



STEM Education & Training Office and 9–12 Education Division
 Instruction, Curriculum and Assessment Branch
 Independent Education Unit
 STEM Summer EXCEL 2018 Application Office
 130 Garden Drive
 Johnson City, TN 37604
 T 423-926-6777 F 423-926-0321

Dear STEM Parent(s):

Welcome to STEM Summer EXCEL 2018. We hope that this STEM Summer EXCEL Program will be a very rewarding experience for you and your children.

This package includes a **Welcome Letter, Student Handbook, Application Form, Scholarship Application & FAQ's** that must be completed for each student and submitted by **January 31st 2018**.

There are four steps in the process to STEM Summer EXCEL at East Tennessee State University:

- STEP 1: Notifying** Parent(s)/Guardian(s) complete and submit a **Student Application Form** (see page following) for **EACH** 9th – 12th grade student that apply.
- Parents/Guidance Counselors, etc. that require hard copy of application, please contact the STEM Summer EXCEL Office at 423-926-6777.
- STEP 2: Processing** The STEM Summer EXCEL Office processes the **Student Application Form(s)**.
- STEM Summer EXCEL Selection Committee liaisons may contact parent(s) to clarify information.
 - A **Student Application Form** for any student that is not complete will not be processed until the required information and application fee have been received by the STEM Summer EXCEL Office.
- STEP 3: Confirmation** The STEM Summer EXCEL Office mails a Confirmation of Notification Letter to parent(s) after Student Application forms are processed.
- STEP 4: Reporting** Parent(s)/Guardian(s) & Student report to ETSU (location to be decided) on Monday, June 4, 2018 for Parent/Student Orientation.

If you have any questions about the process, please contact the STEM Summer EXCEL Office.

Notification Packages are available via mail upon request.

Best wishes for a successful summer.

STEM Summer EXCEL Office



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Summer Residential Phase 2018 Quick-Reference

Program Dates	Beginning: June 4 Ending: June 29
Summer Trip	Beginning: June 27 Ending: June 28
Mailing Address	<i>Student's Name</i> STEM Summer EXCEL 2018 130 Garden Drive Johnson City, TN 37604
Residence Hall Telephone Number Emergencies ONLY	Call the STEM Summer EXCEL office between 8:00am and 4:00 pm. After 4:00 pm, please contact the residence hall staff office at the number provided (TBD).
STEM Summer EXCEL Office	STEM Summer EXCEL 130 Garden Drive Johnson City, TN 37604 Phone: (423) 926-6777 Website: (TBD)
Class Hours	Monday – Thursday 8:00am – 12:00pm & 1:00pm – 3:00pm
Study Groups	Monday—Thursday 6:00pm – 8:00pm
Student's Free Time	Monday – Friday: 3:00pm – 5:00pm & 8:00pm – 10:00pm Free time hours vary on weekends.
Cost of Summer Program	\$25.00 – Application Fee \$350.00 – Cost of Program (Due upon acceptance *Scholarships are available based on household income* Make all checks payable to “ <u>Insight Training & Educational Center</u> ”



Summer Residential Phase FAQs

Supervision

The residence hall is directed by experienced staff members. The Residential Director(s) and Tutor/Mentors will be responsible for supervising all students assigned to their student groups (“families”). Resident personnel are on duty 24/7.

Health Services

Students can use the ETSU’s Student Health Services, a complete outpatient medical clinic. In the event of an emergency or illness that requires emergency care or overnight stay, the facilities at Johnson City Medical Center will be used. **STEM Summer EXCEL will not be financially liable for hospitalization and/or injuries that students may incur.** Each student will have documentation of the medical insurance program and the policy holder that covers him/her in their summer paperwork. Please reference the summer health protocol in this handbook for more information.

Laundry Facilities

Coin-operated washers and dryers are located both in the residence hall and within walking distance of the residence hall.

Stipends

Each student will receive a weekly stipend of \$20.00 if he/she fully participates in the program. Checks will be distributed on Friday afternoons. Stipends may be withheld or canceled as a disciplinary measure, if needed.

Weekends

Students will have two weekends home:

- First Weekend: Students leave on **Friday, June 8, 2018** at 3 PM. Students will return **Sunday, June 10, 2018**. The residence hall will open at 6 PM and students must return no later than 8 PM.
- Second Weekend: Students will be allowed to leave after the last Leadership Seminar on **Friday, June 22, 2018** at 3 PM. Students must report back to the residence hall by 8 PM on Sunday, **June 24, 2018**.

Parent Visitation Days

On scheduled parent visitation days, parents/guardians are encouraged to visit the program, talk with instructors/staff, and meet with program personnel by appointment.

All students must return to campus by 8 PM.

