cell Phone: _____

Home Phone: _____

Email: _____

School: _____

Do you live with both parents,
mom, dad, or guardian? _____

Parent Info:

Parent #1 Name: _____

Parent #1 Cell #: _____

Parent #1 Email: _____

Parent #1 Occupation: _____

Parent #1 Highest Level of Education:

Parent #2 Name: _____

Parent #2 Cell #: _____

Parent #2 Email: _____

Parent #2 Occupation: _____

Parent #2 Highest Level of Education:

The following checklist will aid us in setting up the best possible living situation during your internship. Please answer all questions honestly and know that an important aspect of the Pinhead Internship is to experience the responsibility of living and working independently. We will likely rent student housing and group some Pinterns together next summer.

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| Please answer the following Questions: | YES | NO |
|--|--------------------------|--------------------------|
| Are you vaccinated for COVID-19? (If you are not, it may be required depending on your placement.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever flown on a plane? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a passport? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you or your family willing to help find housing? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you willing to stay on your own or house sit if need be? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you willing to potentially spend up to an hour commuting to your Pinternship? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you willing to share a room? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a drivers license? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you have access to a car that you can bring with you? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you allergic to cats or dogs? | <input type="checkbox"/> | <input type="checkbox"/> |
| I can and will reply to emails within 24 hours and texts within two hours (when school is out). | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you labeled all your application documents in the following way: "Firstname Lastname Photo", "Firstname Lastname Resume", etc? | <input type="checkbox"/> | <input type="checkbox"/> |

Please select one of the following. My family income level is:

- ☐ \$0 - \$100,000 - All internship expenses are covered.
- ☐ \$100,000 - \$300,000 - Families pay travel and housing expenses (estimated to range from \$500 to \$4000). *
- ☐ \$300,000 and up - Families pay full cost of internship (\$8000). *

*Please email Sarah if your family income situation is complicated and needs special consideration.

Additional Student Info:

Your Hobbies:

Any involvement you’ve had with Pinhead, including classes, volunteering, or memorable visiting scientists:

All other internships you are applying to for summer 2024. (This does not influence your application but will help with planning should you be selected.):

Personal, summer camp, or school trips you have planned for summer 2024:
(Acceptance preference will go to students who prioritize the Pinhead Internship in Summer 2024.)

PARENTS PLEASE NOTE:

The internship is free to all students under a certain income level. Families with higher incomes will either be required to pay the costs of travel and housing, or entire cost of the internship, see above for details. We also require all interns and/or their families to volunteer their time working with our students at after school programs or summer camps, and to assist with our special events. All parents are required to attend, volunteer, and/or buy tickets to our summer party, The Science of Cocktails on July 13, 2024. We also expect all Pintern families to attend our Pintern Presentations and Fundraiser on September 24, 2024.

I have read and understand the ‘Parents Please Note’ information and checklist listed above:

Parent Name:_____

Parent Signature_____Date:_____

Please Attach the Following Documents to this Application:

STATEMENT OF INTENT: This is to provide Pinhead staff & the interview committee background on why you want to participate in the Pinhead Institute Internship Program and what areas of STEM interest you. Please make this one page.

RESUME: (see examples online at <http://www.studypoint.com/ed/high-school-student-resume/>) Please make this one page.

ADDITIONAL REQUIRED SUPPORTING MATERIALS:

(3) Letters of recommendation: One letter must come from a guidance counselor, one letter must come from a STEM teacher, and one letter must come from an unrelated adult such as: an employer, athletic coach, mentor, family friend, clergy person, 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 independence, and your personal & academic achievements. Letters of recommendation should be directly submitted to Sarah Holbrooke with your first and last name..

(1) A copy of your academic transcripts. Request your guidance counselor or principal deliver to Sarah Holbrooke.

(1) A digital photo of the applicant. (Email with your application form in pdf to: sarah@pinheadinstitute.org).

Applicants Please Note: Your completed program application form and photo must be emailed to sarah@pinheadinstitute.org no later than **Friday, November 17, 2023 BEFORE 5PM**. Late applications will not be accepted. Name the files you send in as follows: First Name, Last Name, File Contents (ex. Jane Doe Application or John Smith Transcript) Please submit files as PDFs when possible. Please contact Sarah with questions.

Any questions regarding the application may be directed to Sarah Holbrooke, Executive Director
917.225.8876 or sarah@pinheadinstitute.org

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