INTRODUCTION

To help increase the diversity of workers at NASA centers it is necessary to provide students with disabilities the opportunities to explore careers in high technology. HIGH SCHOOL/HIGH TECH, an enrichment program, pioneered at Goddard Space Flight Center, successfully introduces students with disabilities to high tech careers. This community-based partnership serves as a model for three additional NASA sites—Ames Research Center, Johnson Space Flight Center, and Lewis Research Center.

GOAL OF HIGH SCHOOL/HIGH TECH

For a three year period beginning August 15, 1995, provide financial and technical support to a local agency in each NASA center area which serves persons with disabilities to enable a High School/High Tech program to develop and stand alone. This support is through United Cerebral Palsy of Prince George's and Montgomery Counties, Inc., and the three local agencies are United Cerebral Palsy affiliates.

Each project will develop a basis of cooperation with Ames, Johnson, and Lewis as well as a variety of community groups including the public schools, high tech employers, post-secondary education and training programs, rehabilitation agencies, and community economic development organizations.

Throughout the startup period and thereafter, local youths with disabilities will have early exposure to professions in mathematics, science, and technology-related fields. This exposure will be multifaceted to insure adequate opportunity for realistic career exploration so these youths have an opportunity to test their interests and abilities. The exposure will be presented in the most supportive environment that is feasible.

ENROLLMENT DATA

The project focuses on youth with disabilities beginning in the tenth grade and continuing throughout high school. Youth from groups which are traditionally underserved are encouraged to participate.

Project participants at each site are identified and referred to the project by school personnel from cooperating schools. Schools and school districts are chosen for involvement in the project in a manner to increase diversity and assure a reasonable number of project participants.
ACCOMPLISHMENTS

During the school year at each project site there were multiple opportunities for the participants to become involved in experiences to enhance their awareness of career opportunities in high technology. These included workshops, tours, mentoring and shadowing experiences, and for 67 youngsters a chance to work last summer in a high tech setting. Twenty-seven of the students worked at one of the NASA Centers. In particular, these work experiences provided a great boost to the youngsters’ self-esteems, enabled them to learn high tech skills and provided information that could lead to career decisions in high technology.

STUDENT ACHIEVEMENTS

Because the project is primarily one of enrichment and exposure the students do not create products or easily demonstrate accomplishments. The most evident accomplishments are seen in their performance at work sites. Without singling out any one student, in general the students who worked during the summer were lauded for their enthusiasm, maturity and work skills. Reports are still being developed which compile the results of their work experiences. Some students have been chosen to continue working at their job sites past the end of the summer work experience because their work was outstanding and their contributions could be ongoing.

PARTNERING

An intent of the program is to embed it among the many educational institutions, employers, and community groups which are in the position to help the participants move into careers in high technology. A listing of the partners which have been identified by the four program sites has been attached. It includes a total of 88 distinct partners or an average of 22 per project. Please see Attachment: PARTNERING - Identification of partners who are cooperating with the HIGH SCHOOL/HIGH TECH projects.
PARTNERING - Identification of partners who are cooperating with the HIGH SCHOOL/HIGH TECH projects

Government Agencies

Federal

Library of Congress
National Aeronautics and Space Administration
NASA/Ames Research Center
NASA/Goddard Space Flight Center
NASA/Lewis Research Center
National Institutes of Health
National Oceanic and Atmospheric Administration/National Marine Fisheries
National Oceanic and Atmospheric Administration/National Weather Service
Patuxant Wildlife Research Center
U.S. Department of Agriculture/Beltsville Agriculture Research Center
U.S. Department of Transportation/Federal Transit Administration
U.S. Food and Drug Administration

Local

Bureau of Vocational Rehabilitation - Cleveland
Division of Rehabilitation Services
Ohio Aerospace Institute
Prince George's Commission for Persons with Disabilities
San Jose Police Department

Educational Entities

School Systems

Berea School District
Brecksville/Broadview Hts. School District
Brunswick School District
Clear Creek Independent School District
Cleveland Hts./University Hts. School District
Cleveland School District
Cuyahoga Hts. School District
Houston Independent School District
Lakewood School District
Montgomery County Public Schools
Parma School District
Prince George's County Public Schools

Colleges and Universities

Bowie State University
Capitol College
Case Western Reserve University
Cuyahoga Community College
Evergreen Community College
Houston Community College
John Carroll University
Montgomery College
Notre Dame College
Prince George's Community College
San Jose City College
University of Maryland

