Instructions: ASE Student Summary

The Summary is a required document that details your ASE internship. It should be a two to three paragraph (between 300-500 words) record of your internship experience, including the purpose of your project(s), methods and specific equipment used, and project results. **Summaries are required as part of your participation in the program.**

You may find this a useful exercise to articulate your accomplishments in preparing your thank you letters and Symposium presentation. As you apply to college and jobs, this information can be used again to communicate to others the work you did. ASE uses this information to report to our grant agencies and donors, provide documentation for high school credit requests, as well as in our marketing material for fundraising and participant recruitment.

Submit your summaries by August 21, 2019 via online form. Keep a copy of your summary for future reference and use.

Things to include in your summary:

The online form is set up so that you can easily cut and paste your paragraphs from a document into the paragraph spaces in the form. Please remember to **EDIT** thoroughly for spelling and grammar. Check the spelling of all names and terminology or instruments that are not familiar. Spell out all acronyms and organization names the first time you reference them.

1. First Paragraph: Introduce yourself and the internship. Include your name, your mentor(s), co-mentor(s), and organization in the first sentence. Use another one to two sentences to summarize the overall purpose of the mentor's project or work.
2. Second and Subsequent Paragraphs: Describe *your* contribution to the project or research. Including the following details.
   - Purpose of the project, research questions, and desired outcome
   - Overview of methods, techniques, test, tools, equipment, or procedures used
   - Project results/conclusions
   - Relation of project to mentor's work, *i.e. Was this activity a "stand alone" project or was the work part of a larger effort?*
   - Impacts/implications this project has for the scientific field or future research, *i.e. How does this work relate to other projects or "real world" activities or applications?*
   - New skills and knowledge gained
   - One or more highlights of the summer
   - Use action verbs to describe your contributions. See the examples below. *Think about how you would describe your summer to a future employer!*

Examples of action verbs:

Designed	Monitored	Analyzed	Maintained	Researched
Investigated	Collected	Improved	Solved	Invented
Performed	Implemented	Explored	Experimented	Prepared
Created	Enhanced	Tested	Catalogued	Evaluated
Constructed	Estimated	Surveyed	Learned	Discovered
Studied	Determined	Built	Implemented	Initiated

Questions? Please contact your teacher monitor or ASE by email (ase@saturdayacademy.org) or phone (503-200-5861).