



Thanks for your interest in the **Careers in Science Program** (CiS) at the California Academy of Sciences. Please read all of the materials in this packet to better understand the program and application process.

CiS is a year-round, multi-year, work-based, science education and youth development program targeting young people from groups typically under-represented in the sciences. The program is a **paid internship** which provides opportunities for interns to **explore, explain and protect the natural world** both inside and outside of the museum, **acquire transferable skills and confidence** through authentic work experiences in a respectful atmosphere, and **set goals** for educational and career paths.

New interns are trained by their peers and staff, and are employed to:

- ✦ **learn science** at trainings, lectures, workshops and conferences;
- ✦ **teach science** to the Academy's audiences;
- ✦ in their **second year** of the program, perform **research** in different departments under the supervision of an Academy scientist;
- ✦ collaborate on different projects with their peers to **develop new program materials**;
- ✦ have fun while learning to work with people from diverse backgrounds.

Work is located in our state of the art facility in Golden Gate Park with occasional off-site & overnight field trips. Interns also participate in community fairs and festivals, service-learning projects, college tours, professional conferences, and outreach programs to schools and other non-profits.

In order to be eligible for the Careers in Science program, applicants **must**:

- ✦ Attend school in San Francisco (greater consideration given to SFUSD students);
- ✦ Currently be in 9th or 10th grade and enrolled full-time in an accredited school;
- ✦ Have a minimum cumulative 2.0 GPA with no grades lower than a "C" in science courses (must provide transcripts);
- ✦ Be able to obtain a valid work permit;
- ✦ Be able to commit to all the attendance requirements of the program, including trainings, after-school, weekend and summer work, on a year-round, multi-year basis, including:
 - **Monday** afternoon training sessions **year-round (2pm-5pm summer; 4:30pm-7pm academic year)**;
 - During the **school year** - 1 additional weekday after-school (**4:00pm-6:30pm**) & 1 weekend day (**9:30am-1:30pm or 1pm-5pm**) adding up to **between 6-10 hours/ week** (*no regular programming Fridays or Sundays*);
 - During the **summer** - able to work 2 weekdays and 1 weekend day (9:30am-1:30pm or 1pm-5pm) adding up to **between 10-16 hours/ week** (*no regular programming Fridays or Sundays*);
- ✦ Be able to reach the Academy in Golden Gate Park for their work shift, on time;
- ✦ Demonstrate interest in and enthusiasm for learning about science, teaching science to different audiences and conducting science

It is imperative that interns are able to commit to this employment on a year-round basis. Interns are expected to remain in the program through high school graduation. Interns can remain in the program until the age of 21 if pursuing a science, technology, engineering or math degree in college. The 2-5 year experience will be one of the most enriching experiences of an intern's life.

Please take time to carefully review all of the requirements for applying and guidelines for filling out the application completely. Incomplete applications will not be considered. Talk with a teacher, counselor, parent, guardian or other trusted adult to get help, but make sure you write all portions of the application! We also encourage you to call or email with any questions (contact information is at the bottom of this page). Please note we will be unavailable to answer questions the week of March 29 – April 2. Lastly, please review the "Frequently Asked Questions" portion on the next page for more info about the program.

Good luck and we look forward to receiving your application!

The Careers in Science program is supported by Wells Fargo; San Francisco Department of Children, Youth, and their Families; James Family Foundation; Kimball Foundation; Miranda Lux Foundation; The Sato Foundation; The Joseph R. McMicking Foundation; Pacific Gas and Electric Company; and the Ecologist's Circle Donors of the Academy.