—more—
<table>
<thead>
<tr>
<th>Private Sector Companies</th>
<th>Nonprofit &amp; Community Organizations</th>
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<tbody>
<tr>
<td>Adobe Systems</td>
<td>Digital Clubhouse</td>
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<tr>
<td>Advanced Technology Research Corporation</td>
<td>Edward H. White II Memorial Youth Center</td>
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<tr>
<td>Analex Corporation</td>
<td>High Technology Council of Maryland</td>
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<tr>
<td>Bechtel Foundation</td>
<td>Houston Mayor's Committee on</td>
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<tr>
<td>CAMP Manufacturing Leaning Center</td>
<td>Employment of People with Disabilities</td>
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<tr>
<td>Cleveland FES Center</td>
<td>Martha Holden Jennings Foundation</td>
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<tr>
<td>CTA, Incorporated</td>
<td>Maryland Governor's Committee for</td>
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<td>Edison BioTechnology Center</td>
<td>People with Disabilities</td>
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<tr>
<td>Fairey Hydraulics, Inc.</td>
<td>Memorial Hospital Southeast</td>
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<td>General Electric - Lamp Division</td>
<td>Metropolitan Multi-Service Center</td>
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<td>Hughes Applied Information Systems</td>
<td>Montgomery County Workforce Development Corporation</td>
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<td>Litton - Amecom Division</td>
<td>Ohio Governor's Council of People with Disabilities</td>
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<td>Local Aerosystems</td>
<td>Prince George's Private Industry Council</td>
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<tr>
<td>McDonnell Douglas Aerospace - Engineering Services Division</td>
<td>Prince George's County United Way</td>
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<td>MetroHealth Medical Center</td>
<td>Prince George's Economic Development Corporation</td>
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<td>Nortel</td>
<td>Prince George's County Career</td>
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<tr>
<td>NSI Technology Services Corporation</td>
<td>Connections</td>
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<td>Ogden Logistics Services</td>
<td>Texas Governor's Committee on People with Disabilities</td>
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<td>Silicon Graphics</td>
<td>United Cerebral Palsy of Greater Houston</td>
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<td>SoundCom</td>
<td>United Cerebral Palsy of Texas</td>
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<tr>
<td>Tencor Instruments</td>
<td>United Cerebral Palsy of Prince George's and Montgomery Counties, Inc.</td>
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<tr>
<td>The Cleveland Clinic</td>
<td>United Cerebral Palsy of Santa Clara and San Mateo Counties</td>
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<td>The Plain Dealer</td>
<td>United Way of the Bay Area</td>
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<td>WOIO-TV 19/WUAB-TV 43</td>
<td>United Way Services (Cleveland)</td>
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<td>Xilinx, Inc.</td>
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THE LISTING CONTAINS ORGANIZATIONS WHICH HAVE OR ARE CURRENTLY PARTNERING WITH HIGH SCHOOL/HIGH TECH.
<table>
<thead>
<tr>
<th>AMES Research Center (UCP of Santa Clara/San Mateo Counties)</th>
<th>Johnson Space Flight Center (UCP of Texas)</th>
<th>Lewis Research Center (UCP of Greater Cleveland)</th>
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<tr>
<td>(None Reported)</td>
<td>- An organizational meeting to introduce the project and recruit advisory committee members was held in September 1995. Dick Sheppard from the President's Committee and Charles Mcnelly from UCP of Prince George's and Montgomery Counties joined us and provided guidance and details of implementation. In addition, NASA representatives from the Goddard Space Flight Center joined the meeting via teleconference. - Recruitment and hiring of a Project Director has been completed. We prepared a job description for the Project Director that is tailored to the Houston Community. On November 15, 1995, Mr. Chris Brown was hired as Project Director to work approximately 30 hours per week. - Plans are underway to hold a community introduction of the project, targeted to the high tech industry community and to school district personnel. This meeting will be held the second week of January 1995 at the NASA Johnson Space Center facilities. - We are receiving excellent cooperation from our NASA representative, Mr. Charles Hoskins. He has provided a list of NASA contractors who might be interested in the project as well as, contacts from the Minority Engineers Associations in Houston.</td>
<td>- Recruited/hired half-time project coordinator to work with existing Director of Children's Programs to implement HS/HT - Have conducted 2 planning meetings with NASA/Lewis - Have met with representatives from 3 area universities and have their agreement to assist with project activities - Have met with representatives from major medical facility (Cleveland Clinic) and secured their assistance with project activities</td>
</tr>
<tr>
<td><strong>STATUS TOWARD MAJOR MILESTONES</strong></td>
<td><strong>AMES Research Center</strong> <em>(UCP of Santa Clara/San Mateo Counties)</em></td>
<td><strong>Johnson Space Flight Center</strong> <em>(UCP of Texas)</em></td>
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<tr>
<td><strong>Advisory Committee</strong></td>
<td>(None Reported)</td>
<td>An Advisory Committee has been formed. Approximately thirty leaders in the Houston community have been invited to participate. Individuals who attended the initial organizational meeting on September 14, 1995, represented school districts, community colleges, the Houston Mayor's Committee, the local UCP affiliate, NASA, a youth center and the Governor's Committee on Persons with Disabilities. The Advisory Committee has continued to meet on a monthly basis. The average attendance has been approximately 12 persons. Minutes are prepared for each meeting.</td>
</tr>
<tr>
<td><strong>Selection of Schools/Districts</strong></td>
<td>Representatives from the Houston Independent School District (which is the largest school district in the Houston area) and the Houston Community College System are participating as Advisory Committee members. We have identified over twenty school districts that are in a 20 mile radius of the NASA Johnson Space Center. We intend to invite between three and five that demonstrate active interest to participate in the project. A community presentation targeted to school personnel is scheduled for the second week of January 1996 at the NASA facility. During this meeting participating school districts will be identified.</td>
<td>Completed. 4 Districts will be involved - a coordinator for each district has been identified - meetings have been held with all school staff to be involved in the project.</td>
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<tr>
<td><strong>Anticipated Date Kick-Off</strong></td>
<td>Actual date for kick off has not been set. We are in the process of confirming local district's spring schedules to avoid potential conflicts. We are projecting late March or early April.</td>
<td>Early March - currently working with schools to determine best day - will be a Tuesday, Wednesday or Thursday evening - probably 1st week of the month.</td>
</tr>
<tr>
<td><strong>Attempts to Secure Funding</strong></td>
<td>No information or progress to report at this time.</td>
<td></td>
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</table>
| AREAS REQUIRING SUPPORT | AMES Research Center  
(UCP of Santa Clara/  
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
|-------------------------|-----------------------|------------------------|----------------------------|
| (None Reported)         | (None Requested)      | - Participation in January 16th large community informational meeting and again at March Kick-Off  
- Additional supply of program booklets  
- As needs warrant, we call and ask |
<table>
<thead>
<tr>
<th>MAJOR STEPS TO DATE</th>
<th>AMES Research Center (UCP of Santa Clara/ San Mateo Counties)</th>
<th>Johnson Space Flight Center (UCP of Texas)</th>
<th>Lewis Research Center (UCP of Greater Cleveland)</th>
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<tr>
<td>(None Reported - See Attached Report Through April 2, 1996)</td>
<td>United Way of the Bay Area agreed to provide office space and receptionist services to the HS/HT project. Work continued on planning a community introduction of the project at the NASA Johnson Space Center facilities targeting the high tech industry community and to school district personnel. The original Kick-Off date in January, was forced to be rescheduled because of the federal government shutdown. We were then able to secure the date of February 27 and invitations were sent and rsvps noted. Security badges were prepared for participants, program agenda finalized and other preparations were completed. The two hour morning presentation took place at NASA - Johnson Space Center Mission Control Auditorium. Approximately 55 people attended representing school districts, NASA contractors, businesses, Texas Rehabilitation Commission, and HS/HT Advisory Committee members. Contractors expressing interest in HS/HT included McDonnell Douglas, Rockwell and the National Weather Center. Keynote speakers included Estella Gillette, Director of the Equal Opportunity Programs Office at NASA; Richard Sheppard, President's Committee on Employment of Persons with Disabilities; and Charles McNelly, Executive Director of UCP of Prince George's and Montgomery Counties. The HS/HT video was shown, printed materials distributed and a twenty minute question and answer session took place at the end of the meeting. Local television media covered the event. Numerous school personnel made contact with us immediately following the presentation at NASA. Schools are in the process of identifying resources to contribute to the project and possible students to participate.</td>
<td>Information on HS/HT has been shared with potential student participants and their parents - approximately 40 students have been identified to participate. Introductory meeting for the community was held on 3/16/96. As a result of that meeting, advisory committee members have been recruited and activity sites secured.</td>
<td></td>
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</table>
| AMES Research Center  
(UCP of Santa Clara/San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<tr>
<td>(None Reported - See Attached Report Through April 2, 1996)</td>
<td>We have established a working relationship with the Equal Opportunity Programs Office at NASA and receive excellent cooperation from our NASA representative, Mr. Charles Hoskins. He has provided a list of NASA contractors who might be interested in the project, as well as, contacts from the Minority Engineers Association in Houston. His guidance and participation have been welcomed by the entire Advisory Committee. Ms. Estella Gillette, Director of the Equal Opportunity Programs Office has agreed to assist in developing several internship positions within various NASA departments. Other staff members at the EOP Office have been most helpful in providing introductions to various association groups and in distributing HS/HT information.</td>
<td>The Advisory Committee has been established and met for the first time on February 1st. The committee has representation from UCP, NASA/Lewis, the 4 school districts participating, the local community college and 2 universities, BVR, the Governor's Council of People with Disabilities, and the local medical and business community. Meetings are scheduled monthly.</td>
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**STATUS TOWARD MAJOR MILESTONES**

**Advisory Committee**

An Advisory Committee has been formed and meets on a monthly basis. The Advisory Committee is made up of representatives from area school districts, community colleges, the regional Education Service Center, the Houston Mayor's Committee, the local UCP affiliate, NASA, a youth center and the Governor's Committee on Persons with Disabilities. The average attendance has been approximately 12 persons.

Minutes are prepared for each meeting. The Advisory Committee meeting schedule for 1996 has been established:

- March 27
- April 24
- May 22
- June 26
- July 24
- August 28
- September 25
- October 23
- November 20
- December 18
### AMES Research Center (UCP of Santa Clara/San Mateo Counties)

**Selection of Schools/Districts**

(None Reported - See Attached Report Through April 2, 1996)

**Anticipated Date of Kick-Off**

**Attempts to Secure Funding**

### Johnson Space Flight Center (UCP of Texas)

Representatives from the Houston Independent School District (which is the largest school district in the Houston area) and the Houston Community College System are participating as Advisory Committee members. Over the course of the project, we have identified over twenty school districts that are within a 20 mile radius of the NASA Johnson Space Center and data on each of those districts regarding the numbers of students in special education, ages 12 to 17 and the type of disability they have been identified as having.

At the HIGH SCHOOL/HIGH TECH community presentation targeted to school personnel in late February, approximately a dozen school districts and high schools were represented. Given such a large number of potential school districts, we intend to only invite between three and five that demonstrate active interest to participate in the project.

The Project Director has now identified four districts that have strong interest and provided some commitment of resources to the project. They are: Clearlake ISD, Dickinson ISD, Pasadena ISD, and Houston ISD.

Actual date for the Kick-Off has not been set. We are in the process of confirming local district’s spring schedules to avoid potential conflicts. We are projecting late April.

As noted earlier, the initial seed funds for the HS/HT project in Houston are from NASA through a contract with UCP of Prince George’s and Montgomery Counties. The Bay Area United Way Service Center has graciously provided office space and receptionist services to the project. UCP of Greater Houston is providing conference space for the Advisory Committee meetings and has assigned a staff member to participate in the project.

