

# Kennedy Educational Experience Program (KEEP) Application

Kennedy Space Center



To be completed by student / guardian and submitted electronically.

<b>A. Student Information / Applicant</b>			
Last Name	First Name	MI	Age
<b>Citizenship (only U.S. citizens can apply)</b>			
Are you currently a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Mailing Address</b>			
Street	City	State	Zip
Email Address	Telephone Number		
<b>B. Student's Current School / Academic Information</b>			
School Name			
Street	City	State	Zip
Name of Teacher Who Will Submit Recommendation	Name of Teacher Who Will Submit Recommendation		
<b>Current Academic Level (for High School or College applicants)</b>			
<input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior			
<b>C. Student's Preference for KEEP Placement</b>			
Please select up to 3 fields of study. Prioritize your interests by ranking the selected disciplines, with 1 being your first choice.			
___ Biological Science	___ Materials Engineering		
___ Biomedical Science	___ Meteorology		
___ Chemical Engineering	___ Mechanical Engineering		
___ Chemistry Laboratory	___ Physical Science		
___ Computer Engineering / Science	___ Physics Laboratory		
___ Electrical Engineering	___ Propulsion Engineering		
___ Environmental Engineering / Science	___ Structural Engineering		
___ Industrial Engineering	___ Systems Engineering		
<b>D. Student's Previous Participation in a NASA Sponsored Program</b>			
Have you previously participated in a NASA program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please enter the most recent program information below.			
Program Name	NASA Center Sponsoring the Program		
Location (City / State)	Year(s) Participated		

**E. Parental / Guardian Consent and Authorization (Must be completed if student is under 18 years of age)***(Applicant and parent or guardian (when applicable) must sign below to be eligible. Unsigned applications will not be considered.)*

As part of the application process, I affirm that:

- My son / daughter / ward-of-the-state has permission to return the completed application to [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov) and to give two teachers blank copies of the teacher recommendation pages 3 and 4 of this form to complete, print, sign, scan and return to [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov).

If selected for the NASA KEEP, I affirm by my signature below, that:

- My son / daughter / ward-of-the-state's information on this application is true and completed to the best of his / her knowledge. I affirm that my son / daughter / ward-of-the-state is a U.S. citizen and meets all eligibility requirements as specified in the internship requirements. I understand that his / her application materials will become the property of NASA and cannot be returned.
- I understand that my son / daughter / ward-of-the-state, participant in the NASA-KSC Education Experience Program (KEEP), is a volunteer. He / she will not be considered a Federal employee of NASA-Kennedy Space Center. He / she agrees they will not receive any compensation, pay, or other benefits and that his / her service is not creditable for leave or any other benefits. My son / daughter / ward-of-the-state understands and acknowledges that participation in the program does not entitle them to unemployment compensation.
- My son / daughter / ward-of-the-state agrees to follow all applicable federal laws and regulations and NASA directives, instructions, policies, and procedures and requirements identified by NASA KSC. He / she further agrees to exercise due care when using Government property and to protect and preserve Government property. I will electronically submit the completed application to: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov).
- My son / daughter / ward-of-the-state has my permission to participate in the program and all related activities.
- I also authorize NASA KSC to use my son / daughter / ward-of-the-state's photographs and / or images taken for NASA promotional activities, provided my son / daughter / ward-of-the-state's name will not be directly associated with the photographs / images.

Parent / Guardian's Printed Name	Parent / Guardian's Signature of Consent	Date
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**Emergency Contact Information (while the student is at NASA-KSC participating in the KEEP)**

Printed Name		
Relationship	Telephone Number	Mobile Number

**F. Applicant Affirmation (18 years of age or older)**

I affirm that all of the information on this application is true and complete to the best of my knowledge. I affirm that I am a U.S. citizen and meet all eligibility requirements as specified in the job shadowing requirements. I understand that application materials become the property of NASA and cannot be returned.

I understand that as a participant in the NASA KSC Educational Experience Program (KEEP), I am a volunteer. I will *not* be considered a Federal employee of NASA-Kennedy Space Center. I agree that I will not receive any compensation, pay, or other benefits and that my service is *not* creditable for leave or any other federal benefits. I understand and acknowledge that participation in the program does not entitle me to unemployment compensation.

I agree to follow all applicable Federal laws and regulations, and NASA directives, instructions, policies, procedures and requirements identified by Kennedy Space Center and / or included in this application. I will electronically submit the completed application to: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov). I further agree to exercise due care when using Government property and to protect and preserve Government property.

I also authorize NASA KSC to use photographs and/or images taken of me for NASA promotional activities. I understand my name will not be directly associated with the photograph/image.

Applicant's Printed Name	Applicant's Signature	Date
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**Paperwork Reduction Act Statement**

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is OMB 2700-0135, and this information expires on 08/31/2014. We estimate that it will take about 60 minutes to read the instructions, gather the facts, and answer the questions. Send only comments on our estimate to: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov).

## **NASA - Kennedy Educational Experiences Program (KEEP)**

### **Program Description**

KEEP is a job shadowing program intended to provide high school and college students with a Science, Technology, Engineering and Mathematics (STEM) experience by exposing them to a unique opportunity to observe the day-to-day activities and learn more about STEM under the mentorship of a NASA Kennedy Space Center (KSC) subject matter expert.

