Research Apprenticeship Program Application Instructions

Overview of Program

The Research Apprenticeship Program provides Chicago area high school students the opportunity to spend four weeks working alongside zoo researchers and engaging in authentic research experiences. As an apprentice, participating youth will contribute in all aspects of the research project, learning more about this career path while simultaneously gaining experience participating in conservation research activities. The program will provide the apprentices with support to fully integrate the experience into their academic goals, career plans and areas of personal strength. A total of four rising 11th and 12th grade students will be selected for summer of 2013. There will be two apprentices designated to work in the area of Animal Care and Welfare and two to work with our Urban Wildlife Institute.

The four apprentices will continue their connection with the zoo after the project through follow-up meetings that will combine with youth from our other summer teen programs. These specialized activities will be conducted monthly or bimonthly following the summer program to continue the connection between the youth and Lincoln Park Zoo. Though specific activities are not finalized some examples might be lunch with the zoo’s CEO, a behind-the-scenes tour or a preview of a newly created exhibit or program. Some of these experiences will also have a separate family component to showcase the apprentices’ work to their families. Lastly, all youth will have the opportunity to invite one of their classes back to the zoo during the school year with the bus fees and substitute-teacher fees paid by the zoo. With the help of the zoo’s Hurvis Center staff, each youth will design and guide their peers through an activity related to their summer experience.

Who is eligible to apply?

To be considered for the program, applicants must meet the following requirements:

1. City of Chicago resident
2. Entering grades 11 or 12
3. Between the ages of 16–18*
4. Legally able to work in the United States**

* Applicants must be 16 year old by June 1, 2013.
** Proof of identity and authorization to work in the U.S. will be required in accordance with federal law.

The internships are intended specifically for outstanding students who are members of groups currently underrepresented in careers related to science. Students gain experience in key areas such as conservation, education, animal science, and urban wildlife.

How do I apply?

There are two ways to apply for the program:

1. Online Application: To apply online, visit [http://www.lpzoo.org/education/initiatives/research-apprenticeship-program](http://www.lpzoo.org/education/initiatives/research-apprenticeship-program). Once there, click the online application link. To respond to the essay questions, you may either complete your answers in a Word document and cut and paste them to the application or type your answers directly into the fields provided. Transcripts and letters of recommendation must be mailed separately to the Education Coordinator.

2. Mail-In Application: To apply by mail, obtain a copy of the application from your school or by visiting [http://www.lpzoo.org/education/initiatives/research-apprenticeship-program](http://www.lpzoo.org/education/initiatives/research-apprenticeship-program). Once there, download and print the PDF of the application. Essay questions may be typed or legibly printed on a separate sheet of paper; they must be included with your application. Transcripts and letters of recommendation may be included with your application (recommended) or mailed separately to the Education Coordinator.

*All application materials should be submitted online or postmarked no later than April 22, 2013. Applications are considered incomplete until all components have been received. Late or incomplete applications will not be considered.*

Will there be an interview?

Some applicants may be asked to attend an interview with zoo staff.
What type of training is required?

1.) All selected interns will be required to attend one day training zoo training with the Education Department. During training interns will:
   - Meet other interns and zoo staff
   - Take part in icebreakers and team-building activities
   - Become familiar with the zoo and how it functions
   - Participate in hands-on activities
   - Gain knowledge about many topics related to animals, conservation and research at Lincoln Park Zoo

2.) All selected interns will be required to attend zoo training with either the Urban Wildlife Institute or Animal Care/Endocrinology. During training interns will:
   - Meet members of the department
   - Become familiar with the methodology and instruments that will be used throughout the internship
   - Participate in data collection used in the field

When will the apprenticeship begin?

Start date: July 8th, 2013
Program schedule: Monday-Friday 8am-4pm
Last day of apprenticeship: August 2nd, 2013

Is there a stipend for the apprenticeship?

You will be compensated at an hourly rate during apprenticeship. Paychecks are issued biweekly. You will be provided a CTA transit card to subsidize travel expenses during the apprenticeship.

Are there other obligations to participating in the program?

You will be required to participate in 9 follow-up activities hosted by the zoo. The activities will vary each month but will focus on continuing the research from the summer. There will also be activities focused on career awareness and college readiness.

The dates for the activities are tentatively schedules as follows:

September 21, 2013                   February 15, 2014
October 19, 2013                    March 15, 2014
November 23, 2013                   April 26, 2014
December 21, 2013                   May 17, 2014
January 18, 2014

Make sure you have completed the following before submitting your application.

