



Policies and Procedures

TITLE: <i>FLORIDALEARNS STEM SCHOLARS</i> EXTENDED SUMMER STEM EXPERIENCES	POLICY NUMBER FLSS - 011
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I. Purpose

To establish guidelines for student participants for *FloridaLearns STEM Scholars* Extended Summer STEM Experiences, specifically the University of Florida Immersion into STEM, Summer STEM Field/Workplace Experience, and Summer STEM Scholarship opportunities.

II. Scope

This procedure addresses selection of student participants for extended summer STEM experiences across the three consortia.

III. Responsibility

Consortia personnel and STEM Mentor Teachers will collaborate to ensure qualified students from each district are represented in the *FloridaLearns STEM Scholars* extended summer STEM experiences.

IV. Definitions

FloridaLearns STEM Scholars Extended Summer STEM Experiences – Opportunities for students to take part in a variety of STEM explorations such as field research, work with a scientist, authentic work in a STEM workplace, or a college or university-provided program. These experiences should be no fewer than three days in length.

Eligible Student – All opportunities will be offered to current STEM Scholars with first choice to STEM Scholars who are juniors or seniors, have taken part in most, if not all, project-provided activities, exhibit exemplary citizenship, have a strong academic record, are recommended by at least two teachers who have taught the student, the STEM Mentor Teacher, and approved by the principal.

FloridaLearns STEM Scholars University of Florida Immersion into STEM Experience - A five to six day residential STEM experience where students will have an opportunity to



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take part in a variety of STEM explorations, collaboratively problem solve and conduct investigations, interact with university faculty and personnel, enhance leadership skills, and learn about STEM careers.

Summer STEM Field Site/Workplace Experience - An eight-day opportunity in which a teacher and team of two to three students spend eight days doing authentic STEM work that will be determined by the experience provider in collaboration with consortia personnel and/or the teacher leader for the field site/workplace.

Summer STEM Scholarships – Scholarship assistance offered to support a variety of summer STEM programs offered by colleges, universities, organizations, or other entities for high school students and that are located in Florida. These programs range in length from a few days to multiple weeks. Specific examples of such programs are the Student Science Training Program (SSTP) at University of Florida and Young Scholars Program at Florida State University. Documentation of acceptance into a specific program must accompany any scholarship application.

STEM Mentor Teachers – District Teachers at School Sites who will select participants for extended summer STEM experiences.

STEM Counselors - Qualified individuals who will secure Level 2 clearance and meet with students to endorse enrollment in rigorous STEM courses, encourage positive academic progress, and promote STEM careers awareness, exploration, and consideration.

Teacher Leader – Teacher who will be onsite at the field site/workplace when students are onsite.

District STEM contacts – Superintendent-named district STEM contacts who will determine final approval of district list of Summer Challenge participants.

V. Policy Statements

The *FloridaLearns STEM Scholars* Project will make available or support a variety of extended Summer STEM Experiences. These experiences may be local, regional, drive-in, or residential events. Specific examples of these opportunities are listed below.

1. The **University of Florida Immersion into STEM Experience** will be made available to 30 students from each consortium for a total of 90 students at no cost to the students.

*Panhandle Area Educational Consortium in partnership
With Heartland Educational Consortium and North East Florida Educational Consortium
www.floridalearnsstemscholars.org*



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Transportation to, from, and in Gainesville will be provided. A minimum of two STEM Scholars will be selected from each district and the districts having the greatest numbers of STEM Scholars will be allotted three slots. Four teachers will be selected to attend as chaperones and will receive a stipend and meal reimbursement for any meals that are not provided.

2. **Summer Field Site/Workplace Experiences:** PAEC will support up to 24 Summer STEM Field Experiences, HEC up to 5 experiences, and NEFEC up to 10 such experiences. Each of these experiences will accommodate a team comprised of a teacher and two to three STEM Scholars. Teachers will receive a daily stipend that will include the cost of travel and students will receive a small stipend to defray travel costs.
 - a. A teacher leader will be selected to be onsite at each summer field site/workplace when STEM Scholars are onsite.
 - b. The teacher leader will be responsible for:
 - i. Collaborating with the field site/workplace contact and or consortium personnel to coordinate the activities and schedule for the experience. The team will consist of two to three students who are STEM Scholars.
 - ii. Serving as liaison between the field site/workplace and students. For example, the teacher leader will ensure students on the team are aware of the schedule of activities and in the event of a change, will notify the students.
 - iii. Supervising students at the field site/workplace and enforcing the school district "Code of Student Conduct." For any infractions that require principal intervention, the teacher leader will contact the principal at the student's school.
 - iv. Completing or ensuring completion of project-required paperwork such as district-required off campus activity permission forms, a daily activity summary, attendance, and time sheets.
3. **Summer STEM Scholarships** to support extended summer STEM opportunities will be offered at the level, supported by the budget of each consortium. Scholarships will be awarded on a competitive basis and recipients selected by a regional review committee of three to five individuals, who are selected by project personnel. For an application to be considered the student must be accepted into the specific program for which the scholarship is being requested and the scholarship application must be received by the published due date.



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VI. Procedures

11.1 Calculating Each District's Number of *FloridaLearns STEM Scholars Summer Extended STEM Experiences*

1. University of Florida Immersion into STEM Experience:
 - a. The total number of students that may attend per consortium is 30.
 - b. Student slots will be allocated proportionately based on districts' student enrollment with a minimum of two slots per district.
2. Summer Field Experiences:
 - a. PAEC will support up to 24 Summer STEM Field Experiences, HEC up to 5 experiences, and NEFEC up to 10 such experiences.
 - b. Consortia personnel will work to ensure the number of experiences that may be supported by the budget are made available across the consortium's geographic boundaries.
 - c. Each field site/workplace experience will involve 1 teacher and up to three students.

11.2 The Application and Selection Process

1. Consortia personnel will ensure STEM Mentor Teachers and STEM Counselors receive University of Florida Immersion into STEM, Scholarship Application, and STEM Field Experience Application packet to share with STEM Scholars, who are upcoming seniors, in the early spring of each year. Each packet will have a cover page that provides a brief overview of the specific experience, instructions for completing the application, the student application, and two teacher recommendation forms. See forms.
2. Students will be required to complete an application and parents **MUST** sign and have notarized all related agreement forms. Applications must be submitted by the established due date. If additional applications are sought, the STEM Mentor teacher at the school may establish a deadline with guidance by the consortium's contact.
3. For residential experiences or programs, students and parents will be required to complete any additional forms that may be required by the provider.
4. For field site experiences, students and parents will be required to complete any additional forms that may be required by the provider.
5. Consortia personnel will provide STEM Mentor Teachers and district STEM contacts a brief list of scoring suggestions. (See forms)



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6. STEM Mentor Teachers will be asked to distribute the applications in their respective schools. A time limit of approximately 2 weeks will be allowed for completion and return of the packets to the STEM Mentor Teacher.
7. STEM Mentor Teachers will review, score, compile, and rank the scored forms, received from students within their schools and district. Principals should be asked to review the list and rankings. In districts with multiple high schools, STEM Mentor Teachers should review applications and make the selection as a group. Ideally, as many high schools as possible will be represented. Student applications having the highest rank will be listed (in no particular order) as the district's students who are eligible to participate. Mentor teachers will also list student alternates in rank order.
8. STEM Mentor Teachers will provide their lists to the district *FloridaLearns STEM Scholars* contact for review and approval. The district contact will review, sign and forward the list to the *FloridaLearns STEM Scholars* Project Manager or other designated consortia personnel. STEM Mentor Teachers will be responsible for notifying students who are selected and students should be notified as soon as possible. Consortia personnel should receive each district's list of student participants and alternates no later than the end of the last week of April.
9. In the event a student is unable to participate, he/she will notify the STEM Mentor Teacher (during the school year), or designated consortia personnel (if school is out). The consortia will contact the district's alternate/s (in rank order). Once a district's alternate list is exhausted, alternates from another district will be contacted to ensure slots are filled.
10. In the case of scholarship applications, the district will forward approved applications to the consortium contact. A regional selection committee comprised of three to five individuals will determine the award winners and the amount of each award. Based on the number of applicants, the scholarship awards may be full or partial.
 - a. Scholarships may be awarded in partial or total amounts depending on the number of applicants and applicant pool.
 - b. The student must be accepted into the specific program for which scholarship assistance is being requested, before applying for assistance, and acceptance documentation must accompany the request.
 - c. Scholarship funds shall be used to cover the program cost and students will be responsible for costs of transportation, food, and miscellaneous expenses.



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11.3 Student Transportation

1. University of Florida Immersion into STEM Experience:
 - a. Students will be transported as a group to and from the University of Florida Immersion into STEM Experience by bus. Each consortium will make arrangements for bus transportation and identify the local pick-up points.
 - b. The teachers as assistants will travel to and from the UF Immersion into STEM Experience on the bus with students, maintain permission forms and student attendance records, and compile other paperwork as requested
2. All Other *FloridaLearns STEM Scholars* Extended Summer STEM Experiences
 - a. Students will be responsible for transportation for Summer STEM Field Experiences and any activities/programs for which scholarship funds are awarded.