Careers in Science Program • California Academy of Sciences • 55 Music Concourse Dr. • San Francisco, CA • 94118
www.calacademy.org/interns • cis@calacademy.org • 415.379.5109 (office) • 415.379.5711 (fax) • ©2010 All Rights Reserved



Application Process “Frequently Asked Questions”

Q: Can I apply if I don't go to school in San Francisco or meet one of the other requirements?	A: Unfortunately no. While we'd love to serve all students of the Bay Area, our funding is limited to students in San Francisco. We encourage you to find other opportunities in your community!
Q: How much do I get paid?	A: Interns are employed at a starting wage of \$10.00/hr with opportunities to advance to \$11.70/hr.
Q: When is the application due?	A: All applications must be RECEIVED at the Academy by 5:00pm, Monday, April 5, 2010 (<i>allow 2-3 business days for mail delivery</i>). Applications will be reviewed that week.
Q: Where should I send my application?	A: You have multiple options to submit your complete application. <ol style="list-style-type: none"> 1. Send via postal service to: Careers in Science Program 55 Music Concourse Dr. San Francisco, CA 94118 2. Fax, Attention: CiS, to 415.379.5711; 3. Email a pdf. or other form of electronic file to cis@calacademy.org 4. Hand-deliver to the Business Reception desk at the back entrance to the Academy off of Middle Drive East in Golden Gate Park
Q: What if I missed the application deadline?	A: We will not accept late applications, so please don't wait until the last minute to submit your application!
Q: After I submit my application, what's next?	A: All applicants that meet the minimum requirements will be contacted by phone by a current intern to set-up an in-person interview. 1 st Round Interviews will occur between 3:00pm - 6:30pm (Tuesday-Thursday) or 10:00am - 5:00pm (Saturdays) sometime between April 12 – May 8.
Q: What if I make it past the 1 st Round Interviews?	A: After the 1 st Round Interview, applicants that are selected to return for the 2 nd Round Group Interview will be contacted. The 2 nd Round Interview will occur for all applicants on May 15, 2010 from 2pm-5pm.
Q: What happens after the 2 nd Round Interview?	A: After the 2 nd Round Group Interview, finalists will be contacted to set-up a Parent/Guardian Informational Interview between April 17-28
Q: When will final selections be made?	A: Final selections will be made by May 31, 2010.
Q: About how many positions will you be hiring for?	A: Between 6-12 interns are hired each year, with over 100 applications submitted.
Q: When would the program start?	A: New Intern Orientation will occur June 7-11 from 8am-5pm, and an off-site, overnight retreat will be June 16-19 (more details are to come). Both the orientation and retreat are mandatory .
Q: When do I get my work permit?	A: You will not have to have your work permit until your first day of work. If you are selected for the program, you will receive all the necessary paperwork to obtain your permit.
Q: Are there any other commitments to know about?	A: A mandatory , week-long, overnight field study trip to the Trinity Alps Field Station will occur July 19-23.
Q: What if I have more questions?	A: You can either check out our website at www.calacademy.org/interns , learn more about what we do in the program by reading the intern's blog at www.calacademy.org/blogs/careersinscience/ , or just email/call at the contact info below!



LEVEL 1 INTERN
Part-Time, Hourly

PROGRAM SUMMARY:

The Intern Program is a work-based youth development program at the California Academy of Sciences (CAS), intended to give youth real work skills relating to their self-esteem and educational and career planning. The Intern Program utilizes science based content in order to facilitate growth. As interns advance through the different levels, they take on higher responsibilities.

POSITION SUMMARY:

Reporting to the Careers in Science Manager, the main responsibilities of this part-time position are to interpret scientific concepts by the use of interactive demonstration stations to museum visitors and assist with Education Department programming. This is a one year position. Level 1 Interns wishing to remain in the program after their first year must apply to advance within the program.

TYPICAL RESPONSIBILITIES:

- Actively participate and interact at on-going trainings as assigned, both at CAS and off-site
- Teach science to the public by facilitating interactive demonstration stations and assisting with other educational programming on-site
- Teach at off-site fairs, festivals and community outreach events
- Learn information necessary to demonstrate mastery of science facilitation stations
- Develop new demonstration stations, programs and materials in project groups on a weekly basis
- Assist with special CAS projects and events as assigned
- Participate in field studies projects, professional development activities and service learning activities
- Follow all CAS safety regulations and policies
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Must attend school in San Francisco
- Must be enrolled as a freshman or sophomore at an accredited high school full-time
- Have a minimum cumulative 2.0 GPA with no grades lower than a "C" in science courses (must provide transcripts);
- Must be able to maintain a 2.0 GPA each academic semester once in the program
- Be able to obtain a valid work permit;
- Be able to commit to all the attendance requirements of the program, including trainings; and after-school, weekend and summer work; on a year-round, multi-year basis, including:
 - Monday afternoon training sessions year (2pm-5pm summer; 4:30pm-7pm academic year);
 - During the school year - one additional weekday after-school (4:00pm-6:30pm) & 1 weekend day (9:30am-1:30pm or 1pm-5pm) adding up to between 6-10 hours/ week;
 - During the summer - able to work 2 weekdays and 1 weekend day (9:30am-1:30pm or 1pm-5pm) adding up to between 10-16 hours/ week;
- Be able to reach the Academy in Golden Gate Park for their work shift, on time;
- Demonstrate interest in and enthusiasm for learning about science, teaching science to diverse audiences and conducting science
- Must be able to provide consent from parent/guardian to work
- Must be respectful of other interns, CAS staff, and members of the public at all times

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work in a diverse group as well as independently
- Ability to work in a professional setting
- Ability to complete tasks
- Strong interpersonal skills with both youth and adults
- Good problem solving skills
- Strong initiative

COMPENSATION

Level 1 Interns are paid \$10.00 per hour, no benefits. Pay increases as interns advance to other levels in the program, up to \$11.70 per hour.

Last updated 2/10

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CAREERS IN SCIENCE INTERN PROGRAM APPLICATION

APPLICATIONS MUST BE RECEIVED BY 5:00PM, MONDAY, APRIL 5, 2010.

LETTERS OF RECOMMENDATION MUST BE RECEIVED BY 5:00PM, FRIDAY, APRIL 30, 2010.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

PLEASE TYPE or PRINT CLEARLY and LEGIBLY. Attach extra sheets securely.

PLEASE attach an OFFICIAL SCHOOL TRANSCRIPT as a record of your current GPA.

Applicant Information

Full Name: _____ Gender: _____

Date of Birth: ____/____/____ Age: _____ Current Grade Level: _____

School Name: _____ School City: _____

Home Address: _____

House/Apt. Number and Street City State Zip Code

Mailing Address: _____

(if different from above) House/Apt. Number and Street City State Zip Code

Email address: _____

Home Phone #: _____ Cell #: _____

Best time and way to reach you: _____ *Please contact us if any of this information changes

Parent/Guardian Information - For the following section, "not applicable" or "n/a" is an acceptable response.

Parent/Guardian #1: _____

Name Relationship to you

Home Address: _____

House/Apt. Number and Street City State Zip Code

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

Email address: _____

Do you live with this person (circle one) Yes No

Parent/Guardian #2: _____

Name Relationship to you

Home Address: _____

House/Apt. Number and Street City State Zip Code

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

Email address: _____

Do you live with this person (circle one) Yes No

Applicant Name _____

Recruitment Sources and Eligibility

1. How did you hear about the Intern Program (please check one)?
 Recruitment Presentation (school: _____) Family or Friend At the Academy
 Job Fair Teacher/School Staff Website Other _____
2. Have you applied to the Intern program in the past? If yes, when? Yes _____ No
3. Do you have at least a 2.0 cumulative GPA with no grades less than a "C" in science courses? Yes No
Please attach an official transcript.
4. Are you currently authorized for employment in this country and are you able obtain a valid work permit if you are hired? Yes No
5. Are you able to commit to a year-round position ? Yes No
6. Are you able to attend occasional overnight, off-site trips? Yes No
7. Are you able to attend Monday trainings every other week during the school year and every week during the summer? Yes No
8. Are you able to work one weekday afterschool and half a day on Saturday through the entire year?
 Yes No
9. Do you anticipate any summer plans that would require taking off more than 2 weeks of the summer?
 Yes No
10. Are you able to attend the entirety of the New Intern Orientation (June 7-11, 8am-5pm)? Yes No
11. Are you able to attend the CiS program retreat (June 16-19, 2010)? Yes No
12. Are you able to attend the entirety of the Trinity Field Study Trip (July 19-23, 2010)? Yes No
If you answered "no" to questions 8-11, please explain below:

Extracurricular Activities

Please list the two most significant and/or relevant paid work or volunteer experience you've had, if any, **in the last two years**.
Also include any special responsibilities such as taking care of family members.