Rules & Regulations

See the “STEM Summer EXCEL Student Responsibilities” section of this handbook. Students are expected to follow the rules and regulations of the program, thereby permitting the staff and students to focus on our primary goal—education!



What to Bring with You

Positive Attitude

Including a willingness to learn and cooperate with STEM Summer EXCEL staff and other students

Personal Items

Towels, toiletries (such as deodorant, toothbrush, toothpaste, shampoo, feminine products, razors, shaving cream, cosmetics, etc), bedding to fit a twin-size bed, and at least one blanket for use on cool evenings.

Clothing

Casual wear (shorts, jeans, tees, sneakers, sandals, etc.), athletic wear, swimwear, rain jacket, umbrella, sweatshirt. Dress clothes are needed for special occasions such as plays, presentations, banquets, career day, ceremonies, etc. Please be sure all clothing adheres to STEM Summer EXCEL dress code *before* packing it.

Musical Instruments

Anything you'd like to bring for use in the STEM Summer EXCEL talent showcase/open mic.

Bicycles

You are allowed to bring a bicycle. According to University policy, bikes must be stored on the outside bike-racks near residence hall facilities. *Please bring a lock!*

Recreational Equipment

Anything you would like to bring, but keep in mind that the program provides most of the equipment needed for recreational activities. You may also bring any board games or video games/consoles that you want to play during free time.

Cell Phones

Although STEM Summer EXCEL students are permitted to have cell phones, we strongly encourage their use only in case of emergency so that students may make the most of their summer experience.

Miscellaneous Items

Alarm clock, desk lamp, laptop computer, iPod/mp3 player, laundry detergent (facilities available in the residence hall), coins for laundry, anything to decorate your room to make you feel at home in your new environment (appropriate posters, pictures, etc.). Note: **University policy prohibits the use of tape, tacks, or nails on the walls.**

All residence hall rooms are equipped with a refrigerator, microwave, and air conditioning.



What Not to Bring with You

Negative Attitude

Keep an open mind about your summer experience. There are qualified staff members ready to help you if you're ever homesick or need assistance with any problems you encounter. Take advantage of the resources provided for you.

Hot Plates or Coffeepots

Strictly prohibited in University Housing: fire hazardous.

Television

The residence hall lounges are equipped with a television with cable. STEM Summer EXCEL also provides an additional television and VCR for watching videos/DVDs and playing video games (Playstation and Wii might be provided pending availability).

Desks, Chairs, Tables, etc.

All residence hall rooms are fully furnished with these items.

Contraband

Including firearms/ammunition, illegal drugs, alcohol, etc. If found, contraband will immediately be confiscated by STEM Summer EXCEL staff and the student will be referred to the STEM Summer EXCEL director. Please see the "Student Responsibilities" section for more information.

Do NOT bring anything of great value unless you have it insured. STEM Summer EXCEL does NOT carry liability for lost or stolen items. Be sure to label all your valuable items.

General Summer Responsibilities/Regulations

An important part of personal and academic growth is developing the ability to accept responsibility for behavior in individual and group living situations. In STEM Summer EXCEL, it is necessary to establish rules and regulations that must be followed if the group is to function effectively and fulfill program objectives.

The following are general rules and regulations that each STEM Summer EXCEL student is expected to follow during the summer:

- Alcohol: Possession and/or consumption of alcoholic beverages is strictly prohibited. If a STEM Summer EXCEL student is found in possession of alcohol, exhibits signs of having used alcohol, or reveals via social media that alcohol is in their possession, the result is automatic expulsion.
- Drugs:
 - Prescription Medication: Students must have a prescription from their doctor regarding the medication and dosage they are taking. Parents/guardians must give permission for their son/daughter to take the prescribed medication via a form in the summer registration packet. STEM Summer EXCEL staff will store and dispense prescription medication regarding to their prescription/parent instruction. Violation of this process will result in parent notification and automatic expulsion.
 - Non-Prescription Medication: STEM Summer EXCEL residential staff will have a fully stocked first-aid kit containing non-prescription medication such as Tylenol, Advil, Pepcid AC, Pepto Bismol, Benadryl, Midol, etc. All students will have access to both the first-aid kit and the University's health center in case of illness. Students may bring their own OTC medication if they wish, but STEM Summer EXCEL staff will store this medication with the prescription medications; students may not store OTC medications in their own room. Violations of this will result in parent notification and the result is automatic expulsion.
 - Illegal Drugs: STEM Summer EXCEL is a drug-free program. The ETSU Police Department will deal with all violations of the law; parents will be notified, and the result is automatic expulsion.
- Firearms/Weapons: Possession and/or use of firearms or weapons during the summer residential phase is strictly prohibited, even with a permit. The ETSU Police Department will handle all weapons and violations; parents will be notified, and the result is automatic expulsion.
- Automobiles: Students are not permitted to bring vehicles to campus, and are not allowed to ride in cars other than those authorized by program administration. Parent/guardian ID will be checked when picking up STEM Summer EXCEL students; only the persons identified on the summer registration paperwork will be permitted to transport STEM Summer EXCEL students, unless verbal or written confirmation is acquired via phone.