11.4 Student Conduct

1. Students are expected to dress appropriately and in accordance with the policies of his/her local school. In some instances, students may be asked to wear sturdy shoes and clothing, suitable for work at a field site. Students who fail to comply may not be allowed to fully participate.
2. Students are expected to abide by his/her respective district's Code of Student Conduct while taking part in all *FloridaLearns STEM Scholars* activities. Students who fail to comply with district policies will be referred by the STEM Mentor Teacher or teacher who is supervising the specific activity to the school principal who will be responsible for determining and administering appropriate discipline.
3. Students are expected to act in a mature and responsible manner at all times during any Summer Extended STEM activities and must respect the property of a college, university, field site, or other work place.
4. Students are expected to respect faculty, staff, STEM Talent Developers, and other participants.
5. Students will be expected to attend all activities for the specific event unless there is personal illness. Students who become ill must notify the assisting teacher or person in charge immediately.
6. Students will be expected to arrive promptly for transportation pick-ups, classes, workshops, or activities.



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7. For on-campus experiences, students should not wander around the campus alone. For safety, students must remain with the group. Although each campus has security and is patrolled; students must exercise all safety precautions.
8. For residential experiences, students may NOT leave campus for ANY reason unless accompanied by a staff member.
9. Cell phones and other digital electronic communication devices may NOT be used during instruction periods or work experiences. Every participant must agree to use any of these devices in a responsible and respectful manner.
10. Students may NOT invite guests on campus or in residence halls for residential experiences.
11. Students may NOT invite guests to a workplace of field experience.
12. Students are responsible for keeping up with all personal items including computers or other electronic equipment. The *FloridaLearns STEM Scholars* Project, workplace/field site, college, or university will NOT BE responsible for any items that are lost or stolen.
13. For residential programs, curfew is 9:30 PM. At this time all students are expected to be in and remain in the assigned living quarters. This will be strictly enforced except in the case of an emergency. In the event of an emergency a student is expected to notify the person in charge.
14. In accordance with the Drug Free Schools and Communities Act Amendment of 1989, schools, universities, and colleges prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol on property and/or as part of activities. Offenders are subject to local, state, and federal law as well as disciplinary action by the school, universities, or college. If drugs, alcohol, or tobacco is/are found, the participant will be sent home immediately.
15. ANY violation will result in project personnel notifying the student's principal and immediate EXPULSION from the *FloridaLearns STEM Scholars* Program.
16. Bullying and/or any other behavior that may be considered harassment will NOT be tolerated.
17. Participants must comply with the acceptable use policies for computer access and usage and will be required to agree not to attempt to access any gaming, adult-themed, or similar sites.
18. Participants will be financially responsible for any **damages** to ANY facilities or materials at a campus or field work site. For residential programs, students are responsible for keys. If keys are missing, students will be charged the re-keying and/or replacement fee according to the specific policy of the campus.
19. For residential programs, parents will be notified of any infraction immediately and are REQUIRED to come to campus within 24 hours to provide transportation home. If parents are unable to come to campus, signing the participation agreement, authorizes



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the college/university/*FLSS* to make arrangements for the student's transportation home within said 24 hours AND PARENT WILL BE REQUIRED TO ASSUME FULL FINANCIAL RESPONSIBILITY FOR ALL RETURN TRANSPORTATION.

20. Each student's parent/guardian/caregiver must agree that the *FloridaLearns STEM Scholars* Project and field site/workplace experience provider will assume no liability and that teacher leaders or field site/workplace experience providers will be authorized to secure medical treatment if necessary.



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Forms

1. UF Immersion into STEM Application Packet
2. UF Immersion into STEM Handbook
3. Extended Summer STEM Experience Scholarship Application
4. STEM Talent Development Field/Workplace Experience Application Packet for Students
5. Extended STEM Application Scoring Suggestions
6. STEM Talent Development Summer Field/Workplace Experience Packet for Workplaces
7. Summer Field Site/Workplace Teacher Leader Forms
 - a. Summer Field Site/Workplace Teacher Leader Scope of Work and Agreement
 - b. Summer Field Site/Workplace Experience Schedule and Student Names
 - c. Summer Field Site/Workplace Experience Student Paperwork Check-Off Sheet
 - d. Summer Field Site/Workplace Experience Daily Attendance Log
 - e. Summer Field Site/Workplace Experience Teacher Leader Stipend Request Form
 - f. Summer Field Site/Workplace Experience Student Support Fee Request Form



FloridaLearns STEM Scholars

University of Florida Immersion into STEM

Application Packet

Panhandle Area Educational Consortium STEM Scholars – July 6-11, 2014
North East Florida Educational Consortium STEM Scholars – July 13-18, 2014
Heartland Educational Consortium STEM Scholars – July 20 -25, 2014

Commonly Asked Questions:

1. Who may apply?

FloridaLearns STEM Scholars participants who:

- a. Are currently qualified high school sophomores and juniors.
- b. Have participated in a **minimum of two regional forum** events.

2. What is the cost?

The **only expense** to students will be the costs of any incidentals they wish to purchase and the cost of meals while traveling to and from Gainesville.

3. Is transportation provided?

Each consortium is responsible for transportation arrangements. STEM Scholars from the Panhandle Area Educational Consortium and Heartland Educational Consortium-served districts will travel to Gainesville together on a charter bus during their respective weeks. Pick-up points will be established where students will meet to board the charter bus. School districts will transport students from the NEFEC districts to Gainesville.

4. How many students will be attending?

Thirty students from each consortium will be selected to attend. Students may only attend during the time period set up for the regional educational consortium that serves their local school district.

5. Who will chaperone students?

STEM Mentor Teachers and project personnel will act as chaperones, in addition to university personnel.

6. When is the application due and to whom should the application be submitted?

Applications are due **Friday, March 14, 2014**, and should be submitted to the STEM Mentor Teacher at the local school.

7. What if I have specific questions about the program?

Take a look at last year's *University of Florida Summer Immersion into STEM Handbook*. It is located at <http://floridalearnsstemscholars.org/wp/wp-content/uploads/2014/01/HandbookFloridaLearns2013.pdf> and should answer many of questions you or your parents may have. If you have unanswered questions after this, feel free to contact your local consortium's *FloridaLearns STEM Scholars* contact.

PAEC – stem@paec.org

HEC - Lisa.Shin@heartlanded.org

NEFEC - LewisK@nefec.org

Application Checklist

- Application
- Two Teacher Recommendations
- UF Contract – Completed and **Notarized**
- Medical Information Form – Completed and **Notarized**
- Biographical Information

NOTE: Incomplete application packets **will not** be considered.



FloridaLearns STEM Scholars

University of Florida Immersion into STEM Experience Application

Student Name _____ Gender _____ Grade _____
(Please Print)

School Name _____ District _____ Date of Birth _____
(mm/dd/yy)

Student Mailing Address

Street and Number _____ City _____ State _____ Zip Code _____

Home Telephone Number _____ Email Address _____
(Please Print)

As the parent/guardian/caregiver of a student applying to the *FloridaLearns STEM Scholars* University of Florida Immersion into STEM Experience, to be held on the University of Florida campus, I certify that, if selected my son/daughter/ward has my permission to participate in this program. It is my understanding that he/she will be subject to the rules and regulations of the school district, host institution and the program. I understand that if my son/daughter/ward is accepted, I will be required to sign releases of liability, medical consent and other legally binding agreements. I certify that the information contained in all application materials (form, short and extended response items, and teacher endorsements) is true, complete, and correct.

Student _____ / _____
Printed Name Signature Date

Parent/Guardian/Caregiver _____
Signature Date

Please attach a small photograph of the applicant in this space. The photograph does not have to fit the size of this box.



Student Name _____

Please respond to the following. If additional space is needed, information may be provided on an attached sheet.

What project activities have you participated in? List all Regional Forums, Summer Challenge, and/or Parent Nights you have attended.

List any awards or honors you have received while in high school.

List public service and community activities in which you've taken part during high school.

List extracurricular activities in which you participate.

The *FloridaLearns STEM Scholars* Project can't purchase items such as t-shirts with project funds. However, if University of Florida opts to provide a T-shirt, what size would you like to have? Please indicate the size in the box to the right. Sizes are (S – 2XL adult)

T-Shirt Size



Student Name _____

Describe briefly, yet specifically, what you hope to gain from participating in the University of Florida Immersion into STEM experience. Please limit your response to 250 words or less.



FloridaLearns STEM Scholars

Teacher Recommendation Form

This is a confidential form that should be completed by **two** teachers. At least one of the teachers must be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask each teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher at the school.

Note: If you are applying for multiple summer activities, you **do not** have to submit the teacher recommendations more than one time. The STEM Mentor Teacher will keep your recommendations.

Evaluator: Please select the description that will best describe this student. This form is confidential and your assistance is appreciated.

Student Name				
	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, Is Respectful, and Works Well with Adults				

Summary Evaluation for FloridaLearns STEM Scholars Extended STEM Experiences

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Teacher Signature _____ Date _____



FloridaLearns STEM Scholars

Teacher Recommendation Form

This is a confidential form that should be completed by two teachers. At least one of the teachers must be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask each teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher at the school.

Note: If you are applying for multiple summer activities, you **do not** have to submit the teacher recommendations more than one time. The STEM Mentor Teacher will keep your recommendations.

Evaluator: Please select the description that will best describe this student. This form is confidential and your assistance is appreciated.

