

## Appendix Q2 –Program Application and Recruitment Notice

To: (Indicate Middle or High School) Guidance Counselors  
From: Project Director

Subject: 2018 National Summer Transportation Institute Date:

The [college/university] will host the (insert year) National Summer Transportation Institute (NSTI) Program for [middle or high school] participants from [program dates] in [State]. This will be a [residential or non---residential] program. The purpose of the NSTI Program is to create awareness and stimulate interest in higher education and careers in the transportation industry.

The curriculum will expose participants to new frontiers and adventures such as highway design, transportation of people and cargo, inter---modal operations, laws, regulations, safety, and career opportunities. In addition, participants will participate in enrichment activities such as, computer training, field trips, and hands---on projects.

Approximately [number of participants] in [grade levels] will receive full scholarships to participate in the NSTI program. Scholarships will include the following:

- Tuition
- Workshops/Handouts
- Room and Board
- Facility Usage
- Equipment/Supplies
- Travel (Field Trips)
- Lab Fees
- Speakers

The attached application form is being sent to [middle or high schools] across the State. Guidance counselors should identify two participants per school for the NSTI Program and assist them with completing the forms in the enclosed application package.

Appendix Q2 –Program Application and Recruitment Notice

Date

Attention: Middle and High School Guidance Counselors

The Summer Transportation Institute intends to offer scholarships to selected participants. The following criteria will be used in the selection of recipients.

Participants must:

- Be in the [grade levels] for the [school year]
- Have completed or be qualified to enroll in Pre---Algebra for the [school year]
- Have cumulative grade point average of 2.0 on a 4.0 scale [minimum]
- Have an interest in engineering, science, transportation, or technology---related higher education and career
- Provide at least two letters of recommendation from school teachers or counselors
- Provide standardized test score(s) and transcripts
- Provide an essay explaining why he/she wants to participate in the program and how it can assist in meeting individual career goals
- The selection team will also consider the geographical location of applicants to ensure an equitable representation from all regions of the State. Please consult with your science, mathematics and technology education teachers for the names of potential participants who may qualify for the NSTI program.

Please return all applications to the address below no later than\_\_\_\_\_.

Name  
Project Director,  
National Summer Transportation Institute  
University or College  
Address City,  
State, Zip Code

Thank you for your assistance.

Sincerely yours,

Project Director Signature  
Project Director's Name

Appendix Q2 –Program Application and Recruitment Notice

## National Summer Transportation Institute Participant Application

Name:	Age:	Gender:
Address:		
Parent/Guardian Name:		
Address (if different from above):		
Telephone Numbers (Home):		(Work):

Name of School:	
Standardized Test Score:	GPA:

(Please Print Clearly)

During the [school year], I will be in the \_\_\_\_\_ grade.

List your most recent math and science classes.

Math: \_\_\_\_\_ Science: \_\_\_\_\_

\_\_\_\_\_

Career Interest (Please select only two):

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Accounting   | <input type="checkbox"/> Law              | <input type="checkbox"/> Computer Science    |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Technology       | <input type="checkbox"/> Scientific Research |
| <input type="checkbox"/> Environment  | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Transportation      |
| <input type="checkbox"/> Engineering  | <input type="checkbox"/> Marketing        | <input type="checkbox"/> Other: (List)       |
| <input type="checkbox"/> Business     | <input type="checkbox"/> Construction     |  |

List Awards/Achievements/Organization Memberships:

Required Essay: Describe your career objective(s), interest in transportation, and how the NSTI can assist you in reaching your goals. Your essay must be typed and not exceed one (1) page.

Additional Information: Please enclose two letters of recommendation and your academic transcript. Incomplete applications will not be processed.

Submit Application to:

Project Director's Name

National Summer Transportation Institute  
Name of Host Site  
Address

Appendix Q2 –Program Application and Recruitment Notice

---

Signature (Participant)

---

Date

---

Signature (Parent)

---

Date