



## Credit Packet Directions for ASE Interns

### What is this?

You can give this packet to your school counselor or administrator during any discussions you have this spring about using your ASE experience to fulfill school requirements. Since your ASE internship is a volunteer position, with stipends only being paid to offset costs you incur to participate in the program, most schools are able to help students utilize their ASE experience toward their educational goals.

Some examples of how students have used ASE include the following:

- School science or elective credit (usually between .5-3 credits granted)
- International Baccalaureate service hours
- Graduation internship/apprenticeship hours or mandatory volunteer hours
- Capstone or other mandatory scientific research projects

### Why do I get this now?

**You must discuss using ASE for school requirements with your school administration BEFORE you start your internship.** Most schools require additional paperwork to be filled out by you and/or your mentor before and during your internship experience. Therefore, it is important that you have this packet now.

### What happens after my internship?

We will send you a completion packet in early October. It will include a copy of the credit packet sent to your school confirming your completion of the ASE program. If the school has not received its copy, feel free to provide a copy.

### Questions?

If you have further questions, please feel free to contact ASE staff at 503-200-5861.



Dear Counseling Staff,

I am pleased to inform you that one of your students is participating in the Apprenticeships in Science & Engineering (ASE) program this summer. This packet of information is to help you and your student discuss ways that they can apply their ASE experience toward earning school credit or fulfilling other graduation requirements.

Since 1990, Saturday Academy's ASE Program has matched over 4,000 high school students with scientists and engineers for eight-week summer internships in academic, governmental, corporate, and industrial settings. We are a local 501(c)(3) non-profit program that works to create the next generation of STEM professionals.

The ASE program is a certified educational internship program adhering to federal and state regulations for student volunteers and interns. Students assist one or more professionals (called "mentors") and gain first-hand, pre-professional experience in the mentors' career field. Some interns focus on a specific project that they can complete by summer's end, while others may contribute to an ongoing larger project, and some participate in multiple smaller projects. To ensure program quality, ASE hires teachers to monitor field placements and act as a resource for the students and mentors.

I have attached an overview of the ASE Program requirements, assignments, and time commitments that each student must complete in order to be considered as successfully completing the ASE Program. Attached is an example of the documentation letter you will automatically receive next fall for your student. Any other documentation will need to be managed by your student.

Please let me know if you have any further questions about ASE. Thank you for helping your student make and get the most of their summer internship experience.

Regards,

Libby Van Vleet

Program Director, Apprenticeships in Science and Engineering



## ASE Program Requirements and Time Commitments

The following are activities in which all students are required to participate. Time estimates for these activities are minimum estimates spent by each ASE intern.

<b>Program Requirement</b>	<b>Requirement Description</b>	<b>Time Commitment</b>
<b>Student Orientation</b>	Students are given a professional skills training to get them ready for their ASE internship experience.	<b>2 hours</b>
<b>Internship Experience</b>	Students contribute to one or more projects at the mentor's organization throughout the course of the summer.	<b>296 hours</b>
<b>Midsummer Conference</b>	This conference includes: (a) career lectures and seminars led by scientists, engineers and other technical professionals; (b) hands-on workshops in various technical areas such as DNA electrophoresis, measuring air-pollution, and computer modeling; and (c) a workshop on making professional scientific presentations.	<b>10 hours</b>
<b>ASE Symposium</b>	Interns present their summer projects to each other and other guests. This conference includes: a) Each student gives a 15-minute oral presentation presided over by professional scientists or engineers; and b) each student prepares a scientific poster for a 1 hour scientific poster session. When students are not presenting their own projects, they are required to attend sessions where the experiences of other students are described. Students typically spend several hours preparing for the Symposium.	<b>10 hours</b>
<b>Total Minimum Student Hours in ASE Program</b>	This total only includes the internship hours and required ASE events. Student "after hours" preparation will vary, as with any educational experience. Substantial reading is typically assigned by the mentor. In addition to the mandatory activities described below, many program applicants attend one or two 2-hour workshops on essay writing and interviewing skills held in late winter as part of the application process.	<b>318 hours</b>
<b>Other Internship Requirements</b>		
<b>Internship Evaluation with Teacher Monitor</b>	ASE hires high school teachers during the summer that are liaisons between ASE staff and the students and mentors. Students must complete an evaluation of their experience with the teacher monitor twice during the summer.	
<b>Internship Summary and Thank You Letters</b>	Interns must write a 500 word internship summary at the end of their internship summarizing their project and what they learned during the summer. This summary is often used by the student to develop their Symposium presentation. The student also must write formal thank-you letters to people who made their internship possible. The students are given training on writing thank-you letters as many of the letters go to high-level professionals in the academic, business, and governmental sectors.	