### Lewis Research Center (UCP of Greater Cleveland)

Four school districts have been identified and contacted. We have met with staff in the 8 participating high schools and they are well underway in terms of identifying potential student participants. Liaisons for each school have been established.

Kick-Off is scheduled for March 11, 1996 at the NASA/Lewis Visitor’s Center.

One school district has applied to a local company for a small grant to help support transportation costs for their students. NASA/Lewis has committed to 2-4 paid summer jobs.
### Areas Requiring Support

<table>
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<tr>
<th>AMES Research Center (UCP of Santa Clara/San Mateo Counties)</th>
<th>Johnson Space Flight Center (UCP of Texas)</th>
<th>Lewis Research Center (UCP of Greater Cleveland)</th>
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<tbody>
<tr>
<td>(None Reported - See Attached Report Through April 2, 1996)</td>
<td>The Chairman of the UCP of Texas State Board, the Executive Director and the HS/HT Project Director have met with a corporation based in Houston to discuss possible multi-year sponsorship. This particular corporation has stated its priorities as youth, education and technology, and is actively seeking projects to support. Discussions are continuing.</td>
<td>Additional supply of HS/HT booklets. Participation of both in the Kick-Off event. Ongoing advice as our local program develops. Program evaluation data on a national level.</td>
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<td>The Project Director has also met with United Way representatives who are seeking applications on new projects. In addition, a meeting was held with the summer youth project, Houston Works, concerning funding for internships for this summer. Houston Works has agreed to enter into a partnership with HS/HT but final commitments can not be obtained until the federal funding situation in Congress becomes clearer.</td>
<td>We will be calling on the UCP/PGMC HIGH SCHOOL/HIGH TECH staff for increasing amounts of technical assistance as we get into the actual activities. An area needing attention is the issues of student eligibility and what type of forms/documentation would work best in integrating HS/HT activities as school endorsed/supported activities. From the President's Committee, we would like to work on developing future funding opportunities and support from the private sector for the continuation and expansion of HS/HT in Houston and throughout Texas.</td>
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### Major Steps to Date

**March 1996 - June 1996**

Demographically, United Cerebral Palsy Association of Santa Clara and San Mateo Counties (UCPA SC/SM) serves 45 incorporated cities in a 1740.3 square mile area with a population base of over two million people.

A part-time Project Coordinator was hired on March 21, 1996. Throughout March, the Coordinator researched the project, began developing project materials, and started contacting schools and other organizations to explore community resources which could work in conjunction with the project.

Project staff visited the Foundation on Employment and Disability (TFED) in Torrance, California. Similar projects based in Oregon and Washington were contacted. Through this research, a West Coast connection is being built for projects promoting employment opportunities for students who have disabilities.

On April 8, 1996, newly assigned NASA-Ames staff met with UCPA staff to form a collaborative relationship between the two organizations. Roles and relationships were defined and the project was discussed with the West Coast organization. This meeting marked the true beginning of the Silicon Valley High School/High Tech Project.

April was extremely busy and productive. Time was spent contacting 14 organizations that work with employment opportunities for people with disabilities; 3 Chambers of Commerce; 21 schools through meetings and mailings; 3 local college representatives and 5 organizations that meet monthly to coordinate employment projects for persons with disabilities. In late April, NASA and UCPA staff began working closely on the project as a team.

In May, 48 school representatives were contacted through telephone conversations, mailings, and speaking engagements. Since there are numerous large schools within the two counties

### 1. AMES Research Center  
**UCP of Santa Clara/San Mateo Counties**

### 2. Johnson Space Flight Center  
**UCP of Texas**

### 3. Lewis Research Center  
**UCP of Greater Cleveland**

#### March 1996 - June 1996

The pace of activity has accelerated over the past four months. Work to bring together students, schools, and employers has been very productive. Letters of agreement and support were received from six area high schools. Commitments from a half-dozen technology-related corporations and federal agencies to participate in HIGH SCHOOL/HIGH TECH activities have occurred. Throughout late spring, site visits were conducted at two sites: 3 site visits at the National Marine Fisheries in Galveston with 12 students in each tour; and 1 site visit to the National Weather Service Center in Dickinson, with 12 students participating. Interest in developing internship experiences has been a direct result of the site visits.

A lucky break that has enabled us to proceed with actual internships this summer is the involvement of HoustonWorks in the Summer Youth Employment program. Their interest has yielded a letter of agreement for twenty paid internships for this summer. Although we may not be able to develop and fill all twenty internships, we are encouraged and motivated by HoustonWorks' interest and do-it-spirit.

A number of presentations on HIGH SCHOOL/HIGH TECH were conducted, including presentations to the Governor's Committee on Persons with Disabilities in Austin, Houston Mayor's Committee, Bay Area Business Council, United Way Bay Area Advisory Committee, parent groups at 4 high schools, and to personnel departments at the VA Medical Center, McDonnell Douglas and Rockwell International. In all instances, the concept and the project have been well received. And, once again the participation and guidance from NASA-JSC personnel have been important to maintaining project momentum.

#### February 15, 1996 - May 17, 1996

- To date, 19 activities have been offered to participants, with the most popular activities offered twice. (See attached addendum for brief activity descriptions):
  - 8 Tours
  - 6 Presentations/Demonstrations
  - 3 Workshops
  - 2 Shadowing Experiences

- Plans are underway for our summer offerings, to include: a tour of the behind-the-scenes operations at the Gund Arena (professional sports complex) and WUAB-TV 43 studio; opportunity for students to shadow engineers at ANAEL Corporation (NASA contractor); possible shadowing opportunity at WVIZ-TV 25 (local PBS affiliate); and hands-on engineering experiences at Case Western Reserve University adapting toys for children with disabilities and completing a Computer Aided Design (CAD) project involving aerodynamics.