- Closed Activities: Only STEM Summer EXCEL students and staff are permitted to attend activities.
- Social Contact with Non-Program Persons: Students are prohibited from visiting off-campus homes, apartments, condos, and/or any place housing members of the general public or upper-class students (even if there is an STEM Summer EXCEL staff member present). As a general rule, any non-program housing and buildings should be avoided.
- Relationships: STEM Summer EXCEL will not assume the responsibility associated with dating relationships; therefore, STEM Summer EXCEL students **are strongly encouraged not to date** each other while residing in the residence hall. Please refer to the “Relationship Protocol” on the STEM Summer EXCEL website for more information (TBD).
- Respect for Others: **The property and rights of others are to be respected at all times.** The program will not tolerate a student calling names and/or disrespecting another student. Since no insurance exists, students should secure all personal possessions and keep rooms locked. Students are to notify their TM or the RD if problems arise. Please refer to the bullying protocol and reporting form on the STEM Summer EXCEL website for more information (TBD).
- Care of Buildings and Equipment: STEM Summer EXCEL must pay for all damages that occur, meaning that fewer activities can be scheduled if damages occur. Students responsible for damages will be charged for the cost of damage and repair. Please exercise good judgment in using residence hall, classroom facilities, and equipment. Examples of damages include abuse of residence hall equipment or facilities, marks on walls from tape or tacks, damage to STEM Summer EXCEL board games or activity equipment, broken classroom furniture, etc.
- Headphones, iPods, and Other Electronic Devices: These and other electronic devices are allowed to be operated during designated free and appropriate times. These items are not permitted for use during leadership seminars, workshops, general assemblies, study tables, and field trips (except on the bus/van). Failure to adhere to the policy regarding these electronic devices will result in the following:
 - First Offense: Verbal warning.
 - Second Offense: Written warning/write-up.
 - Third Offense: Items will be confiscated and returned to the student at the end of the day.
 - Fourth Offense: Items will be confiscated and returned to the student at the end of the week.
 - Fifth Offense: Items will be confiscated and returned to the student at the end of the summer residential phase.
- STEM Summer EXCEL Activities: Scheduled activities take priority over all other activities. Each student is expected to participate in all activities.
- ID/Meal Tickets: No person other than the student to whom an ID or meal ticket is issued is permitted to use it. If a meal ticket or ID is lost, the student should contact the residential staff immediately to obtain a replacement. **Students will be charged the cost of replacement for lost ID/meal tickets.**

Residential Hall Regulations

The following are rules and regulations that each STEM Summer EXCEL student is expected to follow while in the residential hall during the summer residential phase.

- **Student Visitation:** Students are only permitted to visit rooms of the same sex and the designated lounge areas of the residence hall. Please note: if a student is in a room or on a floor not designated for his/her gender or not affiliated with the STEM Summer EXCEL program, the result is automatic expulsion. Students are not permitted to visit non-program residence halls or floors, non-University housing areas, off-campus apartments, or off-campus houses. Students have designated boundaries regarding campus exploration during free time, displayed via poster on the STEM Summer EXCEL residence hall floor.
- **Guests:** No overnight guests are permitted to stay in the STEM Summer EXCEL residence halls. Other than a student's family (who are required to check in/out with residential staff), no others are permitted in the residence hall. With **parental approval** and check-in/out with residential staff, a student is permitted to have friends from home visit on scheduled parent visitation days and on Sundays providing the visit does not interfere with a scheduled program activity for the student.
- **Residence Hall Curfew:** All students must be in the residence hall by 10:00 PM, Sunday – Thursday. Weekend curfew hours will be dictated by the program activity schedule. Students attempting to enter the hall after curfew or sneak out after curfew will be issued a write-up and referred to the STEM Summer EXCEL Director.
- **Residence Hall Closing:** In the event that a natural disaster or emergency requires the residence hall to be closed, STEM Summer EXCEL administrative staff will contact parents/guardians to pick up STEM Summer EXCEL students.
- **Free Time:** During free periods, weekdays, and weekends, students can go visit University buildings (**this does NOT include other residence halls**). However, they must “sign-out” with residential staff, indicate their location, stay within displayed boundaries, and leave and return with another STEM Summer EXCEL student (the “buddy system”). **No student should be walking East Tennessee University campus alone. Have another student or staff person accompany you.**
- **Weekends:** On designated weekends that students are scheduled to go home, both the student and parents/guardians must sign out. Students can leave after the last leadership seminar on Friday (unless otherwise stated) and should sign in to the dorm by 8:00 PM on Sunday. Students must leave and return with the parent/guardian designated on their summer registration paperwork. If a student is riding with someone other than the approved parents/guardians, STEM Summer EXCEL must have written permission or verbal confirmation (via phone call to the SSE Office) of the name(s) of the person(s) that will be picking up the student.