**Questions? Please contact ASE: 503-200-5860, [ase@saturdayacademy.org](mailto:ase@saturdayacademy.org)**





**SAMPLE DOCUMENTATION**

Highlighted text will be customized by student.

Counseling Office  
Beaverton High School  
13000 SW 2nd Street  
Beaverton, OR 97005

Dear Counseling Staff:

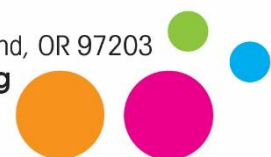
One of your students, **Shannon Smith**, was selected to participate in the Apprenticeships in Science and Engineering (ASE) Program during the summer. The ASE Program matches students from area high schools with mentor scientists and engineers from academic, government agency, non-profit and private sector research and design facilities. Students work with mentors on one or more projects for eight weeks full-time during the summer, participate in scientific workshops and seminars, write a summary of their internships and present their work to other students, mentors and community members in a formal symposium.

During the internship at the **VA Portland Health Care System** with **Hannah Oakstreet**, **Shannon Smith** learned about many aspects of scientific research and technology. She made oral and poster presentations on her internship, titled **'Preventing Pressure Ulcers in Critical Care'** at the ASE Symposium, held at University of Portland. Overall, **Shannon Smith** invested at a minimum of 318 documented hours on her internship project, attending workshops, seminars and presentations at two scientific conferences, and participating in other aspects of the ASE Program. Additionally, it is not uncommon for students in our program to invest additional hours reading background material, working on their project, writing their summer summaries and preparing their presentations for Symposium. I've included a brief description of her internship on the reverse side of this letter.

I am sending this letter for attachment to **Shannon's** transcript so it will be sent to the colleges for which she applies. **Shannon Smith** successfully completed the ASE Program and deserves academic credit for a job well done, if Beaverton High School has a mechanism for awarding credit in this situation. Please feel free to contact me if you have questions or would like additional details.

Sincerely,

ASE Director, Saturday Academy



## Internship Description for **Shannon Smith**

### **51: Preventing Pressure Ulcers in Critical Care**

#### **VA Portland Health Care System**

The intern in this position will be working with Critical Nurse Specialists at the VA Portland Health Care System on accessing the risk of pressure ulcers in critical care patients. Pressure ulcers are an injury that occurs in at-risk populations. Critically ill patients are at a higher risk for developing pressure ulcers related to poor nutrition, immobility, and other significant comorbidities. The intern in this internship will learn the process of chart reviews and accessing for pressure ulcer risk, learn about equipment and tools for preventing pressure ulcers and use excel spreadsheets to assess data. The intern will then provide an educational session for nursing staff. The intern will accompany Critical Nurse Specialists to meetings and will have the opportunity to shadow Critical Nurse Specialists in other areas at the VA. The intern will wear closed-toe shoes and dress professionally (jeans not allowed).

## Internship Summary written by **Shannon Smith**

*Students will write and submit a 500 word summary toward the end of their internship. The summary will be included here. The summary will answer these prompts:*

- **Introduce yourself and the internship. Include your name, your mentor(s), co-mentor(s), and organization in the first sentence.**
- **Summarize or describe the purpose of your mentor's project or work, research questions, and/or desired outcome.**
- **Describe your contribution to the project or research.**
- **What was your favorite, most impactful, or memorable part of your summer experience?**