- Nine current HS/HT juniors have been interviewed for paid summer internships at NASA Lewis Research Center.
<table>
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<tr>
<th>MAJOR STEPS TO DATE (Continued)</th>
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<td>served, it has been difficult reaching the &quot;appropriate&quot; staff members to identify students to participate in the project. Students are mainstreamed/included and often no longer receive special education services during their high school years. School staff were very busy with end of the year testing, vacations, etc., and many were too overwhelmed to deal with a new project at that time. However, twenty-eight school personnel responded positively to become involved in the project. Two parents called to have their student participate in the project.</td>
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<td>During May, staff attended meetings of organizations which promote high tech exposure for students. Collaborative relations were developed with these organizations. The Spring Internet World '96 conference and the national Women-in-Technology Information (MITI) conference were attended to gain technical information and seek corporate contacts for the project. Three corporate tours were attended. Accessibility issues were explored and contacts for corporate tours were established. Initial contact was made with some potential funders for the project.</td>
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</table>
| Materials were developed and a meeting hosted by UCDA and NASA-Ames for east coast project/funding staff. It included a tour of the two-county area and the NASA-Ames Center. In June, the majority of time was spent on continued efforts to reach school personnel. Information meetings were held at three schools and information packets developed for distribution to students and their families. School personnel were provided with packets to give to identified students. Six additional students were recruited for the project. In June, we met with the Multi-Media Team Leader from NASA-Ames. He will serve on the project advisory committee and assist in developing the project media package, including a video release, incorporation of a project video, a web page site, press releases and other materials. He recommended ways that local corporations could contribute to the project media.
| Major Steps to Date (Continued) | Ames Research Center  
(UCP of Santa Clara/San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<td>Package. Discussion ensued on arranging a video conference of NASA-Ames HS/HT student participants with the student participants at the other NASA HS/HT Centers. Interested students may become involved in the development of this conference.</td>
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</table>
| AMES Research Center  
(UCP of Santa Clara/ 
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
|---------------------|-------------------|--------------------------|
| **STATUS TOWARD MAJOR**  
**MILESTONES** | **Advisory Committee** | **Advisory Committee** |
| (Nothing reported in this time period) | An Advisory committee has been formed and continues to meet on a monthly basis. The only exception is that the June 1996 meeting was canceled due to several scheduling conflicts. The Advisory Committee is made up of representatives from area school districts, community colleges, the regional Education Service Center, the Houston Mayors Committee, the local UCP affiliate, NASA, a youth center and the Governor's Committee on Persons with Disabilities. The average attendance has been approximately 12 persons. Minutes are prepared for each meeting. The remaining meetings scheduled for 1996 are: | Advisory Committee has met 4 times, with one additional meeting being canceled due to inclement weather. In April it was determined that the committee could hold bi-monthly, rather than monthly meetings, as members remain in regular contact with program staff as a result of student activities. Our advisory committee has been a vital component of this program's success. Members from the business sector have been actively involved in hosting company tours, workshops and career presentations; our college representatives have offered assistance and advice in helping students achieve their post-secondary educational goals; and our high school liaisons have diligently and enthusiastically worked to ensure that their students take full advantage of the program. (Advisory Committee profile attached.) |
| **July 24**  
**August 28**  
**September 25** | **October 23**  
**November 20**  
**December 18** | |
| Selection of Schools/Districts | AMES Research Center  
(UCP of Santa Clara/San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<td>Silicon Valley covers a vast area and many school districts. Schools initially targeted are located in a forty-mile radius of NASA-AMES Research Center. It continued to be extremely difficult to locate school and student contacts. In our community, students with physical, sensory and learning disabilities are mainstreamed included throughout their high school years. Many of the students no longer receive special education services. Students are not grouped in the education setting. In fact, some school administrators were not aware that they had any students with disabilities on their campuses. They were therefore unable to refer project staff to the appropriate teachers. This and other factors made student identification a full time job. Spring vacation, standardized annual testing and end-of-year educator and student stress also delayed the student identification process.</td>
<td>Representatives from the Houston Independent School District (which is the largest school district in the Houston area) and the Houston Community College System are participating as Advisory Committee Members. Over the course of the project, we have identified over 20 school districts that are within a 20 mile radius of the NASA Johnson Space Center and data on each of those districts regarding the number of students in special education, ages 12 to 17, and the type of disability they have been identified as having.</td>
<td>Students in 4 school districts, attending eight different high schools, are enrolled in the local program. The largest representation is from the Cleveland City School District, with additional students enrolled from two western suburbs (Parma &amp; Berea) and one eastern suburb (Cleveland Hts./University Hts.)</td>
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<td>Information was sent to 60+ school representatives. After numerous telephone conversations with the schools, project presentations were provided to selected staff of more than a dozen schools in early June. Subsequently, educators requested summer and fall meetings to further explain the project to their colleagues. On July 11th, the summer meeting was held. Most of those who attended, did so on their own time, and expressed their commitment to providing quality services and opportunities for their students. At this meeting, we learned there were delays in the timely distribution of project information/materials, by San Mateo County administrators. Teachers received project materials the day before school closed and were unable to contact their students.</td>
<td>Given such a large number of potential school districts, we identified three school districts that demonstrated active interest to participate in the project. They included Houston Independent School District, Clear Lake ISD and Pasadena ISD. From these districts, the following high schools have agreed to participate. The number of students involved from each high school is listed in the parentheses.</td>
<td>A total of 35 students (sophomores &amp; juniors) are actively involved in the program. These students are described as follows:</td>
<td></td>
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</tbody>
</table>
| San Mateo County educators also expressed concern that project resources may not be available in their geographic area due to travel distance, traffic congestion and topography. This concern has been expressed by all school personnel. It is clear that the project will essentially need to be replicated in several | Clear Creek H.S. (15)  
Clear Brook H.S. (10)  
Barbara Jordan H.S. (6)  
Clear Lake H.S. (15)  
Pasadena H.S. (30)  
Worthing H.S. (3) | 23: Males  
12: Females  
21: Minorities  
20: Specific Learning Disability  
7: Orthopedically Handicapped  
5: Hearing Impaired  
3: Visually Impaired |
| Selection of Schools/ Districts (Continued) | AMES Research Center (UCP of Santa Clara/ San Mateo Counties) | Johnson Space Flight Center (UCP of Texas) | Lewis Research Center (UCP of Greater Cleveland) |
|------------------------------------------|---------------------------------------------------------------|------------------------------------------|
| locations for ease of student participation. Fourteen students committed to participate in the project. The students represent several schools throughout the two counties. School staff stated that when school begins they can identify an additional 30-50 students for project participation. Student identification is ongoing. | | | |
| AMES Research Center  
(UCP of Santa Clara/ 
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
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<tr>
<td><strong>Anticipated Date of Kick-OFF</strong></td>
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<td>Planning has begun for 1996-97 kick-off. We are looking into holding the event at Cleveland's new Great Lakes Science Center in mid to late September. On the recommendation of our Advisory Committee, we will provide more &quot;orientation&quot; information at this year's Kick-off. Speakers will include Year One students &amp; parents who can talk about the importance and impact of the program. In addition, efforts are being made to secure a &quot;science celebrity&quot; as an event draw.</td>
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<td>The project kick-off is scheduled for early November. The initial date was changed at the request of educators who needed additional time to select students and rally their participation. The advisory committee will plan the kick-off event in collaboration with staff. The kick-off will be hosted by NASA-Ames at their conference facility. A video will be developed as a publicity release for the event and for future editing into a full project video. Educators and families have been informed of the kick-off. There is a sense of community enthusiasm for the event. Legislators, corporate representatives, facilities, educators and media representatives will be invited to attend. Congresswoman Anna Eshoo's office was contacted about possible participation at the kick-off event. Her staff was very encouraging about her interest.</td>
<td>A student-parent kick off has been tentatively discussed for early Fall, after the school year resumes. We are in the process of confirming local district's fall schedules to avoid potential conflicts.</td>
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| AMES Research Center  
(UCP of Santa Clara/ San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
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<tr>
<td><strong>Attempts to Secure Funding</strong></td>
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<tr>
<td>The California Department of Education</td>
<td>As noted earlier, the initial seed funds</td>
<td>- NASA Lewis is providing 2-4 paid summer</td>
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<td>manual of grants has been secured. We</td>
<td>for the HS/HT project in Houston are</td>
<td>internships, to commence 6/24/96.</td>
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<td>will explore these grant possibilities</td>
<td>from NASA through a contract with UCP</td>
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<td>with local educators as relationships</td>
<td>of Prince George and Montgomery Counties</td>
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<td>with the schools are strengthened.</td>
<td>and UCPA, Inc. The Bay Area United Way</td>
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<tr>
<td>NOVA, our local Private Industry Council,</td>
<td>Service Center has graciously provided</td>
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<tr>
<td>was contacted. There is no funding</td>
<td>office space and receptionist services</td>
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<td>available for our project this year.</td>
<td>to the project. UCP of Greater Houston</td>
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<tr>
<td>However, we plan to recruit a NOVA</td>
<td>is providing conference space for the</td>
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<td>representative for our planning advisory</td>
<td>Advisory Committee meetings and has</td>
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<td>committee.</td>
<td>assigned a staff member to participate</td>
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<td>Community groups and foundations</td>
<td>in the project.</td>
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<tr>
<td>continue to be contacted.</td>
<td>The Chairman of the UCP of Texas State</td>
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<tr>
<td>We will form collaborative partnerships</td>
<td>Board, the Executive Director and the</td>
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<td>with schools and others to approach</td>
<td>HS/HT Project Director have met with a</td>
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<td>funding entities for the project.</td>
<td>corporation based in Houston to discuss</td>
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<td>Funding will be requested from corporate</td>
<td>possible multi-year sponsorship. This</td>
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<td>participants and their foundations.</td>
<td>particular corporation has stated its</td>
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<td>priorities as youth, education and</td>
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<td></td>
<td>technology, and is actively seeking</td>
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<td>projects to support. Discussions are</td>
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<td>continuing.</td>
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<td>HoustonWorks has agreed to provide</td>
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<td>Summer Youth Employment funds to a</td>
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<td>maximum of 20 HS/HT students this</td>
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<td>summer.</td>
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<td>The Project Director met with United</td>
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<td>Way representative in April to learn</td>
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<td></td>
<td>about possible funds for new projects</td>
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<td>in the Houston area. After review of</td>
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<td>the application process, we decided we</td>
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<td>did not have the needed capacity to</td>
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<td>respond to the application and will</td>
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<td>attempt to apply for such funding in</td>
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<td>the next cycle.</td>
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The following businesses and agencies have committed to participate in HS/HT and have identified their level of interest and commitment for this year.