Exceptions to the 8:00 PM “returning time” rule must be approved by program administration, because students have homework due on Monday and a later return makes it difficult to check homework or to provide tutoring assistance.

Lights Out: Lights must be out in residence hall rooms at 11 PM. If a student remains up later, the residential staff must be informed. Students violating lights out rules will first be issued a warning, then a write-up, and then referred to Residential Director(s) and/or the STEM Summer EXCEL Director.

Keys: Each student is issued a key to his/her room on the first day of the summer residential phase. In the event this key is lost, a University replacement fee will be charged to the student to cover the cost of replacing the entire lock. Residential staff should be notified immediately if a key is missing.

A **\$20 deposit fee** is collected upon moving into the residence hall. Of the \$20 deposit fee, \$10 is for the key and \$10 is for maintenance/cleaning of the room. If everything is kept in the same good condition in which it was assigned to the student, the full \$20 deposit will be returned at the end of the summer.

Midterm and Finals Week: During these two weeks, lights-out is at 10:00 PM. All students must be in their assigned rooms with lights out at this time. The schedule is as follows:

8:00pm – 9:30pm – Free time

9:30pm – Residence hall doors are locked. All students must be inside

10:00pm – TV off and lounges closed. All students must go to their respective floors

10:00pm – Quiet hour begins

11:00pm – Students in rooms. Lights out

Class Regulations

The following are rules and regulations that each STEM Summer EXCEL student is expected to follow while in classes during the summer residential phase. For a sample daily schedule (including classes), please reference Appendix A of this handbook.

- **Class Attendance:** Students are expected to attend all classes. If one is ill, he or she must go to Campus Care and the student will be excused from class if a written note is received from the doctor. If not, the student must immediately go back to their regular schedule. If an illness persists, the student must return home under the care of their parents/guardians because residential staff will not be available to stay in the dorm throughout the day to check on a sick student.
- **Tardiness:** Students are expected to attend all assigned classes and be on time throughout the duration of the four-week summer component. Being prompt is an essential part of learning time management skills.
- **Class Conduct:** STEM Summer EXCEL instructors have authority to dictate their classroom conduct regulations on their syllabus, but STEM Summer EXCEL has additional regulations for class conduct:



- a. Sleeping in Class: At staff meetings, instructional and residential staff is required to issue weekly reports on student conduct. If and when a student, as evidenced by behavior, finds it difficult to stay awake in class and is having problems concentrating on daily class work assignments due to lack of sleep, the following will occur:
 - a. Student will be required to go to bed at another designated time other than normal lights-out which is 11pm.
 - b. First Offense: Evening free time is restricted to 8pm – 9pm; on respective floor and prepping for bed by 9pm; lights-out at 10pm.
 - c. Second Offense: No evening free time; on respective floor and prepping for bed by 8pm; lights out at 9pm. The second offense will also result in a formal letter sent to the student’s parents/guardians; continued infraction will result in referral to the Director.
 - d. Unless it is his/her roommate, students are not permitted to be in the room of a student who has been issued supervised sleep/curfew.
 - e. If/when the student improves time management skills and is able to remain awake during class and other program activities, his/her curfew can return to normal.

 - Headphones, iPods, and Other Electronic Devices: These items are not permitted for use during classes unless deemed appropriate by the instructor.
-

Failure to assume the above mentioned responsibilities will result in one or more of the following:

1. **Verbal Warning by residential staff**
 2. **Write-up by residential staff**
 3. **Discussion with administrative staff**
 4. **Restriction of student’s activities**
 5. **Discussion with parents/guardians**
 6. **Dismissal from the summer residential phase**
 7. **Dismissal from the program**
-

Dress Code Policy

All clothing is to be modest and representative of a student in an academic setting and participating in a college preparatory academy:

- Sensible shoes such as sneakers, casual shoes, and sandals for a lot of walking
- Well-fitting tops, blouses, shirts, t-shirts, and sweatshirts.
- Well-fitting jeans, pants, and shorts.
- Rain jacket and umbrella.
- Please bring professional and business casual clothing for special occasions such as theater performances, banquets, dances, award ceremonies, career days, etc.
- **Note: In Chemistry class, all students are required to wear closed-toe shoes for safety.**

