

Hello,

We are delighted to tell you that your application has made it past the first round in the SHIP selection process. The next step is to send in the required additional information so that you can be paired with a project and mentor. This additional information will be due in electronic form by XXXDateXXX, and will consist of:

1. One (1) brief resume, including name, e-mail, high school, GPA, and graduation date. (Please see [http://www.nist.gov/hrmd/staffing/upload/Resume\\_HighSchoolSample.pdf](http://www.nist.gov/hrmd/staffing/upload/Resume_HighSchoolSample.pdf) for an example of a professional resume.)
2. One (1) copy of school transcript
3. Two (2) letters of recommendation, one of which must be from a science, engineering, or technical education teacher
4. Personal statement (maximum of one page) which will include:
  - a. Description of scientific areas of interest
  - b. Choice of organizational NIST Laboratory (CNST, EL, ITL, MML, NCNR, and PML) to which you would like to apply
  - c. Description of future plans after graduation from high school
  - d. If you are not from the DC metropolitan area, please indicate how you will provide for your housing and transportation during the summer.
5. Form signed by you and your parents indicating your availability for a contiguous 6-8 week period during the summer. (The form is attached to this e-mail, and can also be found at <http://www.nist.gov/hrmd/staffing/shipselection.cfm>)

Our preferred format is for items #1-5 to be sent to [ship@nist.gov](mailto:ship@nist.gov) in a single PDF file. The subject line of the email should include your full name followed by the phrase "SHIP Packet" (e.g., John Doe SHIP Packet). However, if your school cannot combine your materials (items 1, 2, 4, and 5) with the teacher recommendations (item 3), then it is acceptable to have your teacher email your recommendation separately.

If the recommendations are sent separately, the following is required: Items 1, 2, 4, and 5 must be sent as a **single** PDF file to [ship@nist.gov](mailto:ship@nist.gov). Furthermore, the subject line of the email should include your full name followed by the phrase "SHIP Packet" (e.g., Jane Doe SHIP Packet). Item 3 can be either PDF or MS Word only, and must also be sent to [ship@nist.gov](mailto:ship@nist.gov). The subject line must contain your full name plus "SHIP recommendation" (e.g., Jane Doe SHIP recommendation). ***Please note that only one letter of recommendation can be sent per email message; teachers must not recommend multiple students with the same message.***

We look forward to hearing from you!  
SHIP Director



National Institute of Standards and Technology

Summer High school Intern Program (SHIP) at NIST
Teacher Recommendation Form

Student's Name (Last, First)

Teacher's Name

Length of time you have known the student year(s) month(s)

Subjects Taught

School Name

Evaluation of student's performance according to the scale below:

- 1) No opportunity to assess
2) Clearly below satisfactory level
3) At satisfactory level
4) Clearly above satisfactory level
5) Superior performance

Table with 2 columns: Area of Evaluation, Ranking. Rows include Oral communication with adults and peers, Participates actively during class, Punctuality and attendance, Functions cooperatively with peers, Has demonstrated the ability to respond to critique, Has demonstrated the ability to analyze and resolve problems, Has demonstrated leadership qualities, Has demonstrated self-motivation, Has demonstrated concern for others, Academic achievement, Potential for Growth, Independence.

Please use the space below to address how well you know the student and in what capacity. Also, please explain further why you gave the student a 1 or a 4 in any area described above. If necessary, please continue on additional sheets.

Horizontal lines for writing response.

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST)

SHIP Work Commitment

We hereby acknowledge that if selected and we accept the position for NIST's Summer High school Intern Program (SHIP), \_\_\_\_\_ (Name of student) is available to work for eight (8) contiguous weeks during the summer of XXXYearXXX. The tentative start dates for this year are XXXStart DateXXX for Gaithersburg, MD/XXXStart DateXXX for Boulder, CO. We also understand that he/she is required to participate in the SHIP Poster Presentation on XXXDateXXX for Gaithersburg, MD/and XXXDateXXX in Boulder, CO.

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Name of Student (Print Name)

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(Signature)

Date

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Name of Parent/Guardian (Print Name)

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(Signature)

Date