- **National Weather Center**: bi-weekly tours of two hours each for 10-12 students during the months of April and May, one paid internship position beginning week of June 24.

- **National Marine Fisheries Administration**: bi-weekly tours for 10-12 students during the months of April and May

- **NASA**: one paid internship for two month time period in the summer to begin July 8, 1996.

- **McDonnell Douglas**: at least monthly tours; possible job shadowing experiences; placed two interns through the HoustonWorks programs beginning week of June 24.

- **Texas Parks and Wildlife Commission**: one paid internship beginning week of June 24.

- **Clear Lake Chamber of Commerce**: one paid internship beginning week of June 24.

- **Memorial Hospital**: one paid internship beginning week of June 24.

- **Kemah Public Works**: one paid internship beginning week of June 24.

- **Ed White Youth Center**: one paid internship beginning week of June 24.

- **HoustonWorks**: (the Summer Youth Employment project in Houston) has confirmed 20 paid summer internships for six week positions from June 24 through August 1, 1996. Minimum wage will be offered for a 32 hour work week, Monday through Thursday.

---

**Note:**
- To continue into the fall
- Delete these
- Five were used and they were loosely connected to HS/HT
Continued technical assistance will be requested from UCP/PGMC and/or the President’s Committee as the need arises.

We request copies of national program evaluation data as it becomes available.

Continual sharing of successes and program ideas which have worked at other HS/HT project sites.

UCPA requests an additional supply of 10 large and 50 small HS/HT booklets and at least 10 copies of the video.

UCPA requests NASA Headquarters advocate for NASA-Ames to continue to provide a key contact person for the project.

UCPA requests a delegate from the President’s Committee to attend the project kick-off.

Mr. Steve Barish, who is the Project Director of HS/HT at UCP of Prince George and Montgomery Counties met with our Project Director and with our Advisory Committee members in May, 1996. His technical assistance and subsequent recommendations have been extremely useful to the projects. Mr. Barish was highly complimentary of the Houston HS/HT project and its accomplishments to date. He has also noted several concerns about the level of support that is currently available to participating students. We extend our deep appreciation to UCP/PGMC for the guidance and support they have generously provided. Not only was Mr. Barish’s trip timely, but his expertise has served our project well.

The project will undergo a change in the staffing for HS/HT at the end of this month. Project Director Chris Brown has taken on a new position at the Julia C. Hester House, a Houston based community non-profit organization. He will continue to assist the implementation of HS/HT during the transition to another staff person over the next few weeks. We appreciate Chris’ hard work and commitment to a successful project and particularly his dedication during the transition.

UCP of Texas has been offered additional assistance from UCP/PGMC during the staff transition. We are assessing our needs and are discussing the types of support we will need during the next few weeks with both Charles McNelly and Steve Barish.

A very pleasant and reaffirming result from the Houston project is the requests from other communities on how to start a HS/HT project and/or will UCP sponsor a project in their community. We have received expressions of strong interest from the communities of Austin and Ft. Worth. We would like to continue working with Dick Sheppard from the President’s Committee on developing future funding opportunities and support from the private sector for the continuation and expansion of HS/HT in Houston and throughout Texas.
**NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH**  
Project Updates - May 18 through August 14, 1996 (4th Quarter)

| AMES Research Center  
(UCP of Santa Clara/  
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<td><strong>MAJOR STEPS TO DATE</strong></td>
<td><strong>We were disappointed to announce that our Project Director, Chris Brown, resigned in order to take the position of Executive Director at the Julia C. Hester House in Houston as of June 10. Mr. Brown, however, continued project activities through the month of July and assisted with the transition of our new Project Director.</strong></td>
<td><strong>A total of 33 students participated in 24 activities offered during the 1995-96 school year. Activity surveys completed by hosts and students following each activity were generally positive. Activities received an average evaluation rating of 17.2, on a 20 point scale. Question/answer sessions and active, hands-on demonstrations were rated highest by students (See attached).</strong></td>
</tr>
<tr>
<td>Since May, nearly 60 school representatives were contacted through telephone conversations, mailings and speaking engagements. Thirty-five (35) individuals have responded with positive interest in the project. Contacts continue to be made and collaborative relations developed with organizations which promote high tech exposure for students. Twenty (20) students have expressed interest in the project. They have a variety of presenting conditions or disabilities, including spinal cord injuries, muscular dystrophy, cerebral palsy, sensory impairments and learning disabilities such as, dyslexia and attention deficit disorder. The students represent a variety of ethnic backgrounds including Native Americans, African Americans, Asians and Caucasians. There are thirteen (13) males and seven (7) females. Eleven (11) of the twenty (20) students have been interviewed in order to learn more about them, their specific interests, need for accommodations, etc. Because of vacation schedules the remainder will be interviewed in September, once school is in session. NASA-Ames resources have been explored. Project interest was created with: the Student Employment Program for future student placements; the multimedia Department for project promotion; the Ames Visitors Center for NASA tours and hosting meeting; the Young Eagles Project for hands-on flying experience; and the Women of NASA Project which promotes high tech opportunities for female students. To facilitate accessibility to the project, the NASA-Ames telephone operators now refer inquiries directly to the NASA-Ames liaison. Efforts continue to network with any identified individuals, groups, organizations, businesses or educational institutions that may be a resource or have an interest in the Project.</td>
<td><strong>UCP/TX is delighted to announce our new Project Director, Ms. Kim Nelson, who will begin employment September 1, 1996. Ms. Nelson has extensive experience in providing supported employment services to persons with disabilities. Ms. Nelson has previously worked for UCP affiliates in California and at UCP of the Capitol Area in Austin. She has demonstrated great interest and enthusiasm for HIGH SCHOOL/HIGH TECH and has a reputation for getting things done.</strong></td>
<td><strong>Participant Satisfaction Surveys have been developed for distribution to students, hosts and school personnel at the conclusion of each program year. 1996-97 Registration Forms were mailed to returning students over the summer. New students will receive necessary registration forms early in the school year. NASA LaRC committed to reserving up to 4 of its 20 NASA Plus summer internship slots for eligible HS/HT students. Nine eligible students interviewed for positions, and 4 students were awarded paid, 7-week internships. In addition to participating in the competitive interview process, students gained experience in database management, word processing, CAD/CAM, basic engineering principles, and chemical water analysis. All four students found the experience to be exciting and rewarding, and all four received very positive evaluations from their mentors.</strong></td>
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<td><strong>The Houston project has relocated from United Way of the Bay Area to UCP of Houston offices. The HS/HT project will continue working with the United Way of the Bay Area.</strong></td>
<td><strong>A local television station featured 4 HS/HT students and a parent in a 30-minute special annually produced to showcase UCP programs, “Mikeldoscope”. This video gives an upbeat overview of the local HS/HT program, and as such will be used at the Kick-off and as a marketing tool to recruit new schools, students and activity hosts.</strong></td>
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| AMES Research Center  
(UCP of Santa Clara/ 
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
|----------------------|-----------------|-----------------------------|
| **MAJOR STEPS TO DATE**  
(Continued) | On July 11th, a meeting was hosted for educators in the two county area. Several additional potential students for the Project have been identified as a result. That will be explored further in September, once school is in session. A second meeting will be held in late September or early October in order to reach teachers unable to attend the July meeting. Mary Maher will leave as Project Coordinator effective August 15th. UCPA has interviewed and identified several potential candidates who will act as co-coordinators for the Project. At least one of the two co-coordinators will be hired effective August 16th. NASA-Ames has reassigned Arlene Chang. She has been replaced by Angela Brumfield, EPOO (Ames) as the NASA liaison to the High School/High Tech Project. Tony Hayes, EPOO (Ames) will continue his assignment with the Project. Angela, Mary, Arlene and I met in August to make certain that we discussed the project as well as activities to date and future plans. Angela expressed interest and excitement in being involved. |
NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH
Project Updates - May 18 through August 14, 1996 (4th Quarter)

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<th>AMES Research Center</th>
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<td>San Mateo Counties)</td>
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<td>Cleveland)</td>
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### STATUS TOWARD MAJOR MILESTONES:

#### ADVISORY COMMITTEE

The Advisory Committee will meet in September. Approximately 40 individuals, including Project staff from both UCPA and NASA-Ames will be invited to attend. Identified individuals also include representatives from high schools, colleges and universities; potential funders; public relations and media representatives; parents and students. Due to the amount of expressed interest, it is anticipated that several subcommittees will be developed to address the issues of the many stakeholders, i.e., parents, teachers, corporate representatives, etc.

