

## **Jefferson Lab High School Honors Mentorship Program (HSHMP) Application Procedure**

A limited number of unpaid mentorships for high school students are occasionally available at Jefferson Lab. Note: All mentorships for dependents of JSA/JLab employees must be approved by the Human Resources Director and the Associate Director of the division in which the student will be mentored (Administrative Manual 203.07).

- Students must submit completed applications (found at <http://education.jlab.org/hsapplication/HighSchoolHonorsMentorship.pdf>) to the address listed on the first page of the application.
- Applications must be received by June 15, prior to the start of the fall semester.
- Students must be **at least 16 years old by the start date of the mentorship**, be **in good academic standing**, and **maintain at least a 3.3 grade point average**. Students who are selected to participate are chosen on the basis of demonstrated skills and merit.
- School transcripts will be required of all participating students before the start date of the mentorship.
- Participants in the HSHMP may only be at Jefferson Lab Monday through Friday between 7:00 a.m. and 6:00 p.m. Students may not be on site any other time, including holidays, weekends, or shutdown days.
- Program Requirements: Each participant in Session III must attend weekly meetings and lectures, prepare a project paper, and present a poster at the annual Student Poster Session. Each participant in Sessions I and II must prepare monthly reports and a project paper.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# Jefferson Lab High School Honors Mentorship Program Application

**Return completed application to:**

**Jefferson Lab High School Honors Mentorship Program  
Office of Science Education  
Thomas Jefferson National Accelerator Facility  
628 Hofstadter Road, Suite 6  
Newport News, VA 23606**

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ e-mail Address: \_\_\_\_\_

Citizenship\*: \_\_\_\_\_

\*Participants must be U.S. citizens or to Permanent Resident Aliens. The latter requires a copy of both sides of the alien registration card to be submitted WITH THIS APPLICATION.

Have you attended any educational programs at Jefferson Lab? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe or list which program(s): \_\_\_\_\_

\_\_\_\_\_

Have you been previously employed by Jefferson Lab? \_\_\_\_\_ Yes \_\_\_\_\_ No Dates: \_\_\_\_\_

Do you have any relatives working at Jefferson Lab? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Name and Location of High School: \_\_\_\_\_

Counselor's Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

List the courses you have taken and your grades in the following subject areas:

Science

Math

English

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Print Name

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Date

Other classes and/or special interests Jefferson Lab may consider relevant:

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With what computer systems are you experienced?

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With what programming languages are you experienced?

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List any awards or special recognition you have received:

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List any extracurricular activities you are involved in, especially those in which you have a leadership role:

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List any previous work experience, including volunteer work:

Employer	Supervisor	Your Responsibilities	Dates	Phone
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List three adult references we may contact (not family members), at least one of whom is from your school\*:

Name	Phone
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**\*HAVE TWO OF THE ADULT REFERENCES COMPLETE REFERENCE FORMS  
AND RETURN THEM TO YOU IN SEALED ENVELOPES**

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Print Name

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Date

Use the space below to describe what you expect to gain from an experience at Jefferson Lab - how will it be a benefit to you? (use up to one additional page, if necessary)

Use the space below to indicate what contributions you believe you would make to Jefferson Lab. What special skills or attributes would you bring to the organization?

# Jefferson Lab High School Honors Mentorship Program

## Student Reference Form

\_\_\_\_\_ has identified you as a reference on his/her application to participate in the Jefferson Lab High School Honors Mentorship Program. Please complete this reference form, seal it in an envelope, and sign across the flap before returning it to the student.

How long have you known this student? \_\_\_\_\_

Please rate this student's academic performance in comparison to his/her peers:    superior    good    average    poor

Please rate this student's overall character in comparison to his/her peers:    superior    good    average    poor

On a scale of 1 (lowest) to 5 (highest), rate the student on the following:

_____ self discipline	_____ leadership
_____ ability to follow directions	_____ independence
_____ initiative	_____ reliability
_____ cooperation	_____ academic ability
_____ originality	_____ integrity

Please add any information you would like us to consider in evaluating this student.

Please indicate one of the following:

_____ I highly recommend this student	_____ I recommend this student with reservation*
_____ I recommend this student without reservation	_____ I do not recommend this student*

\* If you have reservations or do not recommend the student, please explain:

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Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Thank you for your cooperation.

**Jefferson Lab High School Honors Mentorship Program**  
**Office of Science Education**  
**Thomas Jefferson National Accelerator Facility**  
**628 Hofstadter Road, Suite 6**  
**Newport News, VA 23606**

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Thank you for your cooperation.

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