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***STEM Center for Research and Development***

***Title III Student Researcher Application Form***

University of the District of Columbia

4200 Connecticut Avenue, NW

Building 44, Suite 114

Washington, DC 20008

**Undergraduate Student application**

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| **APPLICATION FOR** | * **\_\_\_\_\_ 2023 Spring Semester** |  |

**Status: \_\_\_ INCOMING FRESHMAN \_\_\_ CONTINUING FRESHMAN \_\_\_ SOPHOMORE**

**\_\_\_ OTHER Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please check one)** Expected Graduation Date:\_\_\_**\_\_\_\_\_**

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Number & Street) (City) (State) (Zip)

Current Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UDC E-mail\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Email\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Number & Street) (City) (State) (Zip)

Permanent Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_\_\_\_\_ If not, do you possess a Green/Permanent Residence Card? \_\_\_\_\_\_

ACA**DEMIC INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UC Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | | | |  |
| What degree are you pursuing? (e.g., BA, BS) | | | | |  | | | |
| Expected date of completion? | |  | | | Cumulative GPA | | |  |
| Have you worked with a research mentor before? | | | | | Yes  No | | | |
| If yes, where and when (dates)? | | | |  | | | | |
| What were your main duties? | | |  | | | | | |

|  |  |
| --- | --- |
| Proficient Languages other than English |  |
| **List any relevant activities or experiences NOT listed above.** | |
|  | |
|  | |
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**MENTORSHIP PREFERENCES for Title III Student Researchers**

Opportunities for mentorship are available and recommended. Mentorship placements will be determined during the first two weeks of the semester. This gives directors an opportunity to evaluate the skills and talents of each Honors Mentee, and for Honors Mentees to explore the many opportunities for research firsthand. Please indicate your preference for research by prioritizing your interest in the types of internships (1 = first choice, 2 = 2nd choice, 3 = third choice):

|  |  |  |
| --- | --- | --- |
| \_\_\_\_ Biology \_\_\_\_ Chemistry \_\_\_\_\_ Engineering (please specify area, e.g., Mechanical, Electrical, Civil, or Biomedical)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**FINANCIAL AID INFORMATION**

Have you applied for financial aid in previous years?   Yes  No

Have you filed a 2022-2023 Financial Aid Application? **(Required)**   Yes  No

**University of District of columbia agreement**

The information I am providing is complete and accurate.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDITIONAL APPLICATION MATERIALS (*please include with your application*):

* **Resume** (follow guidelines and see attached example)

Include relevant jobs, mentorships, volunteer work, activities and coursework.

* **Current official or unofficial transcripts** from all high schools and post-secondary institutions attended. **NOTICE:** All original or reproduced transcripts you submit must include your name. Transcripts with your name added after printing will not be accepted.
* **Three letters of recommendation**

Recommendation letter writers should be people who know you well and can speak to your academic and professional abilities and potential. For students entering the University for the first time, at least one of the letters must be from a high school teacher or counselor. For students already enrolled at the University, at least one of the letters must be from a UDC faculty member, or faculty member from an earlier post-secondary experience (transfer and exchange students). The remaining letters may be from an employer, mentorship supervisor, advisor, or another equivalent individual. Letters from friends or relatives will not be accepted.

* **Application Essay**

What is your chosen STEM Career? What experiences, skills, and knowledge do you hope to gain from the semesters and summers spent as a student and mentee trainee in the STEM Center Programand why? Please be as specific as possible. Provide examples of activities or experiences that show you are prepared for the professional, academic, and personal challenges of the program (2-page limit).

Please provide a copy of your birth certificate or proof of permanent residence ***(Application will not be reviewed without one of these two documents.)*** **A copy of your social security card may be provided once the University reopens.**

**Providing the following information is not optional. It will be used for statistical and eligibility purposes only.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Birth |  | Gender: | |  | | | Ethnicity: |  | |
| Are you a re-entry student? | | |  | | Are you a person with a disability? | | | |  |
| How did you find out about this program? | | | | | |  | | | |

**Applicant must have a cumulative Grade Point average of at least 2.50 or above on a 4.00 scale to apply.**

**Applicant, if awarded, can be supported by only one federally-funded program at the University.**

**Applicant must complete the 2022-23 FASFA form (if applicable).**

**Applicant must be available on Tuesdays and Thursdays (12:30 PM – 2:00 PM) to meet as part of a cohort (either in-person or virtually, depending upon the COVID-19 situation and UDC’s policies and processes in effect at that time).**

This Program is funded by the University of the District of Columbia Title III Program, College of Arts and Sciences, Biology Program, and the School of Engineering and Applied Sciences NSF/DUE S-STEM Program 1833656.

**UDC STEM Center Student Researcher Application Checklist**

Use the guidelines below, along with the sample resume provided, to create your resume for the UDC STEM Program Center application. If you are admitted to the program, we will use your resume to find a mentorship for you. Other resume formats will be accepted as long as they adhere to these guidelines. Refer to your campus counselor or UDC career center if you would like additional resume guidance.

**Formatting**

* Single side of single page only. No exceptions.
* Font type of either Arial or Times Roman, and font size of 10 pt. or greater.
* Side margins at least ¾-inch; top and bottom margins at least ½-inch.
* Highlight sections using bold, small caps, or underlined font only. DO NOT use italics, outlined, or shadowed fonts.

**Contact Information**

* Name in bold at the top of the page.
* Basic contact information included: mailing address, phone number, email address.
* DO NOT include labels (e.g., “email:” or “cell:”).

**Objective**

* A brief one- or two-line statement explaining what experiences, knowledge, and/or skills you hope to gain from an internship. Also include the type of organization you hope to intern for as the ideal location. DO NOT list a specific organization.

**Education**

* List study-abroad experiences here, using sample as a guide.
* GPA of 3.00 or higher.
* Include Dean’s list or Phi Beta Kappa or other nationally recognized honor societies.

**Relevant Coursework in STEM Discipline**

* List names of college-level classes you have taken that are relevant to the type of internship you want.
* DO NOT list course designations (e.g., POL 134). Instead, use the title of the course (e.g., Global Politics).
* Leave this section out if you cannot fit in all of your relevant experiences and keep the resume on a single page.

**Relevant Experience**

* Reverse chronological list of paid or unpaid experiences where you gained skills relevant to what you want to do at UDC. Not necessarily a complete list—just the most relevant experiences you have had.
* Include your title, name of organization, and dates of participation.
* Provide bulleted summary of your relevant activities at this experience.
* Depending on the internship sought, relevant experiences **could** include: leadership experience in a student group; independent academic research; babysitting; volunteer activities, etc.

**Skills (optional)**

* By-category list of skills you have that the internship supervisor is explicitly looking for. Common categories include: language, computer, communication, laboratory.
* Omit this section if you already provided evidence of having these skills in your ”Relevant Experience” section.