Student Name				
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Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, Is Respectful, and Works Well with Adults				

Summary Evaluation for *FloridaLearns STEM Scholars* Extended STEM Experience

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Teacher Signature _____ Date _____

***FloridaLearns STEM Scholars* UF Immersion Experience Program Contract and Release of Liability**

PROGRAM CONTRACT

We, _____ and _____
Parent or Guardian Parent or Guardian

as parent(s) or legal guardian(s) of _____ (hereinafter referred to as "participant"), confirm that he or she will be a participant in one session of *FloridaLearns STEM Scholars* UF Immersion Experience, to be held at the University of Florida (UF), and understand and agree to the following conditions of his or her participation:

- (1) *FloridaLearns STEM Scholars* UF Immersion Experience is a one-week residential program and the participant will attend for the full duration of the program;
- (2) It is understood that the parent(s) or guardian(s) are responsible for:
 - a) any portion of the fees which scholarship awards or financial aid do not cover;
 - b) residence hall damages or additional cleaning charges as determined by the University of Florida Division of Housing;
 - c) medical treatment and medications for pre-existing conditions; medical treatment, and medications not covered by the UF insurance policy carrier;
 - d) any other costs incurred by the participant which are not the specific responsibility of the program.
- (3) Participant and parent(s) or guardian(s) have read and understand the *FloridaLearns STEM Scholars* UF Immersion Experience Handbook: Rules, Regulations, and Policies as established by the Center for Precollegiate Education and Training (CPET) and UF. Further, it is understood that possible sanctions for the violation of these rules include, but are not limited to, suspension and/or expulsion from *FloridaLearns STEM Scholars* UF Immersion Experience. All disciplinary actions are the decision of the Director or the Director's Designee and will be determined after consultation with the student.
- (5) Participant and parent(s) or guardian(s) hereby consent that all photographs, videotaped images, voice recordings and/or written extraction, obtained during *FloridaLearns STEM Scholars* UF Immersion Experience, by the University of Florida Center for Precollegiate Education and Training (UF CPET), may be used by UF CPET and/or others with the permission of UF CPET for the purpose of illustration, advertising, or publication in any manner.

(Over please)

RELEASE OF LIABILITY:

We/I, as parent(s) and/or guardian(s) of the participant, personally and on behalf of the participant, in consideration of the benefits to be derived from participating in *FloridaLearns STEM Scholars* UF Immersion Experience, RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE *FloridaLearns STEM Scholars* UF Immersion Experience, the University of Florida Board of Trustees, the Center for Precollegiate Education and Training, the Board of Governors of the State of Florida, the State Board of Education of the State of Florida, the Department of Education of the State of Florida, the State of Florida, their officers, directors, servants, agents or employees from any and all liability, claims, demands, actions, and causes of action, as well as attorneys' fees and court costs, arising out of or relating to any loss, damage or injury, including death, that may be sustained or incurred by any one or more of us, or to any property belonging to any one or more of us during and/or as a result of the participation of the participant in *FloridaLearns STEM Scholars* UF Immersion Experience, including all travel to and from Gainesville, Florida, immediately prior to, during and immediately following the program.

Further, having been informed that participants in this program will be allowed to swim, we/I, the parent(s) or guardian(s) of the above named, do hereby give our/my approval for his/her participation in swimming and/or water activities during the program. We/I do assume all the risks and hazards incidental to the conduct of program activities. We/I do further hereby release, absolve, indemnify and hold harmless the organizers and supervisors, any and all of them, in case of accidental injury to the above named. We/I do hereby waive all claims against the organizers, or any and all supervisors employed by them.

Signature of Parent or Guardian

Signature of Parent or Guardian

NOTE:

This form is to be completed and signed by BOTH parents or guardians or by the one parent or guardian who is legally designated as having sole custody.

Before me, the undersigned, duly authorized to administer oaths and take acknowledgments, personally appeared all of the above persons who, having fully sworn, on oath depose and say that they have read and understand the foregoing. If this document is being signed by only one parent or guardian, acknowledgment was made to me that this parent or guardian is legally designated as possessing sole custody of the participant.

Sworn to and subscribed before me this _____ day of _____, 20_____

at _____ in _____ County, State of _____

Personally known to me or Produced Identification Type of Identification _____

Notary Public Signature

(SEAL)

My Commission Expires

FloridaLearns STEM Scholars UF Immersion Experience

Medical Information

Student Information

Name: _____
Last Name First Name Middle (Name or Initial)

Social Security Number: _____ - _____ - _____ Birth date: _____ / _____ / _____
Month Day Year

Home Address: _____
Street City State Zip

Home Telephone: (_____) _____

Parent(s)/Guardian(s) Names: _____ / _____
Father Mother

Parent(s)/Guardian(s) Work Telephone(s): (_____) _____ (_____) _____
Father Mother

Alternate Contact in Case of Emergency: _____

Phone Number: (_____) _____ Relationship: _____

Insurance Information

Insured's Name: _____

Insured's Social Security Number: _____ - _____ - _____

Primary Insurance Company Name: _____

Insurance Company Address: _____
Street City State Zip

Telephone Number: (_____) _____ Fax Number: (_____) _____

Policy Number: _____ Plan Type or Code Number: _____

Parental Consent

The following section is to include special allergies or medical conditions that might require special attention during Science Quest. Examples are food, drug or insect allergies, diabetes, chronic illness, recent surgery, fainting spells, etc. It must also include any hospitalizations for any reason, any regularly prescribed medications, and any special or psychological examinations, conditions, or treatments.

Allergies: _____

Chronic Conditions (Asthma, etc.): _____

Regular Medications: _____

Medical History: _____

Dietary and/or Physical Restrictions: _____

Mother/Guardian _____ Father/Guardian _____
Signature Date Signature Date

Medical Authorization

We/I understand that our/my son/daughter _____ who is _____ years old and an academic-year student at _____ has been selected to attend one Science Quest/*FloridaLearns STEM Scholars* UF Immersion Experience (hereinafter "PROGRAM") session to be held on the campus of the University of Florida.

We/I understand that my/our health insurance, if available, will be the primary coverage for _____ in the event of accident or illness while attending the PROGRAM. We/I further understand that in the event we/I do not have insurance or have exceeded our coverage limits, our/my son/daughter will be insured by the sponsors/administrators of the PROGRAM for accident and illness occurring during the participant's attendance in the PROGRAM and excluding pre-existing medical conditions. This insurance coverage is limited to a total amount of \$5,000 per participant. The policy will be arranged through University of Florida and will be in effect for the duration of the PROGRAM. Upon written request, a copy of the policy will be sent to parents or guardians when it is available. This coverage will be effective from the time the participants register until 11am on the last day of the PROGRAM session, exclusive of time away from the PROGRAM as approved by the Director or the Director's Designee.

We/I also authorize the sponsors/administrators of the PROGRAM and authorized representatives of the Insuring Agency to obtain information regarding the medical history, physical condition, and diagnosis of our/my son/daughter as required to document covered accidents/illnesses. A photocopy of this authorization shall be valid as the original. This authorization will be valid for the term of our/my son/daughter's coverage under the policy.

We/I, the parent(s) or guardian(s) of _____, do hereby request that the University of Florida, through its agents or employees, take whatever steps necessary to secure medical treatment for the child named above in the event such child appears to be in need of such treatment while attending the PROGRAM. We/I consent to the rendering of all necessary treatment including admission to a hospital or other appropriate health care facility, in such institutions and at such places as the University, acting through its agents or employees, deems best. We/I authorize the agents or employees of the University to execute whatever forms might be necessary to ensure complete and adequate care of our/my child.

We/I affirm that the above medical information is complete and accurate. We/I understand that pre-existing health conditions are not covered by the University or the PROGRAM insurance and that such conditions are the financial responsibility of the parent(s) or guardian(s). We/I also understand that the insurance policy cited above does not cover any medical problems known to us/me or that should have been known to us/me and not revealed by us/me to the University or the PROGRAM, and that certain conditions will not be covered under the terms of the insurance policy.

If this document is being signed by only one parent, I, the undersigned, affirm that I have been judicially granted sole custody of the participant. If this document is being signed by a guardian(s), I/we, the undersigned, affirm that I/we have been judicially granted legal guardianship of the participant.

Student _____
Signature _____ Date _____

Mother/Guardian _____
Signature _____ Date _____

Father/Guardian _____
Signature _____ Date _____

NOTE:

This form is to be completed and signed by BOTH parents or guardians or by the one parent or guardian who is legally designated as having sole custody.

Before me, the undersigned, duly authorized to administer oaths and take acknowledgments, personally appeared all of the above persons who, having fully sworn, on oath depose and say that they have read and understand the foregoing. If this document is being signed by only one parent or guardian, acknowledgment was made to me that this parent or guardian is legally designated as possessing sole custody of the participant.

Sworn to and subscribed before me this _____ day of _____, 20_____

at _____ in _____ County, State of _____

Personally known to me or Produced Identification Type of Identification _____

Notary Public Signature

(SEAL)

My Commission Expires

FloridaLearns STEM Scholars UF Immersion Experience **Participant Biographical Information**

Program staff will use the information on this form to write a biographical sketch about you which will be used in the Science Quest/*FloridaLearns STEM Scholars UF Immersion Experience* Program Book distributed to all participants at check-out. Please type or print legibly so we can read about how wonderful you are as well as some of the things you are “very good” at. Also, be sure to include something unique or interesting about yourself. This form is required of all participants.