What not to Wear (Strictly Prohibited):

- Low-rise jeans/shorts/pants that are too tight or too loose. Students will be asked to change if there are holes in pants, underwear can be seen, too much skin is revealed, or clothing is too tight.
- Micro mini-skirts or shorts; shorts and skirts must be long enough to appropriately cover the body even when sitting down.
- As a sign of respect, hats are not to be worn in any buildings, during class, and during group meetings.
- Clothing with obscenities, profanity, and other inappropriate words, phrases, or references printed on them. This includes references to sex, drugs, and alcohol.
- Crop tops, halter tops, tube tops. Bellies/navels should not be showing.
- Spaghetti strap dresses or tank top shirts. Bra straps must be covered. If desired, students may wear this type of shirt accompanied with a sweater, shrug, or jacket.
- Muscle shirts, cutoff shirts, or sleeveless shirts (for men).
- See-through/sheer clothing of any kind.
- Pajama tops and bottoms or other items considered to be “sleepwear” are not to be worn in public or in class.

STEM Summer EXCEL administrative staff may add to this dress code policy as necessary in order to provide further clarification. Residential staff will observe student’s clothing every morning before breakfast.

Disciplinary Action for Dress Code Infractions

When staff notices that a student is not adhering to the dress code, the following procedures apply:

- 1) **First Offense:** Issue a verbal warning, ask student to change.
- 2) **Second Offense:** Issue written warning, ask student to change.
- 3) **Third Offense:** Issue second and last written warning, ask student to change, and notify program administration of the infraction. The student will lose his/her stipend for the week and a formal letter will be sent to parent/guardians.
- 4) **Fourth Offense:** Immediate referral to the Director. Potential dismissal from the program.



Summer Discipline Policies/Procedures for STEM Summer EXCEL Students

All STEM Summer EXCEL students must adhere to the rules and regulations contained in this manual, as well as the General Student Handbook and the East Tennessee State University Student Handbook. If, for any reason, a student has failed to follow the rules and regulations set forth by the program, the following disciplinary procedures will apply:

- Verbal Warning – students will only receive one verbal warning
- Two Write-Ups – students will be given only two write-ups by residential staff. The write-ups will explain the nature of the offense and must be signed by the RD and the student. Copies of all written warnings are submitted to the Assistant Director to be placed in the student’s file.
- Free Time/Activity Restrictions – if a student has been issued two written warnings and continues to violate program rules and regulations, the following restrictions will be issued:
 - 1) **Serve a One Week “Floor”** from 3:00pm – 5:00pm AND 8:00pm – 10:30pm
A FLOOR is given to students who have violated any of the rules/regulations after two written warnings have been issued by residential staff.
 - i. **The student is confined to their floor.** They are permitted to visit other students on their floor, but cannot visit the lobby or go outside during free time for one week.
 - ii. A disciplinary action form is completed by the RD and the nature of the offense is discussed and signed by the RD and the student(s).
 - iii. A copy of the disciplinary action form is submitted to the Director and mailed to their parents/guardians.
 - iv. A student can receive a maximum of two “Floors” only. If a student has received the maximum amount of “Floors” and continues to violate program rules/regulations, the following will apply:
 - 2) **Serve a One Week “Room”** from 3:00pm – 5:00pm AND 8:00pm – 10:30pm
A ROOM is given to students who have violated any of the rules/regulations and have received the maximum amount of “FLOORS” that can be issued.
 - i. **The student is confined to his/her room.** He/she is not permitted to visit other students on their floor or the lobby and are not permitted to go outside during free time for one week.
 - ii. A disciplinary action form is completed by the RD and the nature of the offense is discussed and signed by the RD and the student(s).
 - iii. A copy of the disciplinary action form is submitted to the Director and mailed to their parents/guardians.
 - iv. A student can receive a maximum of two “Rooms” only. If a student has received the maximum amount of “Rooms” and continues to violate program rules/regulations, the following will apply:
 - 3) **Referral to Director and Immediate Dismissal** – Parents/Guardians are notified the day of the offense and they must pick up their son/daughter immediately.



No Tolerance Infractions

The following infractions are cause for immediate dismissal from the STEM Summer EXCEL program without warning or write-ups:

- Unauthorized visitors after specified hours.
- Use or possession of fireworks, firearms, explosives, or weapons of any kind.
- Use or possession of drugs not prescribed by a physician and/or not authorized by parents/guardians.
- Possession and/or consumption of alcoholic beverages or other stimulants.
- Cheating/Plagiarizing academic coursework.
- Unauthorized use of fire alarms in any capacity other than an emergency situation.
- Violation of the rule prohibiting visitation on the floor of the opposite sex.
- Theft by or from program participants, residential, instructional staff, and/or university property, faculty and staff.
- Acts of abuse and/or violence threatening the well-being of other program participants or staff. Please reference the zero-tolerance bullying policy on the STEM Summer EXCEL website.
- Any repeated violation of rules/regulations specified in this handbook.