An Advisory Committee has been formed and continues to meet on a monthly basis. The only exception is that the June 1996 meeting was canceled due to several scheduling conflicts.

Our new Project Director was introduced at the July 24th Advisory Committee meeting. Members discussed the summer internships, the need for business involvement on the Committee, and activities for the Fall calendar. Plans and invitations are being made for the upcoming meeting September 25, 1996.

Advisory Committee meetings are held bi-monthly. At 5/30/96 meeting, committee focused on finalizing details surrounding summer internships and workshops, as well as revising program format for the 1996-97 school year, so as to streamline the student activity registration process.

Four new members have been added to our Advisory Committee: Bill Nyerges, Technical Assistant - NASA LeRC Office of Educational Programs; Michael Fodge, Physicist - ANALEX Corporation; Charles Barth, Director - Cleveland Advanced Manufacturing Program's (CAMP) Manufacturing Learning Center; and Candy Verbanek, Director of Vocational Services - UCP of Greater Cleveland.

Candy replaces Jeanne Abkarian, UCP’s former Director of Children’s Programs, who resigned in May when her husband was transferred to Colorado. High School/High Tech has been moved under the umbrella of UCP of Greater Cleveland’s Vocational Services, with Candy assuming supervisory responsibility for the program along with Terri Manns.

Activities of the 8/28/96 and 10/24/96 Advisory Committee meetings will be provided in 8/15/96 - 11/14/96 Quarterly Report.
| AMES Research Center  
(UCP of Santa Clara/  
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<td><strong>SELECTION OF SCHOOLS/DISTRICTS</strong></td>
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<td>There are currently seven (7) school districts who have expressed an interest in the Project. The majority of students reside within a 20 mile radius of NASA-Ames. However, interest has been expressed in Northern San Mateo County and Southern Santa Clara County. As of this date, no student will be denied participation if he/she can meet Project requirements.</td>
<td>The project will continue to work with Houston ISD, Clear Lake ISD, and Pasadena ISD. Galena Park ISD was added this year as a new participant. The Project Director has contacted the liaisons to the schools and will be meeting with the liaisons and students in September.</td>
<td>All four districts have agreed to participate again in 1996-97: Berea City Schools - 2 schools; Cleveland City Schools - 3 schools; Cleveland Hts./University Hts. - 1 school; Parma City Schools - 2 schools. In addition, Parma City School District is adding students from a third high school, bringing our total to 9 schools.</td>
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| | | Enrollment goals for 1996-97:  
✔ Increase student enrollment to 40+  
✔ Recruit 2 new districts by Semester 2 |
| **AMRS Research Center**  
| (UCP of Santa Clara/  
| San Mateo Counties) | **Johnson Space Flight Center**  
| (UCP of Texas) | **Lewis Research Center**  
| (UCP of Greater Cleveland) |
| **ANTICIPATED DATE OF KICK-OFF** | **September 1996** | **1996-97 Kick-Off is scheduled for Tues.,  
| October 8 from 6-8:30pm at NASA LeRC:**  
| ✓ 6-6:30pm Registration & informal buffet  
| ✓ 6:30-7:30pm Panel Presentation  
| • Terri Manns (UCP) & Alberta Gooden  
| (NASA) deliver general program overview & preview of activities  
| • "Kaleidoscope '96" video presentation,  
| showcasing 3 local HS/HT students who participated in summer internships at NASA LeRC  
| • Talisha Riley &/or Thomas Haddad to give students' perspective  
| • Charles Barth, Ph.D., Director of  
| CAMP's Manufacturing Learning Center  
| to talk about changing face of  
| industry, and speak to students from  
| both employer and college perspective.  
| ✓ 7:30pm "The Physics of Star Trek"  
| Entertaining multimedia presentation by  
| Lawrence M. Krauss, Ph.D., Chairman of  
| Physics Dept at Case Western Reserve University  
| 100-150 students, parents, educators,  
| business leaders and service providers are expected to attend this year's kick-off.** |

The Kick-off is scheduled for November 1, 1996. The kick-off will be hosted by NASA-Ames at their conference facility. Congresswoman Anna Eshoo's office has expressed interest in the project and preliminary plans to attend the kick-off event. Other local legislators and public officials will be invited to attend.

A kick-off has been set for November 6th at NASA Johnson Center in Houston. The Project Director will be working with Jessie Hendrick and Estella Gillette of NASA to announce and coordinate the event.
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<tr>
<th>ATTEMPTS TO SECURE FUNDING</th>
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**Project Updates - May 10 through August 15, 1996 (4th Quarter)**

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<th>NASA Research Center</th>
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<td><strong>Lewis Research Center</strong> (UGO of Greater Cleveland)</td>
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In response to an RFP received by UCP in late June, a proposal has been submitted to the Health and Human Services (HHS) for the expansion of its grant funding for the two-year grants of up to $40,000 per year. UCP received word in August that HS/HRI is among the projects recommended for the funding. A final decision is expected by December.

As noted earlier, the initial seed funds for the HS/HR project in Houston were obtained by Prince George's County and UCPE, Inc., through a program with the National Marine Fisheries Service for site tours. Other agencies or companies that are exploring for HS/HRI involvement are being contacted in order to secure funding priorities and funding interests, along with larger technical companies.

The California Department of Education has also been engaged in efforts to identify future funding resources for the Project. The manual of grants has been secured.
### AREAS REQUIRING SUPPORT

**AMES Research Center**  
(UCP of Santa Clara/San Mateo Counties)

Continued technical assistance will be requested from UCP/PGMC and/or the President's Committee as the need arises. We request copies of national program evaluation data as it becomes available.

Continual sharing of successes and program ideas which have worked at our HS/HT Project sites.

**UCPA REQUESTS AN ADDITIONAL SUPPLY OF LARGE AND 50 SMALL HS/HT BOOKLETS AND AT LEAST 10 COPIES OF THE VIDEO.**

Please thank Dillard for his assistance in making certain that someone from NASA-Ames continued to be assigned as a liaison to the High School/High Tech Project. That role is seen as critical to the overall success of the Project.

---

**Johnson Space Flight Center**  
(UCP of Texas)

Mr. Charles McNelly provided a telephone consultation for our new Project Director. Mr. Dick Sheppard will make presentations to business and community members in Tarrant County (Ft. Worth) September 12 & 13, 1996. We appreciate this support and would like to continue working with Dick Sheppard from the President's Committee on developing future opportunities and support from the private sector for the continuation and expansion of HS/HT in Houston and throughout Texas.