- Completed all items on the Research Apprenticeship Program application
- Responded to the three essay questions
- Included or requested two letters of recommendation
- Included one copy of your high school transcript

Send all application materials to:

Education Coordinator
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614
Fax: 312-742-2040

If you have any questions or need further assistance, please contact the Education Coordinator by phone at 312-742-2056 or e-mail at hurviscenter@lpzoo.org.
Research Apprenticeship Program Application

Applicant’s First and Last Name: ________________________________________________________

Address: __________________________________________________________________________

City, State, ZIP Code: ___________________________________________________________________

Preferred Phone Number (check one below):

☐ Home Phone: ____________________________
☐ Cell Phone: ____________________________
☐ E-mail Address: _________________________

Birthday (mm/dd/yyyy): __________________________________________________________________

School Name: _________________________________________________________________________

School Address: _______________________________________________________________________

School Phone Number: __________________________________________________________________

Most Recent Grade Point Average: ____________

Year in School Next Fall (check one): A copy of your most recent transcript must be included with your application.

☐ 11 ☐ 12

Are you a U.S. citizen or legally authorized to work in this country? Proof of identity and authorization to work in the U.S. will be required in accordance with federal law.

☐ Yes ☐ No

Parent/Legal Guardian Name: ____________________________________________________________

Relationship to the Student: __________________________________________________________________

Daytime Phone Number: __________________________________________________________________

E-mail Address: _________________________________________________________________________

Primary Language(s) Spoken at Home: ________________________________________________________

Indicate the highest level of schooling completed and occupation for each person (optional):

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<th></th>
<th>Elementary</th>
<th>High School</th>
<th>College Graduate</th>
<th>Post-Graduate</th>
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<tbody>
<tr>
<td>Mother</td>
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Mother’s Occupation ______________________________________________________________________
Father’s Occupation ______________________________________________________________________
Guardian’s Occupation _____________________________________________________________________
The Research Apprenticeship Program is focused on encouraging youth to explore science careers that come from ethnic backgrounds underrepresented in the sciences or experience socioeconomic challenges. Please tell us how you best qualify for this program below. If both apply, please complete both sections:

_____ Ethnicity (check all that apply):

- African-American
- Native American/Alaskan Native
- Asian
- Caucasian
- Hispanic/Latino
- Other ______________________

_____ Socio-Economic Status:

Annual Household Income of ____________ to support ______________ (number of people in household).

**Essay Questions**

Please respond to the following questions on a separate piece of paper. Responses may be typed or handwritten, but they must be legible. Each response must be at least 200 words. Lincoln Park Zoo staff will place applicants in the position we feel is the best fit for each candidate. However, we encourage you to let us know in your essays if you feel strongly about either working with our Urban Wildlife Institute or our Endocrinology/Animal Care staff.

1. Why are you a good candidate for this apprenticeship?
2. What interests you about the science field?
3. How will this experience at Lincoln Park Zoo help you further your academic or career goals?

**Letters of Recommendation**

Choose two people to provide letters of recommendation for you. Letters of recommendation should be from a high school teacher, counselor, principal or work supervisor. They should be returned to you in a sealed envelope for you to mail with your application or mailed directly to the education coordinator.

Please specify two people who will provide letters of recommendation for you:

1. Name: ______________________________________________________________________
   Position: ______________________________________________________________________

2. Name: ______________________________________________________________________
   Position: ______________________________________________________________________

**For Office Use Only**

- Completed Application
- Transcript
- Essays
- Letters of Recommendation

Date All Components Received: _____________

Date Submitted Online: _____________

Date Reviewed: _____________
Application Checklist

Make sure you have completed the following before submitting your application.

☐ Completed all items on the Research Apprenticeship Program application
☐ Responded to all three essay questions
☐ Included or requested two letters of recommendation
☐ Included one copy of your high school transcript

I certify that the information given in this application is correct and complete. I certify I have permission from a parent or guardian to participate in the Research Apprenticeship Program.

Applicant Signature: __________________________________________________________

Date: __________

Parent/Guardian Signature: _____________________________________________________

Parent/Guardian Name: _________________________________________________________

Completed applications, transcripts and letters of recommendation may be sent to:

Education Coordinator
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614
Fax: 312-742-2040

If you have any questions or need further assistance, please contact the education coordinator by phone at 312-742-2056 or by e-mail at hurviscenter@lpzoo.org.

*The Research Apprenticeship Program is generously endowed by the Hurvis Charitable Foundation.*