Appendix A: Sample Daily Schedule

Time	Activity
7:15 – 7:50am	Breakfast <i>(All students & residential staff must eat in the dining hall)</i>
8:00 – 9:50am	Class in Session
10:00 – 11:50am	Class in Session
12:00 – 12:50pm	Lunch <i>(All students & residential staff must eat in the dining hall)</i>
1:00 – 1:50pm	Class in Session
2:00 – 3:00pm	Project-based Learning groups in Session
3:00 – 5:00pm	Free Time
5:00 – 5:50pm	Dinner <i>(All students & Residential Staff must eat in the dining hall)</i>
6:00 – 8:00pm	Mandatory tutoring/Study Groups
8:00 – 10:00pm	Free Time
10:00pm	Curfew – residence hall is closed and doors are locked. All students must be back in the residence hall at this time.
10:30pm	All students must be on their respective floors. TV lounges and computer labs remain open until 10:50pm.
11:00 PM	Lights Out in all students' rooms <i>(Staff Rounds begin)</i>



STEM Summer EXCEL Selection Committee Contacts and Supports

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June 2018 STEM Summer EXCEL Program Application / Student Information Form

APPLICATION FEE - \$25.00
Must be received along with the application before processing

First Name Middle Name Last Name

Nickname Telephone Number(s) Home & Cell

Gender: Male Female SSN _____ Birthdate _____

Race: Asian Black American Indian/Alaskan Native Pacific Islander/Hawaiian Native White Other

Home Address City State/ Zip

Student resides with? Mother Father Both Parents Grandparent(s) Guardian(s)
Check if appropriate. Mother deceased Father deceased Both parents deceased
 Parents divorced Parents separated

Who has legal custody? _____

Is there a court order/decreed prohibiting anyone from signing child out of school? Yes No
(A copy of order must be on file at school.)

Parent/Guardian Information

Mother's Full Name Home/Cell Phone Email Address

Employer City/State Work Phone

Father's Full Name Home/Cell Phone Email Address

Employer City/State Work Phone

Guardian's First Name Home/Cell Phone Email Address

Employer City/State Work Phone



(This information is required by the state of Tennessee for enrollment.)

Mother's Maiden Last Name _____

Student's Place of Birth _____
City _____ County _____

_____ State _____ Country _____

Primary Language Spoken at Home _____

(Completed Home Language and Occupational Surveys must be on file)

Immigrant Student YES NO If YES, date of entry into the U.S. ___/___/_____

Last School Attended _____

Mailing Address _____

Phone # _____ Last Day of Attendance _____

If not coming from a school in Johnson City or Washington County, have you ever attended a Johnson City or Washington County School? YES NO

Do you have a computer in your home? YES NO

Email address _____

List persons who have permission to sign your child out of school.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

List persons who **do not** have permission to sign your child out of school.

- 1. _____
- 2. _____
- 3. _____
- 4. _____



Health/Emergency Information

Child's known health problems: _____

Does your child suffer with: Allergies Asthma Diabetes Epilepsy Heart other

If other, list here: _____

(Please provide documentation regarding any of the above health problems.)

Person(s) who you would like us to call in case of emergency, if parent/guardian cannot be reached:

Name _____ Phone # _____

Name _____ Phone # _____

Emergency Permission: In case of an emergency and I cannot be contacted, take my child

to: _____ Hospital.

(I will assume all financial responsibility.)

Signature: _____ Date: ____/____/____

Family Doctor: _____ Phone: _____

(Please print.)

Food Allergies/Special Instructions (Please list any food allergies or other notes you would like to share.)



Student Records Release Form (Please Print)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records created or maintained by a school that receives federal funds. Completion of this document authorizes the disclosure and use of education records as described below. Completion also authorizes you to discuss this information with representatives of the organization named below entitled to receive said information.