---

**Lewis Research Center**  
(UCP of Greater Cleveland)

- Additional supply of small HS/HT booklets for 1996-97 kickoff (75-100).
- National program evaluation data.
- A copy of the evaluation tool(s) being used at national level, to assist in development of local tools.
- Ongoing advice as local program develops.
- Annual reporting schedule - should we assume that quarterly reports will be due for the following periods based upon this year's schedule:
  - 8/15/96 - 11/14/96
  - 11/15/96 - 2/14/96
  - 2/15/96 - 5/14/97
  - 5/15/97 - 8/14/97

- Please advise well in advance as to information needed for any additional reports anticipated, i.e., final evaluation at conclusion of NASA funding in August, 1997.
### NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH
Project Updates - August 15 through November 14, 1996 (1st Quarter)

| AMES Research Center  
(UCP of Santa Clara/San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<td><strong>MAJOR STEPS IN THE FIRST QUARTER</strong></td>
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| Since August our efforts have been focused on recruiting a working Advisory Committee and coordinating the High School/High Tech Kick-off event. We had our first Advisory Committee meeting on 9/25/96 at NASA-Ames Research Center. Of the 24 attendees, 10 signed-up to work on the Advisory Committee or on various subcommittees. Relations were developed with organizations which promote high tech exposure for students. Twenty-two (22) students have been recruited and interviewed regarding their specific interests, need for accommodations, etc. There are thirteen (13) males and nine (9) females. The breakdown of disabilities is: three (3) quadriplegics, two (2) sensory impaired, and one (1) muscular dystrophy, two (2) cerebral palsy and fourteen (14) learning disabilities such as dyslexia and attention deficit disorder. The students represent a variety of ethnic backgrounds including Native American, African American, Asian and Caucasian.

NASA-Ames resources continue to be explored vis-a-vis the Student Employment Program for future student placements; the multimedia Department for project promotion; the Ames Visitors Center for NASA tours; the Young Eagles Project for hands-on flying experience, and the Women of NASA Project which promotes high tech opportunities for female students.

Efforts continue to network with any identified individuals, groups, organizations, businesses or educational institutions that may be a resource or have an interest in the Project.

We thank NASA-Ames for assigning Angela Brumfield to the project as High School/High Tech liaison. Angela is very enthusiastic and interested in the project. Although we miss Arlene Chang, we are delighted to have Angela on our team. Tony Hayes continues to be an asset to the project. |

|                |                |                  |
| The project director confirmed dates and times for site tours and activities. | A Student Activities Menu (patterned after material shared by the Cleveland HS/HT) has been developed. The 1997 scheduled site and tours include: NASA-Johnson Space Center, The National Weather Service Center, National Marine Fishery Services, Houston Zoological Gardens, Midway Machines & Instrument Co., Inc., The Institute for Rehabilitation and Research, Baylor College of Medicine, Radio Station KRBE, and Computer Graphic Technology. Workshops were added including: The University of Houston - support services for students with disabilities, Internet Training and Career Exploration at the College of the Mainland, Dress for Success/Business Casual, Manners at Work (Business Etiquette), Professional Forum, Resume Writing, and introduction to services provided by the Texas Rehabilitation Commission. A shadowing opportunity is being offered with an employee of NASA-Johnson who is hearing impaired. | Four new members added to Advisory Committee. Year One Satisfaction Surveys distributed to all participants. Advisory Committee members and activity hosts. Completed surveys received to date show very high levels of satisfaction with the program. Registration materials distributed to all newly-identified students. Materials received and processed for returning students. Year Two student participation increased 63% to date. New referrals are accepted into the program throughout the school year. Formal presentation made to United Way Services’ Collaborative Action Fund selection committee, re-funding request for expansion of HS/HT. Semester 1 (Oct. 15 - Dec. 20) Menu of Activities finalized and distributed, offering 3 activities per month. Year Two kick-off held October 15 at the Ohio Aerospace Institute. One-hundred-seven guest attended the event, reflecting a 26% increase over our Year One kick-off. Four activities were held during first quarter. Two November activities were rescheduled to December, due to inclement weather (we were snowed out!). Planning is underway for Semester 2 activities and summer work experience. |
| AMES Research Center  
(UCP of Santa Clara/  
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
|------------------------|------------------------|------------------------|
| **STATUS TOWARD MAJOR MILESTONES:**  
**ADVISORY COMMITTEE** | The Advisory Committee held its first meeting on 9/25/96 at the NASA Visitor Center. The Committee Chair was installed at the second meeting which took place on 10/9. Advisory Committee meetings were held on 10/9, 10/16 and 10/30. These meetings focused on the logistics of launching the kick-off. | The HS/HT advisory committee is currently comprised of 14 members representing NASA-Johnson Space Center, Houston employers, school representatives, United Cerebral Palsy representatives, and service providers. An average of five to ten members meet monthly. Meetings were held July 24, September 25, and October 24. No August meeting was held due to scheduling conflicts. | The Advisory Committee continues to meet bi-monthly. The 8/29/96 meeting focused on evaluating Year One program activities and procedures, attempts to secure United Way funding, and planning for Year Two's kick-off and activities. New committee members and Candy Verbanec, Director of Vocational Services for UCP, were introduced. Committee members agreed that 9th graders should be invited to participate during Year Two, based upon recommendations of school liaisons and staff. It was also decided that members alternate hosting meetings, to accommodate members from all parts of town and allow members to visit facilities/campuses of their fellow members. The 10/24/96 meeting featured a review/evaluation of the Kick-off and Semester 1 activities, and planning for Semester 2. A half-day Saturday workshop will be held in early February to launch the Semester 2 schedule. The focus will be on a career orientation and preparing for the Summer Work Experience. Topics such as compiling a resume, accessing resources and accommodations, and practicing interview skills (including videotaping & mock interviews) will be addressed. It is also hoped that a video linked discussion between students of the Goddard and Lewis programs can be arranged. To meet the need for more advanced programming for many of our students, it was recommended that a workshop be offered second semester where the students will design a website/page for HS/HT, utilizing resources available to us through John Carroll University and/or NASA Lewis. |
| | | | |
STATUS OF SCHOOLS/DISTRICTS

There are currently six (6) school districts who have students participating in the Project. The majority of students reside within a 20 mile radius of NASA-Ames. However, interest has been expressed in Northern San Mateo County and some students reside in Southern Santa Clara County. As of this date, no student will be denied participation if he/she can meet Project requirements.

The Advisory Committee has developed subcommittees. One of these subcommittees is Student Services and Outreach. We are in the process of identifying project liaisons in additional school districts. As previously stated, there are in the neighborhood of 45 school districts in the two county area. Outreach has been complicated, but we continue to explore and develop inclusive solutions.

<table>
<thead>
<tr>
<th>District</th>
<th>School</th>
<th>1995-96</th>
<th>1996-97</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berea</td>
<td>Berea</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Berea</td>
<td>Midpark</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Cleveland City</td>
<td>Jane Adams</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>Cleveland City</td>
<td>Lincoln West</td>
<td>10</td>
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</tr>
<tr>
<td>Cleveland City</td>
<td>James F. Rhodes</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Cleveland City</td>
<td>South</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Cleve.Hts/University Heights</td>
<td>Cleveland Heights</td>
<td>5</td>
<td>12</td>
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<tr>
<td>Parma</td>
<td>Normandy</td>
<td>N/A</td>
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<tr>
<td>Parma</td>
<td>Parma</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Parma</td>
<td>Valley Forge</td>
<td>5</td>
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<tr>
<td>Orange</td>
<td>Orange</td>
<td>N/A</td>
<td>1</td>
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HSHT STUDENT DEMOGRAPHICS - (NASA LeRC)