JOB TITLE/EXPERIENCE	EMPLOYER/ORG.	START DATE	END DATE	PAID? VOLUNTEER? (CIRCLE)
				Paid Volunteer
				Paid Volunteer

13. What significant after-school activities/commitments do you plan on participating in during the upcoming school year? What are their expected time commitments? Please explain.

Program Interest Statements - Please answer the following two questions with short answers or bullet points

14. What 2 elements of the intern program interest you the most?

15. What are your educational and career goals?



Applicant Name _____

Personal Statement

Please tell us more about yourself: On **one separate page**, please **type** short-essay responses (4-6 sentences) to all of the following questions to give us an idea of who you are and how you'd make a great intern at the California Academy of Sciences:

- Describe something fascinating you've learned about science or the natural world. Why did you find it interesting?
- What is an activity that you enjoy doing? Explain what you have learned from it.
- List your best qualities and explain why those qualities would be valuable to the intern program.
- What is a challenge or obstacle you've faced in your life? Describe how you have overcome that challenge.

Recommendations

Please list three **teachers/adults** who can write a recommendation letter that would tell us more about you. One recommendation must be from a science or math teacher. One Recommendation should be from an adult other than your parent/guardian/relatives (i.e., teachers, employers, counselors, volunteer coordinators, coaches, someone for whom you babysat, etc.) The last of the three recommendations can be from an adult including your relatives but not your parent/guardian. A mixture of the types of adult references is encouraged. Give the recommendation forms to these adults as soon as possible along with a stamped envelope addressed to the CiS program for them to return the recommendation. Follow-up with them to ensure the recommendation is submitted and they are aware of the **April 30, 2010** deadline.

Recommendation #1 (Science or Math Teacher)

Name	Phone #	Relationship to you
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Recommendation #2 (Adult other than Parent/Guardian/Relative)

Name	Phone #	Relationship to you
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Recommendation #3 (Adult other than Parent/Guardian)

Name	Phone #	Relationship to you
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Signature

By signing on this line you are indicating that, to the best of your knowledge, all of the above information is complete and accurate. You also acknowledge that you meet **all** eligibility requirements, including availability. Candidates who are finalists in the selection process will be asked to attend an interview with their parent/guardian to discuss program requirements and expectations.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

*The California Academy of Sciences is an Equal Opportunity Employer
and welcomes applications from individuals who will contribute to its diversity.*

INTERNAL USE ONLY:

source _____ received application _____ 1st Review _____ R1 date _____ R2 date _____



Application Checklist

- Did you review the entire application?
- Did you print neatly and legibly?
- Did you provide up-to-date contact information?
- Have you answered every question and filled out every section of the application completely?
- Did you attach your one-page response to the 4 short-essay questions?
- Did you attach a copy of your most recent report card or school transcript?
- Did you give your 3 letters of recommendation to your teacher/mentor/coach/employer or other adult with plenty of time for them to complete? *Don't wait until the last minute!!!*
- Did you enclose the sealed recommendations (if they were returned to you)? If not, did you remind your recommenders to submit their letters via another way before the deadline?
- Did your parent/guardian sign the consent and acknowledgment portion of the application?
- If mailing in your application, did you make sure to write the correct address, affix the correct postage, and send it early enough (2-3 business days early) to arrive at the Academy by 5:00pm, Monday, April 5?
- If emailing a scan of your application, did you make sure the scan was clear and legible?
- If faxing your application, did you confirm it went through by calling 415-379-5109?
- If hand-delivering your application, did you make sure to put all application materials in a sealed envelope addressed to "Careers in Science Program Application," and leave at the Business Reception desk at the south-facing entrance to the Academy?