Name: _____

High School: _____ Location: _____

Newspaper(s) serving your area: _____

Family Background (Where are you from? Size of family? Where have you lived? What kinds of things do you do together?): _____

What are your future personal goals? _____

What are your future career goals? _____

What do you consider your most valuable personal asset(s)? _____

What are your most important extra-curricular activities? _____

What do you consider to be your most important past honors and/or awards? _____

FloridaLearns STEM Scholars UF Immersion Experience



2014 PROGRAM HANDBOOK

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STEM Immersion is administered by the
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I. STEM IMMERSION AT THE UNIVERSITY OF FLORIDA

Students from the FloridaLearns STEM Scholars program are selected to spend one-week at the University of Florida, exploring science and related careers in a program developed by the UF Center for Precollegiate Education and Training entitled STEM Immersion. STEM Immersion immerses students in various science disciplines to stimulate interest and appreciation for the range of college and career opportunities available to them in the broad spectrum of science.

A) PARTICIPANTS

Students considered eligible for STEM Immersion at the University of Florida are students who have demonstrated outstanding academic achievement in high school. STEM Immersion is an academically rigorous program, and students must be committed to learning and exploring science as well as socializing and interacting with their peers.

B) PROGRAM CURRICULUM

STEM Immersion at the University of Florida was first offered in 2013 modeled after the successful Science Quest program which started in 2002. Its operation is based on a formula of balanced activities and challenging opportunities. Students are engaged in educational and social experiences approximately fourteen hours per day. Sciences are explored through lecture, experimentation, and group activities. Students not only learn about science and the wonder of the world they live in, but also about their peers and how to work together to solve problems. STEM Immersion is a very interactive, dynamic, and group oriented program, which allows academically talented students the opportunity to explore science and have fun in the process.

Each day, a different STEM discipline will be explored. University of Florida research faculty and UF CPET staff work together to create a unique opportunity for students to observe and participate in research taking place at UF. As the University of Florida is one of the largest and most well recognized research universities in the country, there are many areas to explore.

Students attend the following activities and events:

- The **lecture/discussion sessions** are designed to expose participants to the many academic areas open to study. Eminent university professors and other professionals are invited to present interesting and timely topics.
- **Site visits and tours** of major research labs or specialized facilities on the University campus augment hands-on activities and allow students the opportunity to see research activities taking place.
- **Experiments and demonstrations** provide in-depth and/or hands-on experiences not available during the lecture/ discussion sessions.
- **Field trips** for STEM Immersion are planned for the best educational experience and the most fun possible. The trips provide on-site opportunities for students to substantiate information presented during the program.

C) RESEARCH AND EVALUATION

Participant feedback is fundamental to the success of any program. Evaluations of the program are vital and integral changes and improvements are made for the following year based on program feedback. To help STEM Immersion be the best possible experience, participants and their parents are asked to provide assistance in this matter. Participants are encouraged to correspond with the Director or Program Coordinator after the program in regard to future plans as well as to make suggestions for program improvement.

Additionally, the University of Florida is a top-tier research institution and participants will have the opportunity to engage with researchers from multiple disciplines on campus in a variety of activities, some of which will inform future education initiatives at the local and national level.

D) SUPPLEMENTAL SERVICES

1) Residence Hall Life

Students are housed in Beaty Towers for the duration of the one-week residential program.

Two entire floors are reserved solely for STEM Immersion use. Only authorized university personnel and staff are permitted on the floors. If parents, relatives, or friends wish to visit you in the dorm you must request permission in advance from your floor counselor. Parents and immediate relatives will be allowed to spend a reasonable amount of time with you in the dorm room when they visit. However, other visitors will be directed to meet you in Beaty Commons.

Program staff is housed in the same area to ensure adequate supervision. **Students are required to demonstrate a high degree of self-discipline. They are treated as young adults and are expected to conduct themselves accordingly. Rules of conduct, appropriate dress, and curfew are strictly observed for the well-being of the students and the success of the program.**

The dorm atmosphere fosters the development of long-lasting friendships and teaches students how to live and to work with a diverse group of individuals. Sports and organized social activities add to the cohesiveness and spirit of the group. Camaraderie develops as participants learn to cope with living arrangements, roommates and program responsibilities. As you can imagine, this is good preparation for college life.

2) Social and Recreational Activities

This list is a sample of the types of social and recreational activities which are coordinated, encouraged and/or monitored by STEM Immersion staff: running/jogging groups, pizza parties, ping-pong, frisbee, softball and volleyball, program orientation and staff/participant introductions, campus walking tours, pool parties, ice cream sundae socials, and evening movies. We welcome additional suggestions.

3) Counseling and Academic Advisement

The residential staff lives on residence floors with participants, supervising participant activities. Residential and administrative staff also monitors academic progress and residential life carefully.

4) Student Career Information

Students are exposed to many professions and career options through contact with professors and graduate students, during the week of STEM Immersion.

5) Participant Health Services

Insurance for participant medical care during the program is provided under a University of Florida insurance policy for summer camps. It covers only program-related activities and is only effective if the student has no existing insurance. A contact/medical information form is required for each participant. A program administrator and health counselor oversee medical treatment procedures and are responsible for maintaining first aid supplies in the residence hall.

II. RULES, REGULATIONS AND POLICIES

The following rules, regulations and policies have been developed during the operation of CPET youth programs for the past 55 years. They must be followed to ensure participant safety and smooth operation of the program. No student will be allowed to participate unless he/she agrees to abide by these rules, as is evident by signing the Program Contract. We trust you will make an honorable commitment to observe all rules, regulations and policies.

A) NO AUTOMOBILES, MOTORIZED VEHICLES, TELEVISIONS, COMPUTERS, AND/OR STEREOS

No participant will be allowed to possess or drive an automobile, motorcycle, moped, scooter, or other motorized vehicle (except wheelchairs) at the University of Florida during the one week that he/she is a participant in STEM Immersion. Participants are also restricted from riding in any vehicle which is not operated by a parent/guardian, staff member or other person authorized in advance by the program. Televisions, VCR players, DVD players, stereos, and desktop computers are prohibited. Cell phones, portable MP3 players, and hand-held video games are allowed, but should be used with appropriate discretion. Lost or stolen items are not the responsibility of UF or UF CPET.

B) ILLEGAL SUBSTANCES AND OTHER PRESCRIBED ITEMS

No participant may possess or use alcoholic beverages, firearms or other weapons, or substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs") unless dispensed to the participant on prescription and noted on the *Contact/Medical Information Form*. No participant may possess for delivery or deliver to any alcoholic beverages, firearms or other weapons, or substances regulated under the provisions of Chapter 893, Florida Statutes.

C) DISORDERLY CONDUCT, DISRESPECT, RULE VIOLATIONS, AND ACTION IN DISREGARD OF POSSIBLE HARM TO OTHERS

No participant shall engage in disorderly and/or disruptive conduct. Such conduct or any action which is committed with disregard of the possible harm to an individual or group, which results in injury to an individual, or which is consistently disrespectful to staff, students, or others will be grounds for expulsion from STEM Immersion.

D) ILLEGAL CONDUCT IN GENERAL

If a participant violates any rule of the University of Florida, rule of the Board of Regents, municipal ordinance, or law of the State of Florida, or of the United States, s/he will be subject to immediate expulsion from STEM Immersion.

E) NO OPEN FLAMES AND SMOKING RESTRICTIONS

No candles, matches, lighters, incense or any open flames are allowed; and there is to be no smoking on the floor or in suites occupied by STEM Immersion or during any function or program activity.

F) WINDOW RESTRICTION

At no time during STEM Immersion are the windows in the suites to be opened. The residence hall is centrally air-conditioned, with thermostatic controls in each suite. The Beaty Towers office will fine the occupants for each incident. Additionally, banners, signs, posters, etc., are not to be hung on the windows.

G) NO ANIMALS

University of Florida Division of Housing rules prohibit pets. This includes fish, birds, mice, rabbits, cats and reptiles.

H) ATTENDANCE AND TARDINESS

Participants are required to attend all scheduled functions of STEM Immersion unless excused by staff for good reason. Being on time for program events and activities is mandatory.

I) SIGN-OUT/SIGN-IN

Participants must notify STEM Immersion staff of their location at all times. Participants are not permitted to leave the residence hall area (includes Beaty Towers Residence Hall and Beaty Commons) without the

accompaniment of a staff member. Because of this rule, participants must perform activities in groups and remain together at all times.

J) CURFEW HOURS

Participants shall be in rooms by 10:00pm Sunday-Thursday evening.

K) VISITATION

Out of respect for the other participants on the floor, counselors on the floor should be contacted before bringing family or other visitors into the building. See also “D) SUPPLEMENTAL SERVICES, 1) Residence Hall Life” page 5.

L) QUIET HOURS

As a courtesy to others in the STEM Immersion program, and in other programs housed in the dormitory, after 9:00pm it is to be quiet in the halls. Room noise should not be audible to an appreciable degree outside of the room. Consideration should also be given to others within the suite as they may wish to study or retire early.

M) HOUSEKEEPING

Each participant is expected to do his/her part to keep the apartment and hallways as clean as possible. The University of Florida will bill participants for damages, and for cleaning fees at \$25.00 per person, per suite resulting from negligence on the part of the participants. *The residential staff will inspect rooms periodically during the program to ensure that safety and health standards are met.* Before checking out of the program, the rooms must be returned to their original conditions. This includes cleaning the oven, bathroom and refrigerator as needed.

