February 24th, 2016

Dear Prospective Participant:

The 2016 Howard University Summer Transportation Institute (STI) is a great prospect for spending the summer in a meaningful and stimulating environment. During the program’s four week curriculum, from June 20th to July 15th, you will participate in a range of activities that include working on computers, engineering projects, field trips, recreational activities and personal development. You will visit the Turner Fairbank Highway Research Center, WMATA Bus Operations, the Port of Baltimore, the NASA Goddard Space Flight Center and many other exciting places. Computer workshops on topics like web page design and development and recreational activities are also included in the program. You will learn about careers in the transportation industry, while also participating in workshops concerning issues of peer pressure, self-esteem and conflict resolution.

This program is funded by the U.S. Department of Transportation and the District Department of Transportation. Participants are therefore not required to pay any fees. However, participants will be provided with stipends to cover transportation costs.

In order to be considered for the STI program, you and a parent or guardian must complete the following items in the enclosed application package.

**Return Application With:**

- ✅ The Application
- ✅ The Release Forms
- ✅ The Liability Form
- ✅ Regulations Form
- ✅ Attendance Agreement
- ✅ Student Transcript
- ✅ One (1) Page Student Essay
- ✅ One (1) Letter of Recommendation

Please complete this package and return to:

**Summer Transportation Institute**

Howard University Transportation Research Center
2300 Sixth Street NW, Room 2121
Washington, DC, 20059

or via email to hutrc@howard.edu with the subject line reading 2016 STI – “Applicant Name”. The deadline for submitting the completed application is Friday May 6th, 2016. Parent(s)/Guardian(s) and students are strongly encouraged to review the HUSTI Rules and Regulations available on the HUTRC Website (http://www.hutrc.howard.edu) prior to submitting an application.

Please feel free to direct any questions to our Main Office at (202) 806-9135 or hutrc@howard.edu.

Sincerely,

Stephen Arhin, Ph.D., P.E., PTOE, PMP
Director, HUSTI
Stipends for DC Residents

Residents of the District of the Columbia who are eligible for the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) can do their placement at the STI program. They need to apply to both programs separately. When applying to MBSYEP, the applicants should list DDOT as their first choice for their placement.

For more information on the MBSYEP, please contact the District’s Office of Youth Services.

Email: Summerjobs@dc.gov
Phone: (202) 698-3492
Fax: (202) 698-5693
1. GENERAL INFORMATION

a) Participant

Name: ____________________________________________ Gender: F / M
Address: ____________________________________________ Apt: _____________
City: _______________ State: _______________ Zip Code: _______________
Grade Point Average (GPA): _______________ (on scale of 4.0) Date of Birth: ______________

During the 2016-2017 School Year, you will be in the: (Check One)

☐ 9th Grade : ☐ 10th Grade :

Have you taken Pre- Algebra? Yes: ☐ No : ☐

b) Parent/Guardian

Name: ____________________________________________ Gender: F / M Age: ______________
Address: ____________________________________________ Apt: _____________
City: _______________ State: _______________ Zip Code: _______________
Email: _______________________________________________________________________

Please provide a copy of the Official Transcript along with this form.

Applications will not be reviewed/processed with incomplete information and/or documentation.

_____________________________ ______________________________
Signature of Participant Name of Participant

_____________________________ ______________________________
Signature of Parent/Guardian Name of Parent/Guardian

____________________________
Date

____________________________
Date

School Counsellor: _____________________________ Phone: __________________________
# 2. PARTICIPANT’S PERSONAL INFORMATION

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_________________________  ____________________________
Signature of Participant   Signature of Parent/Guardian
_________________________  ____________________________
Name of Participant        Name of Parent/Guardian
_________________________  ____________________________
Date                      Date
### 3. APPLICANT’S QUESTIONNAIRE

**a) What is the best method to contact you to schedule an interview?**

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Please include the number or email address: ________________________________________

If by telephone, what is the best time to contact you?: ________________________________

**b) List any Jobs, internships, and/or volunteer experience you have participated in:**

_______________________________________________________________________________

**c) List your hobbies and/or extra-curricular activities:**

_______________________________________________________________________________

**d) What are your plans after graduation from high-school?**

- Attend a 4-year college: [ ]
- Attend a technical/community college: [ ]
- Get a job/other: (Specify) [ ]