School Name: _____	Phone # _____
Address: _____	
Mailing Address	City State Zip Code
Fax # _____	

Student Information

Student Name: _____ Date of Birth: ____/____/____
First Middle Last

Social Security Number: ____ - ____ - ____ Current Grade in School: _____

Parent/Legal Guardian Name: _____ Relationship to Student: _____

Use and Disclosure Information

I, the undersigned, do hereby authorize _____ to disclose and deliver the complete educational records maintained under the above student's name including but not limited to the following:

- | | |
|---|---|
| <input type="checkbox"/> Cumulative Student Records Folder
<input type="checkbox"/> Achievement Test Scores
<input type="checkbox"/> Transfer Grades for Current Courses
<input type="checkbox"/> Official Transcript
<input type="checkbox"/> Immunization Records
<input type="checkbox"/> Proof of Physical
<input type="checkbox"/> School Profile (including grading scale)
<input type="checkbox"/> School Health Records
<input type="checkbox"/> Discipline | <input type="checkbox"/> Exceptional Student Education Records
<input type="checkbox"/> Most Recent IEP
<input type="checkbox"/> Most Recent Evaluation Data
<input type="checkbox"/> Most Recent Psychological Evaluation
<input type="checkbox"/> Documentation of Parent Permission for Evaluation, Placement
<input type="checkbox"/> ESOL/ESL Documentation
<input type="checkbox"/> 504 Documentation
<input type="checkbox"/> Other _____ |
|---|---|

Signature of Parent/Guardian

Date

For STEM Office Use Only	
Date of First Request _____	Requested by _____
Date of Second Request _____	Requested by _____
Date Received _____	Received by _____

Please return form to STEM Summer EXCEL



STEM Summer EXCEL 2018

Frequently Asked Questions (FAQ's)

Applications for STEM Summer EXCEL 2018 will be accepted from November 1, 2017 to January 31, 2018. Decisions are expected during the first week of March. No class please.

Where are classes held?

Classes are held on the East Tennessee State University Campus located at 1276 Gilbreath Drive, Johnson City, TN. This state of the art campus will provide classrooms and laboratories where students will be learning and researching.

Who can apply to the program?

All current 8th thru 11th Graders in the Tri-Cities region or those that will be spending the summer in the Tri-Cities area. Students must be current 8th or 11th Graders during the school year which they apply. This program is open to all students (some restrictions may apply due to limited slots). The students housing will be provided by ETSU (dormitories are available) and classes will start promptly by 8:00am every day. To apply, please complete the Application Form located in the Student Handbook.

When does it start?

Summer 2018 Program Dates

Monday, June 4 through Friday, June 29

How many weeks is it?

The program runs for 4 weeks, 7 days per week (Monday-Sunday, 8:00 AM to 4:30 PM – Monday thru Friday and Saturday/Sunday will be decided base upon program for that week).

What are the class sizes?

Generally, there are 20 students in each class.

How many students will be enrolled?

We will have 80 students. We will expand the program annually with more classes in the most popular topics. We anticipate that the total enrollment in the 2018 STEM Summer EXCEL will be 80 students.



How much does the program cost?

The total program cost in 2018 will be \$350.00, excluding the \$25 application fee.

Do you offer Scholarships?

Yes, for qualifying students. If you are interested in scholarships you must fill out the supplemental scholarship application. This application will be available along with the application in November.

Who qualifies for Scholarships?

The amount of this aid is need-based and assessed based on financial documentation and family circumstance.

When will the tuition be due?

A non-refundable deposit of 50% of what you owe will be due 30 days from the date of the acceptance letter (February 15th). The remaining balance is due April 30th. Specific dates will be noted in the acceptance letters to the applicants.

Seats will be given to waitlist students if your balance is not paid by the deadline. If a student withdraws less than two weeks before start of the program, all monies paid to date will not be refunded.

When will I be notified of acceptance decision?

An acceptance letter will be sent to students by February 15, 2018.

Will participating in this program help me get into East Tennessee State University or Corporate Sponsors?

Participating in the program will not affect a student's chances of getting into East Tennessee State University or being employed by one of the Corporate Sponsors. However, the experience will give the student a chance to explore ETSU as a potential college choice and the Corporate Sponsor's as a career choice. We are committed to helping students find the appropriate college and employer for their learning style and career goals. For this reason, we offer a career seminar and a college fair (at ETSU).



If I am from outside of Tri-Cities or the surrounding area, but spending the summer in Tri-cities. Does the STEM Summer EXCEL Program provide housing to Summer Program students?

Yes, housing will be provided to all students accepted into the program. Dormitories will be available for students in the summer program (Male and Female dormitories). A student from outside the Tri-Cities area, but spending the summer in the Tri-Cities accepted to the program will be provide accommodations.

Is there a dress code?

Yes. This information is located in the Student Handbook.

When is the last day that one can withdraw without incurring the full cost?

The last day that one can withdraw from the program without incurring the full cost will be the day before the deposit is due for all participating students.

STEM SUMMER EXCEL SCHOLARSHIP APPLICATION 2018

130 Garden Drive, Johnson City, TN 37604

Phone: (423)926-6777 ♦ Fax (423)926-0321

Email: mcummings@insighttec.org

PURPOSE OF SCHOLARSHIP:

The Selection Committee of the STEM Summer EXCEL Program established the STEM Summer EXCEL Scholarship award to recognize participants who have overcome obstacles in order to pursue STEM Education. In order to accurately reflect the mission of STEM Summer EXCEL scholarships will be awarded **ONLY** to low-income individuals whose parents (mother or father) have **NOT** earned a Bachelor's degree.