N) ENTRY TO RESIDENCE HALL ROOMS

Counseling staff have access to a pass key which is normally used for room inspections and during instances which bear on participant safety (*e.g.*, fire drills); however, the participants' right to privacy is a priority. If there is reason to suspect that a violation of any of the rules is occurring at any time, an immediate search may be authorized by the Director or the Assistant Director. No visitors or other participants will be allowed access to a room unless one or more suite mates are present.

The University of Florida housing staff also have pass keys, use of which is authorized for maintenance, building inspection, and toilet paper re-supply. Housing staff will first knock and identify themselves before entering participants' rooms to clean toilets and replenish toilet tissue supply.

O) DRESS CODE

- Clothing should, at all times, distinguish you as a participant in a high achieving academic program. Your dress must not disrupt the educational process, or diminish the stature of the program. Logos on T-shirts should not contain inappropriate language, etc.
- Clothes shall be worn as they are designed - pants secured at the waist, belts buckled, suspenders over the shoulders, no underwear as outerwear, no underwear exposed, etc.
- Pants may be casual dress or denim (jeans). Pants are to be size appropriate, hemmed, and worn at the waistline.
- Shoes must be worn at all times. During the day, closed-toe shoes are recommended.
- Shorts/skirts must be no shorter than three inches above the knee.
- See-through material is not allowed.
- Bare midribs and bare sides are not allowed.

Dress code violations may cause a student to be excluded from a planned activity for the entire day. If you have a question about a particular piece of clothing or outfit, ask your floor counselor before leaving the dorm.

III. HOUSING AND FOOD

The program will be housed in Beaty Towers Residence Hall. You will be sharing a bedroom in an air-conditioned, fully carpeted efficiency suite consisting of two bedrooms, bathroom, a kitchen with major appliances, and living area. You will share the suite with three other participants. Breakfast, lunch and dinner are provided. Additional food (i.e., snacks and beverages) should be brought with the participant. Three meals will be provided for you, but if you have special dietary restrictions, you may need to supply your own food. If in doubt, please contact the STEM Immersion Coordinator prior to arrival.

Complete laundry facilities are available in the residence hall. Washers and dryers cost \$1.50 per load.

Living in the residence halls requires that the participant assume responsibility for his/her room and suite. No maid service is provided to the students except for some cleaning in the bathroom. While basic bed linens are provided, participants should bring additional linens for personal comfort and household cleaning supplies (see Checklist). Each student should help in the maintenance of the suite and the participants are responsible for the cleaning of the bathroom, refrigerator and oven, and vacuuming floor areas (vacuums available) as needed prior to check-out.

IV. FINANCES AND BANKING

The program expenses paid prior to arrival cover all essential program costs including housing, meals, laboratory supplies, educational materials, University insurance, program shirt, and field trip/park entrance fees.

Extra spending money is not included in program cost, and is left to the discretion of the participant and the participant's parent(s) or guardian(s). In any case, bringing a supply of change will aid in making long distance phone calls from pay phones, and in use of laundry and vending machines.

Personal funds are the participant's responsibility and cannot be replaced by the program.

V. TELEPHONE PRIVILEGES

Participants are permitted to bring cell phones and other messaging devices to the program, which they may use according to program guidelines (see Cell Phone Use Rules below). Participants' rooms do not include telephones. However, pay phones are available for participant use. In addition, staff will have access to telephones in case of emergency or in the event that participants need to contact a parent or guardian. Parents or guardians will also be supplied with staff phone numbers to use in case of emergency.

CELL PHONE USE RULES:

- Cell phones and other messaging devices may be used only during participant free time
- Phones must be turned off or silenced during all activities and lectures
- Disruption of activities by cell phone use or excessive use will result in a warning and/or confiscation of the device

VI. MEDICAL AND INSURANCE INFORMATION

Our participant insurance policy will provide both illness and accident coverage to participants. Students should notify counselors or staff immediately of illness or injury; appropriate medical care will be provided as promptly as possible. All students are required to submit a completed medical information and consent form.

Pre-existing medical conditions such as, but not limited to, diabetes or allergic conditions are not covered by STEM Immersion insurance. The insurance policy cited above does not cover any medical problems known to parents or guardians or that should have been known to them and were not revealed to us. Also, total amount of insurance claims which may be submitted for an individual student is \$3000. Parents or guardians may wish to purchase additional insurance privately or add to medical insurance from their current personal insurance company if additional amounts are desired.

VII. PROGRAM SCHEDULE

The STEM Immersion schedule is full and intense. Our days and nights are fully planned to keep students engaged and parents at ease. Students should not expect to have large amounts of free time. A more detailed schedule will be available at program orientation.

VIII. SPORTS AND EXTRACURRICULAR ACTIVITIES

Ping-pong tables, piano, and TV room are available in your residence hall common area. In addition to the planned activities, there are a wide variety of optional activities available. Please be advised that students are not allowed to use the weight lifting equipment or student recreational facilities on campus. These are funded with university student fees and only accessible to registered University of Florida students.

IX. CHECKLIST OF THINGS TO BRING

Items needed for planned activities are marked (*). Each student is responsible for providing items they feel they will need for a week away from home. The list below is a guide to help with this process.

Linens: (per person)

Basic linens are provided (Sheets, Pillow, Bedspread), however, students may wish to bring additional bedding items for their own personal comfort.

Bath Towel, Washcloth

Towel for swimming

Personal Cleaning Supplies: (per person)

Soap, shampoo, toothpaste, etc

Household Cleaning Supplies: (per suite)

Laundry Detergent if you wish to do laundry

Dish Soap, Sponges, Dish Towels if you are planning to use your kitchen

Cleaning Rags, Cleaning Products as needed

Clothing: (per person)

Leisure Clothes, Comfortable Walking Shoes (for days)

*Swimsuit (we will go swimming)/Recreational Attire

*Long pants, shirt, closed-toe and closed-heel shoes you can get very dirty. This is required for our field day.

Sports Equipment: (per person)

Limited Sports Equipment available at area office

Optional: Playing Cards, Board Games, Frisbees, Billiard Cues, Racquets, etc.

Optional: Snorkel/mask

Food Staples: (per person)

Snacks and beverages

Miscellaneous:

Umbrella, Poncho, or Raincoat (per person)

Reliable Alarm Clock (per person)

Small Ice Chest (if you have special dietary or health requirements)

Book Bag or Backpack

Camera

*Flashlight (small but bright; it will get dirty)



FloridaLearns STEM Scholars

Extended STEM Experience Scholarship Application

Instructions

1. A considerable variety of STEM summer programs for high school students are available throughout the state. The list, provided by your STEM Mentor Teacher, names summer programs project personnel are currently aware of. Please check the student resources link at www.floridalearnsstemscholars.org frequently. As project personnel become aware of other programs, information will be made available on the website.
2. If you have a question about a program that isn't on the project-provided list, ask your STEM Mentor Teacher, who will forward the question to the appropriate consortium contact. The consortium contact will review information about the program and make a decision regarding whether or not project funds may be used for the program. Scholarship funds may not be used for out of state experiences.
3. Scholarship applications are reviewed carefully by a committee of STEM professionals. It is their expectation that application materials will be completed neatly and in a **very professional** manner. Remember, you are asking for scholarship assistance to do something that will benefit you.
4. The scholarship application and recommendation letters should be turned in to your STEM Mentor Teacher. He/she will fax or scan and e-mail applications, for which recommendations are favorable, to the consortium contact. The consortium contact will e-mail the STEM Mentor teacher and student (if a working e-mail address is provided on the application) to confirm receipt.
5. It is recommended that you maintain a copy of completed applications for your personal records.
6. Scholarships may be awarded in partial or total amounts depending on the number of applicants and the applicant pool.
7. Scholarship funds shall be used to cover the program cost. Students will be responsible for costs of transportation and miscellaneous expenses.
8. **Before applying for assistance**, the student must be accepted into the specific program for which scholarship assistance is being requested and documentation confirming acceptance must accompany the scholarship application.
9. Scholarship applications will be accepted beginning March 3, 2014. Submit the scholarship application as soon the acceptance notification is received. The earlier an application is received; the more likely a student will receive scholarship funds.
10. For opportunities that require pre-payment, an official receipt will be required in order to make a reimbursement.
11. Award announcements will be made in April and May.
12. It is expected that the **final deadline** for submitting a scholarship application will be **May 2, 2014**.
13. If you have questions, please contact project personnel at stem@paec.org.



FloridaLearns STEM Scholars

Extended STEM Experience Scholarship Application

Student Name _____ Gender _____ Grade _____
(Please Print)

School Name _____ District _____

Student Mailing Address

Street and Number/P. O. Box _____ City _____ State _____ Zip Code _____

Home Telephone Number _____ Email Address _____
(Please Print Neatly)

Location and Name of Program for Which Amount Requested
Scholarship Assistance is Requested

Name of Program Contact _____ Program Contact Phone Number _____

As the parent/guardian/caregiver of a student applying for a *FloridaLearns STEM Scholars* Scholarship for an extended STEM experience, I/we certify that, if selected my/our son/daughter/ward has my/our permission to participate in this program for which the scholarship assistance is sought. It is my/our understanding that he/she will be subject to the rules and regulations of the school district, host institution and the program as a participant of this program. I/we certify that the information contained in all application materials (form, short and extended response items, and teacher endorsements) is true, complete, and correct. The *FloridaLearns STEM Scholars Project*, local school district, and partnering consortia will assume no liability for any activity for which a student is seeking scholarship assistance.