If you plan to attend college, what is your intended major?: ____________________________

**e) What are your career interests? (Check one)**

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<th>Construction</th>
<th>Transportation</th>
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<td>Engineering</td>
<td>Technology</td>
<td>Project Management</td>
<td>Other: [ ]</td>
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**f) Are you familiar with the area of transportation as a major?**

Yes: [ ] No: [ ]

**g) Write an essay outlining your interest in the Summer Transportation Institute, explaining how your participation will benefit your education/career objectives. Include what career you would like to pursue in the future and why. Also, explain the characteristics you have that would help you be successful in your future position. Please use the next page to type your essay. (500 words or less)**
h) How did you hear about the 2016 Summer Transportation Institute?

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Please explain your interest in the Summer Transportation Institute, explaining how your participation will benefit your education/career objectives. Include what career you would like to pursue in the future and why. Also, explain the characteristics you have that would help you be successful in your future position. Please use this page to type your essay. (500 words or less)
4. RULES & REGULATIONS FORM

We are excited to have you join us for the 2016 Summer Transportation Institute. We are responsible for your safety and well-being at all times. The following guidelines, rules and regulations are important and necessary to meet the objectives of STI.

I. Behavior

- Project staff members expect participants to display courtesy and professional behavior toward their peers, the faculty, the staff, and others encountered during the program at all times.
- It is the responsibility of the parent(s)/guardian(s) to inform the HUSTI program staff in writing of any special needs or accommodations for their student prior to orientation.
- Students displaying violent or threatening behavior will be dismissed immediately.
- Parent(s)/Guardians will be contacted to pick-up the student.
- If a student displays continuous or repeat behavioral problems:
  - **Notice 1** - The HUSTI staff will attempt to resolve issues through discussions with the student.
  - **Notice 2** - If the behavior continues, the issue will be escalated to the Program Director.
  - The Program Director will contact the parent(s)/guardian(s) for conference.
  - **Notice 3** - If behavior continues to be an issue after parent(s)/guardian(s) have been informed, the student will be dismissed from the Institute. Parents will be contacted by phone and followed with an email stating the students change in status. Parents will be contacted to pick-up their student.

II. Attendance

- Orientation is mandatory for accepted students and their parent(s)/guardians(s).
- The program commences promptly at 9:00 A.M. each day, with dismissal at 3:00 P.M., except when notified otherwise due to field trip scheduling. Participants are expected to be dropped off and picked up at the appropriate times.
- Participants are required to commit to attending the program for the entire 4-week duration, except for extenuating circumstances.
- Attendance at all program activities is mandatory. Only excused absences will be accepted.
- Parents must report illness, injury, etc., to program staff to be excused from the program. All written excuses will be verified with parents/guardians.
- Students may not leave during the program without the escort of an HUSTI staff member.
- Parents/guardians needing to pick up their student at any time during the day should notify program staff.
- HUSTI is not responsible for transportation to and from the University campus.
- Students with vehicles are responsible for their own parking. HUSTI does not provide parking permits.
ON FIELD TRIP DAYS:

- HUSTI provides transportation for all field trips.
- A list of field trip dates will be provided during orientation.
- The bus leaves promptly at the designated departure time.
- Boarding will begin 10 minutes prior to the designated departure time.
- It is recommended that students arrive at least 20 minutes prior to the designated departure time.
- Parents/Guardians are not permitted to provide alternate transportation to or from the field trip location.
- HUSTI staff will only permit students to board at the designated pick-up and drop-off areas.
- For safety reasons, students will not be permitted to board once the bus has left the pick-up area.

III. Personal Items

- HUSTI will not be responsible for lost, stolen or damaged personal items.
- Students are completely responsible for all personal items, including cash.
- Personal Items you will need:
  - Bag/carry-all
  - Comfortable clothing
  - Walking shoes
  - Medication - All medication must be accompanied by a signed letter from an attending physician explaining dosage and any relevant instructions for institute staff.

IV. Food

- HUSTI will provide lunch daily.
- Students and parents/guardians should inform staff in writing of special needs in the application.