Good Luck!

The Careers in Science Program



Letter of Recommendation #1 – Science or Math Teacher

Applicant Name: _____

The applicant identified above has selected you to provide a recommendation in support of their application to the Careers in Science (CiS) internship program at the California Academy of Sciences. The CiS program is a paid, year-round, multi-year, work-based, science education and youth development internship which targets youth from groups typically under-represented in the sciences. The program has three major components: learning science, teaching science to others, and conducting scientific research. Interns learn the basic concepts and complexities of science through formal lectures, science conferences, and workshops that contribute to an ongoing learning process. They create peer-led trainings, participate in community outreach, and engage with the public through science demonstration stations. Participants also have the opportunity to conduct field and lab-based research with Academy scientists. In the process, interns set goals for educational and career paths, develop transferable career and life skills, and enhance their self-esteem, fostering a potential career in science.

Please take some time to tell us more about the applicant to give us a richer perspective on their abilities to grow and succeed in the program. Our ideal candidate is interested in science, motivated to learn, and can follow-through with commitments, but may not have access to the resources to succeed. Your *candid impressions* of the applicant's aptitude, motivation, and general character would be greatly appreciated.

Please provide your recommendation in the spaces provided on the following pages. We greatly appreciate and value your input to this important part of our application process.

Please note that all letters of recommendation are considered part of the application and must be received by 5:00pm, Friday, April 30. Late recommendations will not be considered.

Recommender Information

Name: _____ Day Phone : _____ Email: _____

School: _____ Position: _____

How long have you known the applicant, and in what capacity?

Applicant's Abilities - Please rate the applicant's abilities and qualities in the following categories:

Ability/Quality	Poor	Fair	Good	Great	Excellent	No Basis for Judgment
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to New Experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant Name: _____

Given the description of the program and its ideal candidate, why would the applicant be a good match?

What strengths would the applicant contribute to the program?

What would the applicant gain from participating in the program?

Describe their interest in science or math. What motivates them to learn?

How well does the applicant interact with their peers in collaborative group-work? Give examples if possible.

What concerns or reservations do you have about the applicant or their fit with the program (e.g. integrity, need for the program)?

Please feel free to share any additional comments about the applicant.

Signature: _____ Date: _____

Recommender, please use one of the following methods to submit the recommendation:

- Place in a sealed envelope with your signature across the seal and return to the applicant
- Send via postal service (please allow 2-3 business days) to the contact information below
- Fax to 415.379.5711, Attention: Careers in Science;
- Email a .pdf or other form of electronic file to cis@calacademy.org
- Hand-deliver to the Business Reception Entrance at the Academy off Middle Drive East in Golden Gate Park



Letter of Recommendation #2 – Teacher/Counselor/Coach/Mentor/Employer/Other Non-Family Adult

Applicant Name: _____

The applicant identified above has selected you to provide a recommendation in support of their application to the Careers in Science (CiS) internship program at the California Academy of Sciences. The CiS program is a paid, year-round, multi-year, work-based, science education and youth development internship which targets youth from groups typically under-represented in the sciences. The program has three major components: learning science, teaching science to others, and conducting scientific research. Interns learn the basic concepts and complexities of science through formal lectures, science conferences, and workshops that contribute to an ongoing learning process. They create peer-led trainings, participate in community outreach, and engage with the public through science demonstration stations. Participants also have the opportunity to conduct field and lab-based research with Academy scientists. In the process, interns set goals for educational and career paths, develop transferable career and life skills, and enhance their self-esteem, fostering a potential career in science.

Please take some time to tell us more about the applicant to give us a richer perspective on their abilities to grow and succeed in the program. Our ideal candidate is interested in science, motivated to learn, and can follow-through with commitments, but may not have access to the resources to succeed. Your *candid impressions* of the applicant's aptitude, motivation, and general character would be greatly appreciated.

Please provide your recommendation in the spaces provided on the following pages. We greatly appreciate and value your input to this important part of our application process.