Student _____ / _____
Printed Name _____ *Signature* _____ *Date* _____

Parent/Guardian/Caregiver _____
Signature _____ *Date* _____



Student Name _____

Please respond to the following. If additional space is needed, information may be provided on an attached sheet.

What project activities have you participated in? List all Regional Forums, Summer Challenge, and/or Parent Nights you have attended.

List any awards or honors you have received while in high school.

List public service and community activities in which you've taken part during high school.

List extracurricular activities in which you participate.



Student Name _____

Describe briefly, yet specifically, what you hope to gain from participating in the program for which you are seeking scholarship assistance. Please limit your response to 250 words or less.



FloridaLearns *STEM* Scholars

Teacher Recommendation Form

This is a confidential form that should be completed by two teachers. At least one of the teachers must be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask the teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher at the school.

NOTE: If you are applying for multiple summer activities, you do not have to submit the teacher recommendations more than one time. Your STEM Mentor Teacher will keep your recommendations on file.

Evaluator: Please select the description that will best describe this student. This form is confidential and your assistance is appreciated.

Student Name				
	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, Is Respectful, and Works Well with Adults				

Summary Evaluation

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Teacher Signature _____

Date _____



FloridaLearns STEM Scholars

Teacher Recommendation Form

This is a confidential form that should be completed by two teachers. At least one of the teachers must be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask the teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher at the school.

NOTE: If you are applying for multiple summer activities, you do not have to submit the teacher recommendations more than one time. Your STEM Mentor Teacher will keep your recommendations on file.

Evaluator: Please select the description that will best describe this student. This form is confidential and your assistance is appreciated.

Student Name				
	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, Is Respectful, and Works Well with Adults				

Summary Evaluation

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Teacher Signature _____

Date _____



FloridaLearns STEM Scholars

Summer Field Site/Workplace Experience Application Packet

Commonly Asked Questions:

1. Who may apply?

FloridaLearns STEM Scholars participants who are currently high school freshmen, sophomores, or juniors may apply. Current high school juniors will be given first priority. Each student will become part of a team that will consist of a teacher and one to two other STEM Scholars.

2. Is transportation provided?

Each student will **be responsible for his/her own transportation to and from the field site/workplace.**

3. How do I know where the field site/workplaces are?

Project personnel will assemble a list of field sites and workplaces, provide the list to STEM Mentor Teachers, and post the list on the project website. They will also secure a teacher, who is willing to lead the team of students. A district official, such as a principal must approve the teacher.

4. What is the length of the experience and how will the schedule be determined?

The experience will take place over a period of eight days and the length of the work day will be no less than 7 hours. The schedule and weekly time commitment will be negotiated by the experience provider and teacher/student team. The 8-day experience may take part over consecutive days or be divided over a period of weeks.

5. Is it mandatory that I work at a field site/workplace in my school district?

No, it isn't. In some instances, a team may include students from different districts. Please complete your application form and ask your STEM Mentor teacher to notify Mrs. Crouch at crouchb@paec.org. She will find out if slots are available at the out-of-district site for which you are applying and notify your STEM Mentor teacher.

6. Will the student receive pay?

Student participants will not be paid for the experience, but will receive participant support costs of \$25.00/day. This experience is viewed as a valuable opportunity for student learning and collaboration with other students, a teacher, and STEM professionals. Additionally, the presentation, developed by the student team may be added to the student's STEM portfolio. Students, who make a great impression, will have professionals they may call upon in the future to assist with letters of recommendation.

7. When is the application due and to whom should the application be submitted?

Applications are due April 18, 2014, and should be submitted to your STEM Mentor Teacher. STEM Mentor teachers will review the applications, make recommendations, secure principal approval, and submit the district list to project personnel. Project personnel will make every attempt to accommodate student requests.

8. May I apply for more than one field site/workplace?

We don't expect to have enough field site/workplace experiences to accommodate interested students in more than one location. However, you may request more than one field site/workplace to increase the likelihood of acceptance. When applying, please prioritize your site requests.

9. What are the expectations?

- a. Students are expected to dress appropriately and in accordance with the policies of his/her local school and the field/work site. In some instances, students may be asked to wear sturdy shoes and clothing, suitable for work at a field site. Students who fail to comply may not be allowed to fully participate.
 - b. This is a school-sponsored experience and students are expected to abide by his/her respective district's Code of Student Conduct while taking part in all *FloridaLearns STEM Scholars* activities. Students who fail to comply with district policies will be referred by the STEM Mentor Teacher, or teacher who is supervising the specific activity, to the school principal who will be responsible for determining and administering appropriate discipline.
 - c. Students are expected to act in a mature and responsible manner at all times during the experience and must respect the property of the field site or other work place.
 - d. Compliance with safety rules and regulations is a critical part of any work experience. Students who fail to comply will lose the opportunity to participate and be sent home.
 - e. Students are expected to respect the authority of the field site/workplace supervisor, faculty, staff, lead teacher, and other participants.
 - f. Students will be expected to attend all activities for the specific experience unless there is a personal emergency. If a student will not be in attendance for a day, or any part of a day, he/she is expected to notify the lead teacher as soon as possible. Students who become ill should notify the lead teacher immediately.
 - g. Students will be expected to arrive promptly for field site/workplace activities and remain at the field site/workplace for the duration of the day.
 - h. Cell phones and other digital electronic communication devices may NOT be used during field site/work experiences work time.
 - i. Students may NOT invite guests to the field site or workplace experience.
 - j. Students are responsible for keeping up with all personal items including computers or other electronic equipment. The *FloridaLearns STEM Scholars* Project, workplace/field site, college, or university will NOT BE responsible for any items that are lost or stolen.
 - k. Bullying and/or any other behavior that may be considered harassment will NOT be tolerated.
 - l. Student participants or their parent/guardian/caregiver will be financially responsible for **damages** to ANY facilities or materials, for which they are responsible, at a field site/ workplace.
 - m. Each student and his/her parent/guardian/caregiver must sign and notarize the "Agreement of the Parties" found in the application.
10. **What if I have specific questions about the program?**

If you have unanswered questions, feel free to contact your local consortium's *FloridaLearns STEM Scholars* contact. PAEC – stem@paec.org



FloridaLearns STEM Scholars

Summer Field Site/Workplace Experience Application

Please complete this form, have it notarized, and return it to your STEM Mentor Teacher.

Student Name _____
(Please Print)

Grade (Fall 2014) _____ Age _____ Home Phone Number _____

School Name _____ District _____

Student's Emergency Contact Person _____

Emergency Contact Phone _____

Student's Mailing Address _____
City State Zip Code

E-Mail Address _____
(printed neatly)

Name of Field Site/Workplace Requested – Prioritize Your Request List
1.
2.
3.

AGREEMENT OF THE PARTIES

1. STUDENT'S AGREEMENT:

I will attend my placement for the full talent development period. I will ensure that both the school and the person or organization providing the placement will be notified if I am unable to attend the workplace. My dress and behavior will be in keeping with the accepted standards of my work experience provider and I understand that this may include participation in random drug and alcohol testing as per any workplace health and safety requirements in particular industries. I will promptly tell my supervisor of any personal injury or damage to property which may involve me. I will comply with all work rules, policies and procedures and will at all times act in accordance with the instructions of my supervisor. I agree to conduct myself in a professional manner and acknowledge that I am responsible for my own actions during the course of the development program and understand that any party to this agreement may terminate my participation at any time. I understand that my participation in the talent development experience program is completely voluntarily and is an opportunity offered for the benefit of a learning experience and not employment; therefore, I understand that participation does not provide monetary compensation or benefits such as worker's compensation and health insurance coverage through the school or sponsoring business. I further understand that it is my responsibility to provide all transportation needed to fulfill participation in the program and that program activities could involve certain risks such as those related to travel, the operation of machinery, or other risks, and I accept those risks and assume full responsibility for any associated injury, property losses or accidents. In consideration of the opportunity afforded me and with full knowledge and appreciation of the risks involved, I hereby agree to indemnify, release and hold harmless the Panhandle Area Educational Consortium, my school district, my school, and the STEM Field Site/Workplace Experience Provider, as well as their officers, members, agents, faculty, employees, and insurers, from all forms and manner of risks inherent to the work experience position and from all claims and demands of any nature arising from my participation in the talent development program and related travel, except that this release shall not include a release of any claim occasioned by negligence or intentional torts of a party to this agreement.

I HAVE READ THE STUDENT AGREEMENT ABOVE AND UNDERSTAND THAT IT CONTAINS A RELEASE.

Student's Signature

Date

2. PARENT/LEGAL GUARDIAN/CAREGIVER CONSENT (Applicable to students under 18 years of age):

I am the Parent/Legal Guardian/Caregiver of the above named student and consent to my child participating in the work experience stated above.

I understand that my child's participation in the talent development program is completely voluntarily and is an opportunity offered for the benefit of a learning experience and not employment; therefore, I understand that my child's participation does not provide monetary compensation or benefits such as workers compensation and health insurance coverage through the school or sponsoring business. I further understand that it is my responsibility to provide all transportation needed to fulfill participation in the program and that program activities could involve certain risks such as those related to travel, the operation of machinery, or other risks, and I accept those risks and assume full responsibility for any associated injury, property losses, or accidents. In consideration of the opportunity afforded my child, with full knowledge and appreciation of the risks involved, I hereby agree to indemnify, release and hold harmless the Panhandle Area Educational Consortium, my child's school district, school, and the Talent Development Experience Provider, as well as their officers, members, agents, faculty, employees, and insurers, from all form and manner of risks inherent to the work experience position and from all claims and demands of any nature arising from my child's participation in the work experience program and related travel, except that this release shall not include a release of any claim occasioned by negligence or intentional torts of a party to this Agreement.