REQUIREMENTS:

1. Individual must **NOT** be enrolled in another program within the Tri-Cities Region. This includes any Upward Bound, Student Support Services, etc.
2. Demonstrate that you are low-income and or have financial need.
3. Neither your mother nor your father has earned a Bachelor's degree.
4. Show you are attending or will be attending STEM Summer EXCEL for the summer in which the award is given.

REQUIRED DOCUMENTS

Income Verification (please submit a copy of the following)

- Parent / Guardian's recent income tax form

A transcript from your current or last attended middle/high school/ or accredited vocation school within the last two years

1 letter of recommendation from someone who knows your academic and/or professional work.

Statement of intent (essay of ***no more than 250*** typewritten words)

IN ADDITION:

Please be aware that a selected recipient's name, photograph, essay, or likeness may be used with permission in STEM Summer EXCEL's promotional activities and media such as newspapers, television, radio, internet websites and workshops.

AWARD DISTRIBUTION:

It is anticipated for 2018 Scholarships will be awarded at the discretion of the Selection Committee, the total amount given to any one recipient may vary from \$150.00 to \$350.00.

APPLICATION DUE DATE: Post marked no later than Wednesday, January 31st, 2018. No exceptions for late applicants.

STEM Summer EXCEL SCHOLARSHIP APPLICATION 2018

130 Garden Drive, Johnson City, TN 37604

423-926-6777

PLEASE PRINT IN INK OR TYPE

Have you met with a Guidance Counselor? YES *when?* _____ NO

If yes, please provide the counselor's name / school _____

STUDENT'S INFORMATION

Name:		D.O.B:		SSN:	
Ethnicity:					
Mailing address:					
City:		State:		Zip:	
Contact Telephone:	(HOME)	(WORK)	(CELL)	(RELATIVE)	
E-mail address:					

ACADEMIC HISTORY

List most recent attended high school / middle school:					
Did you graduate?	YES, <i>graduation date:</i>				NO, <i>anticipated graduation date:</i>
School address:					
City:		State:		Zip:	

Have you taken the SAT:	YES NO	<i>If yes, what are your scores?</i>	M	V
Do you plan to take the SAT again?	YES, <i>when?</i>		NO	

List all extracurricular activities

REQUIRED STATEMENT OF INTENT

On a separate sheet please tell us about your future educational and career goals. This statement should be **no more than 250 typewritten** words. The statement should also briefly state:

1. The institution you are presently or will be attending for the upcoming year
2. The degree program you are pursuing
3. Describe any specific obstacles you have overcome in your pursuit of postsecondary education
4. Specifically explain how the STEM Summer EXCEL Program and this Scholarship would help you with your education and career goals
5. Highlight any extracurricular activities you have participated in

STEM Summer EXCEL SCHOLARSHIP APPLICATION 2018

**130 Garden Drive, Johnson City, TN 37604
423-926-6777**

PLEASE USE THE SPACE BELOW FOR STATEMENT OF INTENT
(No More Than 250 Words)

STEM Summer EXCEL SCHOLARSHIP APPLICATION 2018

**130 Garden Drive, Johnson City, TN 37604
423-926-6777**

List colleges / postsecondary institutions to which you are applying

School name:		Term:	Spring Fall	Have you been Accepted?	YES NO
School address:					
City:		State:		Zip:	

School name:		Term:	Spring Fall	Have you been Accepted?	YES NO
School address:					
City:		State:		Zip:	

School name:		Term:	Spring Fall	Have you been Accepted?	YES NO
School address:					
City:		State:		Zip:	

School name:		Term:	Spring Fall	Have you been Accepted?	YES NO
School address:					
City:		State:		Zip:	

STATEMENT OF ACCEPTANCE:

We (I) fully understand that if for any reason the applicant is unable to attend the STEM Summer EXCEL Program, or I fail to complete the program due to reasons other than sickness, physical injury, etc., I agree to return any scholarship money received by me to STEM Summer EXCEL within sixty (60) days from the date enrollment was terminated. We (I) certify that all information contained in this application is complete and accurate to the best of my knowledge. We (I) authorize STEM Summer EXCEL to obtain any information required from the Administrative Offices of the school the applicant is attending or have attended. All recipients will be made aware of his/her scholarship in the acceptance letter.

Applicant 'signature:		Date:	
Parent/guardian's signature (if applicable):		Date:	

All information is confidential and will be shared only with appropriate officials of STEM Summer EXCEL and members of the Selection Committee.