

Unpaid students at SEAS for High School Academic Programs

Please complete and submit the required information below to Human Resources:

kfogle@seas.upenn.edu

1. Name of high school student	
2. Age and school grade of high school student	
3. Name of High School Sponsoring the Project and High School Contact Person	
4. Letter from the sponsoring high school confirming course credit and/or academic experience will be granted to the student by the high school (<i>attach document</i>)	
5. Name of Sponsoring faculty member and Laboratory location (Bldg. and room number)	
6. Provide the first and last names of the members in the SEAS lab that will have direct contact with the high school student	
7. Detailed Description of the Project (<i>attach additional document, if needed</i>)	
8. Faculty member statement of how the experience will benefit the high school student and not the lab/school (<i>attach additional document, if needed</i>)	
9. Activities carried out by student (i.e. what materials/equipment will be used, will there be exposure to chemicals/hazards that would require safety training)	
10. Hours per week the high school student will be at SEAS	
11. Start and End date the high school student will be at SEAS	