Please note that all letters of recommendation are considered part of the application and must be received by 5:00pm, Friday, April 30. Late recommendations will not be considered.

Recommender Information

Name: _____ Day Phone : _____ Email: _____

School/Organization/Company: _____ Position: _____

How long have you known the applicant, and in what capacity?

Applicant's Abilities - Please rate the applicant's abilities and qualities in the following categories:

Ability/Quality	Poor	Fair	Good	Great	Excellent	No Basis for Judgment
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to New Experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant Name: _____

Given the description of the program and its ideal candidate, why would the applicant be a good match?

What strengths would the applicant contribute to the program?

What would the applicant gain from participating in the program?

Describe their intellectual, academic and extracurricular interests. What motivates the applicant?

How well does the applicant interact with their peers? With adults/authority figures? Give examples if possible.

What concerns or reservations do you have about the applicant or their fit with the program (e.g. integrity, need for the program)?

Please feel free to share any additional comments about the applicant.

Signature: _____ Date: _____

Recommender, please use one of the following methods to submit the recommendation:

- Place in a sealed envelope with your signature across the seal and return to the applicant
- Send via postal service (please allow 2-3 business days) to the contact information below
- Fax to 415.379.5711, Attention: Careers in Science;
- Email a .pdf or other form of electronic file to cis@calacademy.org
- Hand-deliver to the Business Reception Entrance at the Academy off Middle Drive East in Golden Gate Park



Letter of Recommendation #3 – Adult other than Parent/Guardian

Applicant Name: _____

The applicant identified above has selected you to provide a recommendation in support of their application to the Careers in Science (CiS) internship program at the California Academy of Sciences. The CiS program is a paid, year-round, multi-year, work-based, science education and youth development internship which targets youth from groups typically under-represented in the sciences. The program has three major components: learning science, teaching science to others, and conducting scientific research. Interns learn the basic concepts and complexities of science through formal lectures, science conferences, and workshops that contribute to an ongoing learning process. They create peer-led trainings, participate in community outreach, and engage with the public through science demonstration stations. Participants also have the opportunity to conduct field and lab-based research with Academy scientists. In the process, interns set goals for educational and career paths, develop transferable career and life skills, and enhance their self-esteem, fostering a potential career in science.

Please take some time to tell us more about the applicant to give us a richer perspective on their abilities to grow and succeed in the program. Our ideal candidate is interested in science, motivated to learn, and can follow-through with commitments, but may not have access to the resources to succeed. Your *candid impressions* of the applicant's aptitude, motivation, and general character would be greatly appreciated.

Please provide your recommendation in the spaces provided on the following pages. We greatly appreciate and value your input to this important part of our application process.

Please note that all letters of recommendation are considered part of the application and must be received by 5:00pm, Friday, April 30. Late recommendations will not be considered.

Recommender Information

Name: _____ Day Phone : _____ Email: _____

School/Organization/Company: _____ Position: _____

How long have you known the applicant, and in what capacity?

Applicant's Abilities - Please rate the applicant's abilities and qualities in the following categories:

Ability/Quality	Poor	Fair	Good	Great	Excellent	No Basis for Judgment
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to New Experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant Name: _____

Given the description of the program and its ideal candidate, why would the applicant be a good match?

What strengths would the applicant contribute to the program?

What would the applicant gain from participating in the program?

Describe their intellectual, academic and extracurricular interests. What motivates the applicant?

How well does the applicant interact with their peers? With adults/authority figures? Give examples if possible.

What concerns or reservations do you have about the applicant or their fit with the program (e.g. integrity, need for the program)?

Please feel free to share any additional comments about the applicant.

Signature: _____ Date: _____

Recommender, please use one of the following methods to submit the recommendation:

- Place in a sealed envelope with your signature across the seal and return to the applicant
- Send via postal service (please allow 2-3 business days) to the contact information below
- Fax to 415.379.5711, Attention: Careers in Science;
- Email a .pdf or other form of electronic file to cis@calacademy.org
- Hand-deliver to the Business Reception Entrance at the Academy off Middle Drive East in Golden Gate Park