V. Dress Code

All participants must adhere to the HUSTI dress code. Students will not be permitted to attend daily sessions or field trips with inappropriate attire. Parents will be contacted and students will be dismissed for the day.
- No insignias on clothing which are crude, vulgar, profane, sexually suggestive, or which advocate racial or ethnic prejudice or use of alcohol or drugs.
- Shorts/Pants/Skirts:
  - Skirts are not permitted.
  - No ripped pants or shorts.
  - Walking shorts, shorts, culottes and jumpers should be loose fitting and bermuda length, no more than 2 inches above the knees.
- No baggies or low hip rider pants are allowed.
• All shorts/pants must fit to the waistline with belts.
• Shorts/pants falling below the waistline or sagging are not acceptable.
• No exposed under garments.

**ON FIELD TRIP DAYS:**
• Only blue denim jeans or blue denim capris are allowed, no exceptions.
• Shirts/T-shirts:
  o All participants must wear the HUSTI T-Shirt provided.
  o Students are not permitted to alter the supplied T-shirts.
  o Shirts must be tucked in.
  o Shoes
• Comfortable walking shoes; no flip-flops, crocs or heels greater than one inch.

**ON FIELD TRIP DAYS, IN ENGINEERING LABS OR DURING OUTSIDE FIELD PROJECTS:**
• Only closed toes shoes will be permitted
• Head Gear
• Hats, baseball caps, scarfs, handkerchiefs, hairnets, bandannas, and sweat bands are not permitted unless worn for religious purposes.
• Electronic Devices:
  o HUSTI requests that the following electronic devices **NOT** be brought to the program: Hand-held game units, radios, CD/DVD Players, video Games, tablets, laptops, speakers and digital music players, etc.
  o Cell Phones may be used **ONLY** during break time and lunch or in case of an emergency. If the cell phone is seen being used during any time during the day, the phone will be confiscated and the parent will be asked to come to Howard University to retrieve it. The student will **NOT** be allowed to retrieve his/her cell phone once it is taken.
  o Students are **NOT** permitted to wear headphones during sessions.
  o If these rules are not respected, parents will be contacted and students will be sent home for the day. Repeat offenses will result in dismal from the program.

I have read, understand, and agree to comply with the above rules and regulations.

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5. RELEASE FORM – PERMISSION TO TAPE AND PHOTOGRAPH

I further authorize the use of such photographs or tapes for brochures, press releases or other recruitment materials without prior inspection on my part.

______________  __________________________
Signature of Participant Signature of Parent/Guardian

______________  __________________________
Name of Participant Name of Parent/Guardian

______________  __________________________
Date Date
6. RELEASE FORM – PERMISSION COLLECT AND USE DATA

I grant written permission to the Howard University Howard University Summer Transportation Institute and the Federal Highway Administration to use the information provided on the participant profile for marketing, program evaluation and data analysis purposes.

_________________________________________  ______________________________________
Signature of Participant                      Signature of Parent/Guardian

_________________________________________  ______________________________________
Name of Participant                           Name of Parent/Guardian

_________________________________________  ______________________________________
Date                                         Date
7. RELEASE FORM – PERMISSION COLLECT AND USE DATA

Please be advised that the Parents or Guardians of Participants shall pay for any damage to Howard University Property which results from any deliberate act of vandalism on the part of a 2016 Summer Transportation Institute participant.

I have read and understand the above statement.

________________________________________  __________________________________________
Signature of Participant  Signature of Parent/Guardian

________________________________________  __________________________________________
Name of Participant  Name of Parent/Guardian

________________________________________  __________________________________________
Date  Date
8. STATEMENT OF LIMITED LIABILITY FORM

Please be advised that the Howard University shall not be held responsible for loss or injury to participants. It is assumed that during all activities and field trips, reasonable precaution will have been taken and any loss or injury shall be purely accidental, in which case the Howard University Summer Transportation Institute shall not be held liable.

I have read and understand the above statement.

________________________________________________________________________
Signature of Participant

________________________________________________________________________
Name of Participant

________________________________________________________________________
Date

________________________________________________________________________
Signature of Parent/Guardian

________________________________________________________________________
Name of Parent/Guardian

________________________________________________________________________
Date
9. ATTENDANCE AGREEMENT

Participants are required to commit to attending the program for the entire **4-week** duration, except for extenuating circumstances.

I have read and understand the above statement.