

# Internship Program Application Summer 2026

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 2026 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](mailto:sarah@pinheadinstitute.org) no later than Friday, November 21, 2025. 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 that your 3 recommenders email your letters of recommendation directly to Sarah Holbrooke by the same deadline. Applicants and parents must register for our mailing list at [www.pinheadinstitute.org](http://www.pinheadinstitute.org).

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

## Student Information:

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Best Pintern Mailing Address (include city, state & zip code):

\_\_\_\_\_

\_\_\_\_\_

Physical Address (No PO Boxes):

\_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

Do you live with both parents, mom, dad, a guardian, or split time between two households?

\_\_\_\_\_

## 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**

- Have you ever flown on a plane?  YES  NO
- Do you have a passport?  YES  NO
- Are you or your family willing to help find housing?  YES  NO
- Are you willing to stay on your own or house sit if need be?  YES  NO
- Are you willing to potentially spend up to an hour commuting to your Pinternship?  YES  NO
- Are you willing to share a room?  YES  NO
- Do you have a drivers license?  YES  NO
- Will you have access to a car that you can bring with you?  YES  NO
- Are you allergic to cats or dogs?  YES  NO
- I can and will reply to emails within 24 hours and texts within two hours (when school is out).  YES  NO
- Have you labeled all your application documents in the following way: "Firstname Lastname Photo", "Firstname Lastname Resume", etc?  YES  NO
- Do you commit to volunteering for the Science of Cocktails fundraiser in the summer of 2027 and/or at least one of the 2 following summers?  YES  NO
- Have you asked for letters of recommendation from your counselor, science or math teacher, and unrelated adult?  YES  NO

Who have you asked for recommendations? Please include names:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 tuition of \$8000 for the internship plus all travel, housing, and food expenses. \*

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

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**Additional Student Info:**

Tell us about your hobbies:

List any Pinhead Classes or Camps you've taken in the past, or any visiting Pinhead scientists you remember, or any involvement with robotics teams Pinhead supports:

Tell us about any volunteering you've done for Pinhead:

List all other internships you are applying to or planning to apply for Summer 2026 (this does not influence your application but will help us with planning should you be accepted):

List any summer camps, personal travel or school trips you have planned for Summer 2026 (acceptance preference will go to students who prioritize the Pinternship for Summer 2026):

**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 in Summer 2026. We also expect all Pintern families to attend our Pintern Presentations and Fundraiser in September 2026 and donate to Pinhead in any appropriate amount.

**I have read and I understand and agree to the "parents please note" section and all information in the application.**

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:

**Three** Letters of Recommendation (LOR):

–One LOR from a science or math teacher (\* or history teacher if wanting a history internship). If they want to keep it short, they can simply answer the following three questions:

1. How long and under what various circumstances have you known this student?
2. Tell us one story about how this student made a difference in your class time together.
3. What have you learned about this student that makes you think they love learning and will be a successful and independent intern?

–One LOR from a school guidance/college counselor OR the principal, depending on the school (ask Sarah for guidance on this)

–One LOR from an unrelated adult such as an employer, neighbor, pastor, family friend (but not a family member)

Have your Letters of Recommendation submitted directly to Sarah Holbrooke ([Sarah@pinheadinstitute.org](mailto:Sarah@pinheadinstitute.org)) in PDF form, labeled with your first and last name and LOR, so like this: John Smith LOR

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

\* Three history internships are available for 2026.

**Applicants Please Note:** Your completed program application form and photo must be emailed to [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org) no later than **Friday, November 21, 2025 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](mailto:sarah@pinheadinstitute.org)

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