I HAVE READ THE ABOVE AND UNDERSTAND THAT IT CONTAINS A RELEASE.

Signature of Parent/Legal Guardian/Caregiver

Date

Printed Name

Parent/Legal Guardian/Caregiver signature must be notarized. The notary should sign and place the seal on the back of this form.

3. PRINCIPAL'S AGREEMENT:

I have reviewed the student's request and agreement and enter into this arrangement for the named student to be placed for the purpose of a STEM Talent Development experience with the above named work experience provider/s under the terms stated herein.

Principal's Signature

Date

State of Florida

County of _____

Signed and sworn (or affirmed) before me on _____ by _____
(Date) (Name of person making statement)

(Signature of Notary Public)

(Commission # / Expiration Date or Stamp)



Student Name _____

**Please respond to the following. If additional space is needed,
information may be provided on an attached sheet.**

What project activities have you participated in? List all Regional Forums, Summer Challenge, and/or Parent Nights you have attended.

List any awards or honors you have received while in high school.

List public service and community activities in which you've taken part during high school.

List extracurricular activities in which you participate.



Student Name _____

Describe briefly, yet specifically, what you hope to gain from participating in the Summer STEM field site/workplace experience. Please limit your response to 250 words or less.



FloridaLearns STEM Scholars Teacher Recommendation Form

This is a confidential form that should be completed by two teachers. At least one of the teachers must be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask the teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher at the school.

NOTE: If you are applying for multiple summer activities, you do not have to submit the teacher recommendations more than one time. Your STEM Mentor Teacher will keep your recommendations on file.

Evaluator: Please select the description that will best describe this student. This form is confidential and your assistance is appreciated.

Student Name				
	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, Is Respectful, and Works Well with Adults				

Summary Evaluation

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Date

Teacher Signature _____



FloridaLearns STEM Scholars Teacher Recommendation Form

This is a confidential form that should be completed by two teachers. At least one of the teachers must be a teacher in a STEM course and should either be a current teacher or one from the previous school year. Please ask the teacher to place the form in a sealed envelope, sign across the seal, and return to the STEM Mentor Teacher at the school. **NOTE:** If you are applying for multiple summer activities, you do not have to submit the teacher recommendations more than one time. Your STEM Mentor Teacher will keep your recommendations on file.

Evaluator: Please select the description that will best describe this student. This form is confidential and your assistance is appreciated.

Student Name				
	Outstanding	Effective	Needs Improvement	Unknown
Quality of Work				
Communication Skills				
Academic Achievements				
Imagination and Creativity				
Leadership Skills Displayed				
Demonstrates Good Judgment & Maturity				
Receptive to New Ideas and Change				
Cooperation and Ability to Work with Other Students				
Follows Instructions, Is Respectful, and Works Well with Adults				

Summary Evaluation

- Strongly Recommend
- Recommend
- Recommend with Reservation
- Do Not Recommend

Date

Teacher Signature _____



FloridaLearns STEM Scholars

Summer Extended STEM Opportunities

Student Application Scoring Recommendations

The following should be considered when selecting student participants for *FloridaLearns STEM Scholars* Extended Summer STEM experiences.

1. **Student participation in *FloridaLearns STEM Scholars* events:** Students who have taken part in all events should receive strong consideration.
2. **Student paragraph:**
 - a. Does the student clearly explain why the opportunity will be of benefit to him/her?
 - b. Is the paragraph well-constructed?
3. **Teacher recommendations:**
 - a. What is the total number of points accumulated?
 - b. If a teacher has reservations about a student participating, what are they? If the student is unlikely to be cooperative with other students or faculty members, they should not be selected. In the case of the extended summer STEM experiences, student unwillingness to comply with rules and/or instructions could impact the safety of self and/or others.
4. **Consider the likely benefits to the student.** If there is a tie among students, use your professional judgment to identify the student/s most likely to benefit from the experience.
5. **Suggested scoring guide:**
 - a. Attendance at Regional Forum and parent nights 3 points each, with a maximum of 12 possible points.
 - b. Narrative about the experience worth a total of 8 points.
 - c. Evaluator choices: Outstanding worth 3 points; Effective worth 2 points; Needs Improvement worth 1 point; and no points earned for Unknown. In this section a student could earn a total of 27 points.
 - d. Summary: Strongly Recommend – 3 points; Recommend – 2 points; Recommend with Reservation – 1 point and No points earned for Do Not Recommend.
 - e. Maximum points that could be earned using these point values = 50.



FloridaLearns STEM Scholars

STEM Talent Development Summer Field/Workplace Experience General Information

Who will take part in the summer field/workplace experience?

Each summer field/workplace experience STEM Talent Development Team will consist of a field/workplace experience provider from an agency/organization/ business, a teacher or STEM Mentor Teacher and two to three students who will be seniors and/or juniors during the upcoming school year.

Role of Teacher Leader:

The teacher leader will:

- a) Assume responsibility for communicating directly with the contact person at the agency/organization/business to make arrangements for the experience.
- b) Serve as the intermediary between the business and student team members to establish the field/workplace experience schedule.
- c) Ensure students understand the field/workplace experience expectations and adhere to the expectations.
- d) Lead students in carrying out the field/workplace experience assignments.
- e) Maintain the daily attendance/activity log for each team member (including the teacher) and ensure the appropriate workplace contact signs the log each day.

Minimum STEM Requirements for the STEM Talent Development Summer Field Experience:

The field research/workplace experience may encompass any or all of the STEM (science, technology, engineering, and mathematics) components.

Duration of Experience:

8 days

The length of the work day will be determined by each provider, but should be no less than seven hours.

Payment for Teachers and Students

The *FloridaLearns STEM Scholars* project will provide a \$175/day stipend for teachers. The teacher stipend includes travel costs. Students' families will receive \$25/day to assist with student travel expenses. Payments will be processed upon completion of the eight-day commitment.

Scheduling and Time Commitment:

The experience schedule and weekly time commitment will be negotiated by the experience provider and teacher/student team. The 8-day experience may take part over consecutive days or be divided over a period of weeks.

Start and End Dates:

Start and end dates will vary by district due to differences in end-of-school and school opening dates; however, it is expected that the experiences may begin as early as Monday, June 2, 2014. The final date for experiences will be Friday, August 8, 2014.

Experience Structure:

This structure may vary by location; however, this is a general outline.

1. **Day One Experience Orientation:** This will be the initial meeting among the teacher, students, and field experience provider/STEM Talent Developer. The STEM Talent Developer (Field Site/Workplace Coordinator) will:
 - a. Provide an overview of the work experience such as expectations, requirements, and safety considerations.
 - b. Assist the team in building background knowledge about the experience through presentation, discussion and/or reading assignments.
 - c. Provide time for students to view the video series, *Professionalism in the Workplace – What Students Need to Know*, available online at:
<http://floridalearnsstemscholars.org/professionalism-in-the-workplace-what-students-need-to-know/>
2. **Days Two – Seven:** Work in the Field/Workplace
3. **Day Eight Summation and Wrap-Up**
 - a. The teacher will lead students in developing a presentation that provides details about the field experience. The summary presentation will be provided to the field/workplace experience provider and designated project personnel at each consortium.
 - b. Joint Reflection and Evaluation: Evaluative forms for the participants and provider will be completed.

Reporting Requirements of Host Institution:

1. Summary of STEM Talent Development Field/Workplace Experience: A template will be provided on which each host agency/institution/business will summarize the proposed field experience and identify key contacts.
2. Daily Attendance and Activity Description Log which will be completed by the teacher leader, signed by the experience provider primary contact and submitted at the end of the experience.
3. Evaluation – Online Survey for which a link will be provided during summer.

Student Expectations:

1. Students are expected to dress appropriately and in accordance with the policies of his/her local school and the field/work site. In some instances, students may be asked to wear sturdy shoes and clothing, suitable for work at a field site. Students who fail to comply may not be allowed to fully participate.
2. Students are expected to abide by his/her respective district's Code of Student Conduct while taking part in all *FloridaLearns STEM Scholars* activities. Students who fail to comply with district policies will be referred by the STEM Mentor Teacher or teacher who is supervising the specific activity to the school principal who will be responsible for determining and administering appropriate discipline.
3. Students will be expected to comply with safety rules and regulations and if they fail to do so, they will lose the opportunity to participate and be sent home.
4. Students are expected to act in a mature and responsible manner at all times during the experience and must respect the property of the field site or other work place.
5. Students are expected to respect the authority of the field site/workplace supervisor, faculty, staff, lead teacher, and other participants.
6. Students will be expected to attend all activities for the specific experience unless there is a personal emergency. If a student will not be in attendance for a day, or any part of a day, he/she is expected to notify the lead teacher as soon as possible. Students who become ill should notify the lead teacher immediately.