### **Program Goal**

Job shadowing programs can be effective tools for learning. This NASA program offers students an opportunity to (1) spend time in a federal government work environment and (2) interact with individuals who successfully pursued STEM careers and currently work at Kennedy Space Center (KSC). The KEEP shadowing opportunity is designed to inspire, encourage, and expose students to STEM career opportunities. We believe students will depart with knowledge to aid them in their future STEM career paths.

### **Eligibility Requirements**

#### **Participating students must:**

- Be at least 16 years of age and a U.S. citizen
- Students under 18 years of age must provide a signed Parental / Guardian Consent and Authorization, and Student Affirmation
- Be willing to commit to a one to five day shadowing experience between the hours of 8:00 am and 4:00 pm EST, Monday through Friday
- Students must be able to drive themselves onto KSC or carpool with someone who is a badged NASA or Contractor employee. With a valid NASA badge, students will be permitted to drive an automobile or motorcycle through the KSC security perimeter with the understanding that all motor vehicles passing through are subject to random inspections.
- Identify two current teachers who agree to complete recommendation sheets and provide their e-mail addresses to the Education Office at: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov)
- Students are not allowed to shadow parents or guardians employed at the Kennedy Space Center

### **How to Apply**

Students must submit a completed application via electronic mail to: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov). Completed application must be received prior to participation in KEEP. **Incomplete applications will not be considered.**

### **Parent / Guardian / Student Notification of Acceptance**

Parent / Guardian will be notified of acceptance when 1) completed application (applicant and teacher) is received; 2) mentor has been identified; and 3) date(s) to complete experience is determined by mentor's availability.

### **General Program Information**

KEEP is a one to five day job shadowing experience. Daily schedules and placement of students are dependent upon the availability of appropriate mentors at NASA KSC. Therefore, applications received with all of the required information will be reviewed and processed on a first-come-first-serve basis. The KSC Education division cannot guarantee a shadowing opportunity for all applicants.

Coordination of students' job shadowing experience must be completed by the KSC Education Office, Education Specialist.

Mentors will provide students with KSC safety, security, and program guidelines. Students can bring cell phones however, they are expected to keep them on 'vibrate' only mode during program hours.

KSC will not provide food (breakfast, lunch, snacks) as part of the program. Eating facilities are available on center. Students may also bring their lunch and snacks, however KSC cannot guarantee access to a refrigerator.

Two sources of identification are required to obtain a NASA temporary badge for access to the Kennedy Space Center. One source of identification must be a valid State issued Driver's License. The other source can be one of the following: Certification of Birth issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal; US Social Security Card issued by the Social Security Administration; US Voter's Registration Card, or US Military Dependent's ID card.

You are encouraged to visit the KSC home page to learn more about other educational programs at: <http://www.nasa.gov/offices/education/centers/kennedy/home/index.html>

Additional information related to KEEP can be obtained by contacting the following KSC Education Specialist:

Rose M. Austin  
 Education Specialist  
 NASA - KSC Education Division  
 Phone: 321-867-6481  
 Fax: 321-867-2097  
 KSC Education Office In-box: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov)

## Application Package Instructions

Before submitting this application, you should read it thoroughly. Special attention should be given to eligibility requirements, dates, and deadlines. Ensure you have supplied all information and materials requested. You are encouraged to keep a copy of your completed application package, as we are unable to return any application materials submitted for the program. Once all of the items listed below are received we will begin the badging process.

All seven (7) of the items below must be completed and received prior to participation in KEEP:

- Applicant Information (Section A)
- Current School / Academic Information (Section B)
- KEEP Placement Preference (Section C)
- Previous Participation (Section D)
- Parental / Guardian Consent and Authorization (Section E)
- Two (2) Teachers' Recommendations (Pages 3 & 4)
- Applicant Affirmation (Section F)

### Special Instructions for Submission of Applications

1. Applications will not be processed unless they are complete and all materials have been received.
2. An incomplete application package *will not* be considered.
3. Assignments are made based upon the information provided in the application and availability of mentors.

Questions related to KEEP may be sent by email (please note KEEP in the subject line) to: [rose.m.austin@nasa.gov](mailto:rose.m.austin@nasa.gov), or by phone at 321-867-6481.

Retain these instructions for your information. Scan and electronically mail the completed application to the following email address. Ensure teachers have electronically mailed their recommendations to the same address listed below:

**KSC Education Office In-Box at: [KSC-Education-Office@mail.nasa.gov](mailto:KSC-Education-Office@mail.nasa.gov)**

**Subject line: Student name - KEEP RECOMMENDATION**

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#### Privacy Act Notice

The information collected on this form will be used to approve participation in the Kennedy Educational Experiences Program as authorized in 42 U.S.C. 2473 (2003); 44 U.S.C. 3101; 5 U.S.C. 4101 et seq. Providing the information is voluntary but incomplete applications will not be considered. Information may be disclosed to: (1) NASA support contractors or partners on Education grants so they may fulfill their responsibilities of (a) providing and managing the Education programs on behalf of NASA, or of (b) maintaining the systems in which the information resides; (2) a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual; (3) in accordance with standard routine uses applicable to all NASA Privacy Act Systems of Records: law enforcement, disclosure when requesting information, disclosure of requested information, disclosure to the Department of Justice for use in litigation, for agency disclosure in litigation, and suspected or confirmed confidentiality compromise.