7. Students will be expected to arrive promptly for field site/workplace activities and remain at the field site/workplace for the duration of the day.
8. Cell phones and other digital electronic communication devices may NOT be used during field site/work experiences work time.
9. Students may NOT invite guests to the field site or workplace experience.
10. Students are responsible for keeping up with all personal items including computers or other electronic equipment. The *FloridaLearns STEM Scholars* Project, workplace/field site, college, or university will NOT BE responsible for any items that are lost or stolen.
11. Bullying and/or any other behavior that may be considered harassment will NOT be tolerated.
12. Student participants will be financially responsible for **damages** to **ANY facilities** or materials, for which they are responsible, at a field site/ workplace.
13. Each student’s parent/guardian/caregiver must agree that the *FloridaLearns STEM Scholars* Project and field site/workplace experience provider will assume no liability and that teacher leaders or field site/workplace experience providers will be authorized to secure medical treatment if necessary.

Geographic Scope:

Panhandle Area Educational Consortium Districts	Heartland Educational Consortium Districts	North East Florida Educational Consortium Districts
Calhoun	DeSoto	Columbia
Franklin	Glades	Flagler
Gadsden	Hardee	Gilchrist
Gulf	Hendry	Lafayette
Holmes	Highlands	Levy
Jackson	Okeechobee	P.K. Yonge
Jefferson		Putnam
Liberty		Union
Madison		
Taylor		
Wakulla		
Walton		
Washington		



FloridaLearns STEM Scholars
STEM Talent Development
Summer STEM Field Site/Workplace
Experience

Please complete and FAX this
 form to **Brenda Crouch**
 Panhandle Area Educational
 Consortium
850-638-6109

Summer STEM Field Site/Workplace Experience Information	
Official Name of Field/Workplace Site	
Name of Host Agency/Institution/Business	
Field/Workplace Physical Address	
Office Telephone Number	
Office FAX Number	
Field/Workplace E-mail Address	
URL of Website If Available	
Field/Workplace Site Supervisor Information	
Field Site Supervisor Name and Title	
Telephone Number	
E-Mail Address	
Emergency Contact Number	
Brief Description of Field Site Experience	



AGREEMENT OF THE PARTIES

TALENT DEVELOPMENT PROVIDER'S AGREEMENT: Please check the appropriate boxes.

I agree to collaborate with a team consisting of a teacher and up to three students who are rising juniors and/or seniors, to provide an 8-day (56 hour) summer STEM field experience for the purpose of STEM talent development.

Conditions of Placement:

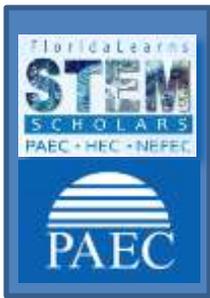
1. I agree to comply with all regulations defined by the Occupational Safety & Health Administration, the Fair Labor Standards Act, as well as any other pertinent federal, state, and local employment laws.
2. I agree to adhere to all regulations relating to anti-discrimination and equal opportunity.
3. I agree to inform the team members of particular safety requirements of this workplace.
4. I agree to notify the school of any accident involving a school student, any actions undertaken and damages to property involving the student during this placement.
5. I agree that the student will work under my supervision or the supervision of my nominee.
6. The arrangement may be terminated at any time by any party to this agreement.
7. The hours worked will not exceed the normal hours worked in my industry or allowed by law.
8. The student will not perform any work which is unreasonably dangerous or prohibited by law.

Signature of Work Experience Provider

Title

Printed Name

Date



FloridaLearns STEM Scholars

Summer Field Site/Workplace Teacher Leader

Scope of Work and Agreement

I understand that as a *FloridaLearns STEM Scholar Teacher Leader* for the Summer Field Site/Workplace, I will have the following responsibilities and agree to carry them out:

1. Collaborating with the field site/workplace contact and/or consortium personnel to coordinate the activities and schedule for the team's experience. The team will consist of a teacher leader and up to three students, who are STEM Scholars.
2. Serving as liaison between the field site/workplace and students for the purpose of providing information. For example, the teacher leader will ensure students on the team are aware of the schedule of activities and in the event of a change, will notify the students.
3. Supervising a team of up to three STEM Scholars at the field site/workplace and enforcing the school district "Code of Student Conduct." For any infractions that require principal intervention, the teacher leader will contact the principal at the student's school.
4. Adhering to and ensuring students adhere to safety requirements of the field site/workplace, while at the field site/workplace **without exception**.
5. Completing or ensuring completion of:
 - a) Project-required paperwork such as district-required off campus activity permission forms, a daily activity summary, attendance, and time sheets.
 - b) Student presentations that may be required.
6. Ensuring students and parents have emergency contact information in the event a parent/guardian/caregiver needs to contact a student who is at the field site/workplace.

I understand that upon satisfactory completion of project responsibilities and submission of the appropriately completed daily activity summary, attendance, and time sheets I will receive a stipend of \$-----/day which includes travel expenses. For work completed **prior to June 30, 2014**, I understand completed paperwork must be received by consortium personnel **on or before July 3, 2014**, and for work completed after June 30, the completed paperwork must be received by the consortium personnel within one week after the work is completed.

STEM Scholar Teacher Leader

Principal Signature

Date

Fax this document and the W-9 and Vendor Status forms (if not already on file) to the attention of Denise Brock at 850-638-6109.

If you have questions, please contact Brenda Crouch by e-mail at crouchb@paec.org or by phone at 850-638-6131 ext. 2320.



FloridaLearns STEM Scholars
PAEC STEM Talent Development
Summer STEM Field Site/Workplace Experience
Schedule Sheet

Sample

Name of Field Site					Name of Teacher Leader				
Name of Field Site Contact					Teacher Home Phone Number			Teacher Cell Phone Number	
Expected Field Site Work Dates	Day One	Day Two	Day Three	Day Four	Day Five	Day Six	Day Seven	Day Eight	Expected Field Site Work Hours
Names of STEM Scholars at Field Site					Student's School				
Notes or Comments:									

Teacher Leader Signature

Date



FloridaLearns STEM Scholars
STEM Talent Development
Summer STEM Field Site/Workplace Paperwork Checklist

Name of Teacher Leader	Field Site:
Item List	Received
1. Teacher Leader Scope of Work	
2. Teacher Leader List of Students and Schedule	
3. Student Application Packets with Appropriate Forms Notarized	
4. Vendor Status and W9 forms for Students	
5. Student Off Campus Travel Permission Form (all students)	
6. Student Medical Release (all students)	
7. Media Release Form (if student is not currently participating as a STEM Scholar)	
8. Workplace Attendance Log (at end of experience –required to process teacher leader stipend and student support fees)	
9. Copy of students' final presentation – Back-up for payment	

**Please send forms by fax to Brenda Crouch
at 850-638-6109
OR by e-mail at crouchb@paec.org**



FloridaLearns STEM Scholars
PAEC STEM Talent Development
 Summer STEM Field Site/Workplace Experience
 Daily Attendance Log

Sample

**Participants must indicate the number of hours worked and initial each day.
 A final signature is required.**

		Day One	Day Two	Day Three	Day Four	Day Five	Day Six	Day Seven	Day Eight	Teacher Signature Required for Payment
Dates Worked										
Name of Teacher Leader	Hours Worked									
	Initials									
Names of STEM Scholars										Students' Signatures Required For Payment
1.	Hours Worked									
	Initials									
2.	Hours Worked									
	Initials									
3.	Hours Worked									
	Initials									
4.	Hours Worked									
	Initials									
5.	Hours Worked									
	Initials									
Notes (if necessary):										

I hereby verify the accuracy of the information on the attendance log.

Signature of Teacher Leader

Date

Signature of STEM Field Site/Workplace Contact

Date



FloridaLearns STEM Scholars
Panhandle Area Educational Consortium
Field Site/Workplace Experience
Teacher Leader Stipend Request Form

Name: _____

Address: _____

To: _____

Description
Project Title: *FloridaLearns STEM Scholars*
Project Number:
Purchase Order #:

Services Included:
Served as a teacher leader for STEM Scholars at a field site workplace. Responsibilities included:
1. Collaborating with the field site/workplace contact and/or consortium personnel to coordinate the activities and schedule for the team's experience. The team will consist of a teacher leader and up to three students, who are STEM Scholars.
2. Serving as liaison between the field site/workplace and students for the purpose of providing information. For example, the teacher leader will ensure students on the team are aware of the schedule of activities and in the event of a change, will notify the students.
3. Supervising a team of up to three STEM Scholars at the field site/workplace and enforcing the school district "Code of Student Conduct." For any infractions that require principal intervention, the teacher leader will contact the principal at the student's school.
4. Adhering to and ensuring students adhere to safety requirements of the field site/workplace, while at the field site/workplace **without exception**.
5. Completing or ensuring completion of:
a) Project-required paperwork such as district-required off campus activity permission forms, a daily activity summary, attendance, and time sheets.
b) Student presentations that may be required.
6. Ensuring students and parents have emergency contact information in the event a parent/guardian/caregiver needs to contact a student who is at the field site/workplace.

Name of Field Site/Workplace: _____

Dates Worked: _____

Total Number of Days at \$_____/day, which includes travel expenses: _____

Total Due | \$ _____

Signature: _____ **Date:** _____



FloridaLearns STEM Scholars
Panhandle Area Educational Consortium
Field Site/Workplace Experience
Student Support Fee Request Form

Name:

Address:

To: Brenda Crouch
Panhandle Area Educational Consortium
753 West Boulevard
Chipley, FL 32428

Description

Project Title: *FloridaLearns STEM Scholars*
Project Number: 7421404
Purchase Order #:

Services Included:

1. Participated as a STEM Scholar at the field site named below.

Name of Field Site/Workplace: _____

Dates Worked:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8

Total Number of Days at \$25.00/day: _____

Total Due | \$