<table>
<thead>
<tr>
<th>Category</th>
<th>1995-96</th>
<th>1996-97</th>
<th>% of Change</th>
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<tbody>
<tr>
<td>Total Students</td>
<td>35</td>
<td>57</td>
<td>+63%</td>
</tr>
<tr>
<td>Males</td>
<td>23</td>
<td>38</td>
<td>+65%</td>
</tr>
<tr>
<td>Females</td>
<td>12</td>
<td>19</td>
<td>+58%</td>
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<tr>
<td>Minorities</td>
<td>21</td>
<td>27</td>
<td>+29%</td>
</tr>
<tr>
<td>Specific Learning Disability</td>
<td>20</td>
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<td>+75%</td>
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<tr>
<td>Orthopedic Handicap</td>
<td>7</td>
<td>13</td>
<td>+86%</td>
</tr>
<tr>
<td>Hearing Impaired</td>
<td>5</td>
<td>4</td>
<td>-20%</td>
</tr>
<tr>
<td>Vision Impaired</td>
<td>3</td>
<td>4</td>
<td>+33%</td>
</tr>
<tr>
<td>Multiple Handicaps</td>
<td>0</td>
<td>1</td>
<td>+100%</td>
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| AMES Research Center  
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<tr>
<td><strong>SECOND YEAR KICK-OFF</strong></td>
<td>November 20, 1996.</td>
<td>Our 1996-97 Kick-Off was a wonderful success! The event was held from 6-8:30 p.m. on October 15 at the Ohio Aerospace Institute, an industry, government, university consortium located adjacent to the NASA LeRC campus. Our goal was to make this an exciting, gala affair to inspire students, their parents, teachers and activity hosts. Invitations were sent to all returning and identified new students. Advisory Committee members, activity hosts, school personnel and liaisons, NASA directors, and others. Media kits were distributed to local TV and print media. The kick-off was attended by 107 people, including 29 students, 32 family members, 15 teachers, and numerous Advisory Committee members and past activity hosts. Much positive feedback was received from those who attended. The evening opened with a panel of program staff, fellow students and professionals who spoke about the exciting high-tech career exploration activities planned for the coming year. Presenters included: Susan Dean, Ed.D., Executive Director of United Cerebral Palsy of Greater Cleveland; Marty Kress, Deputy Director of NASA Lewis Research Center; Alberta Gooden, Disability Program Manager for NASA Lewis Research Center; Terri Manns, HS/HT Project Coordinator; Talisha Riley, a senior at Lincoln West High School, 1995-96 program participant, and 1996 NASA Plus summer intern; and Charles Barth, Ph.D., Director of the Cleveland Advanced Manufacturing Program’s Manufacturing Learning Center. In addition, we showed the video segment produced by a local TV station about HS/HT and our four NASA Plus summer interns. Following the panel presentation, guests adjourned to OAI’s auditorium for the evening’s main attraction -- The Physics of Star Trek, a multi-media presentation by internationally known physicist and author Lawrence Krauss, Ph.D. Using slides, props and video clips, Dr. Krauss explored topics ranging from time travel to warp drive, from Big Bang to the search for extra-terrestrial intelligence.</td>
</tr>
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<td>The kick-off event was held on 10/28 at NASA-Ames. It was a huge success. There were 175 attendees including thirty (30) students from six (6) school districts. We were fortunate to have four (4) compelling guest speakers: Congresswoman Anna Eshoo; William Dean, Deputy Director of Ames; Molly Kennedy, Chief Financial Officer of UCPA/SCSM and Wim Roelandts, CEO of Xilinx, Inc. The feedback has been extremely positive. Interest in project involvement was expressed by several invitees. Among the net gains from the kick-off are new Advisory Committee members and the involvement of the San Jose/Evergreen Community College District. We were contacted by the chancellor who expressed an interest in developing a summer program for selected project students. In addition, we were contacted by a nonprofit organization called The Digital Clubhouse that promotes digital literacy for individuals who are “differently abled.” They have offered their facility and equipment to enable us to make a digital movie about High School/High Tech.</td>
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<td>Cleveland)</td>
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<td>SECOND YEAR KICK-OFF</td>
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OAI not only donated use of their state-of-the-art facility, but also many man hours in helping with set-up, clean-up, registration and operation of audio/video equipment for Dr. Krauss' presentation. A very generous sandwich buffet was donated by Mr. Hero. NASA LeRC contributed beverages, "goodie bags" for students, signage, and countless man-hours by Alberta Gooden in planning and executing the event, and by Lori Rachul of the public affairs office in attempting to secure media coverage. This was a tremendous collaborative effort, and we are very grateful to everyone who lent a hand in making it a success!
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<th>AMES Research Center (UCP of Santa Clara/ San Mateo Counties)</th>
<th>Johnson Space Flight Center (UCP of Texas)</th>
<th>Lewis Research Center (UCP of Greater Cleveland)</th>
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<td><strong>ATTEMPTS TO SECURE FUNDING</strong></td>
<td>A brainstorming session was held by Advisory Committee members at the October 24 meeting. Alternative sources of revenue for the project and additional potential summer internships were discussed. The project director agreed to follow up on recommendations made by the committee.</td>
<td>On October 1, we were asked to make a 25-minute formal presentation to United Way Services’ Collaborative Action Fund committee, based upon our proposal that HS/HT be granted funds for program expansion over the next two years. Terri Manns worked closely with Alberta Gooden in finalizing the presentation content and visuals (see enclosed agenda, handouts). In addition to Terri and Alberta, panel presenters included UCP of Greater Cleveland’s Executive Director, Dr. Susan Dean and Joyce Bentsman, Program Director. HS/HT was one of six programs under consideration for funding. The committee was to make their final decision in late November, informing all candidates of their funding status sometime in December, 1996.</td>
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<td>Efforts continue to identify future funding resources for the Project. As a result of the kick-off (as well as Angela Brumfield’s advocacy) Tencor Instruments has committed seven (7) employees to provide shadowing experiences. There is potential for summer internships at Tencor, also. In addition to Tencor, the event captured the imagination of a software development manager from Northern Telecom who has joined the Advisory Committee and co-chairs the subcommittee on Corporate Development and Funding. He has applied to NoTel’s community group for funding on our behalf and is researching tours and shadowing opportunities at NoTel, as well as other high tech corporations. Xilinx, Inc. remains involved with the project; a Xilinx Sales Manager chairs the Advisory Committee and serves as co-chair to the CD&amp;F subcommittee. We look forward to tours, shadowing opportunities and internships for students at Xilinx, Inc. We continue to work with our NASA-Ames liaisons to further develop project interest and contacts. Community groups and foundations continue to be contacted in order to secure funding guidelines, funding priorities and interests.</td>
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<td>AREAS REQUIRING SUPPORT</td>
<td>AMES Research Center (UCP of Santa Clara/ San Mateo Counties)</td>
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<td>Continued technical assistance will be requested from UCP/PGMC and/or the President’s Committee as the need arises. We thank you for the copy of the national program evaluation data. Continual sharing of successes and program ideas which have worked at other HS/HT Project sites. Again, please thank Dillard for his assistance in making certain that someone from NASA-Ames continues to be assigned as a liaison to the High School/High Tech Project. That role is seen as critical to the overall success of the Project.</td>
<td>Our program has had requests for materials (the HS/HT brochure and routine forms) in alternative formats, i.e., Large Print, Spanish, etc.</td>
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NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH
Project Updates - November 15, 1996 through February 14, 1997 (2nd Quarter)

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**MAJOR STEPS IN THE SECOND QUARTER**

The High School/High Tech Kick-Off Event was held on November 20, 1996. The event was a success, with over 50 people in attendance. Kim Nelson, past project director, submitted her resignation citing personal reasons in the end of November. Leigh Leslie was hired on January 23, 1997, as the new project director for High School/High Tech. Ms. Leslie has a Bachelor of Science degree in Communication Disorders and has been working with individuals with disabilities and their families since the early eighties. Ms. Leslie attended the High School/High Tech project workshop that was held in Washington, D.C. on January 23rd - 24th. The workshop served as an excellent orientation to the project.

3-20-97

- Report not yet available -

United Way Services’ Collaborative Action Fund has awarded us grant funds for expansion of HS/HT (see “Attempts to Secure Funding”).

Five activities were held during the Project’s second quarter, wrapping up Semester 1 and launching Semester 2.

Semester 2 (Feb. 1 - May 9) Menu of Activities was finalized and distributed to students, liaisons and other involved school personnel. Seventeen activities are offered during Semester 2. These include 12 new activities: a Job Skills Workshop and video conference (see next item); “Women in Science” hands-on workshop sponsored by local college; tours of NASA LeRC’s solar cell research facility and laser/optical diagnostics lab; introduction to the engineering department of local community college, with overview of services provided to students with disabilities; tour local headquarters of national financial institution; “Design a Website for HS/HT” workshop; presentation on careers in product development & engineering, with tour of Rockwell Automation’s headquarters; job shadowing at major medical center in department of safety & hazardous chemicals monitoring, medical illustration, pathology, physical therapy/occupational therapy, and medicine.

A half-day Job Skills Workshop was held February 1 at the Ohio Aerospace Institute to launch the Semester 2 HS/HT session and prepare students for summer work experiences. More than 50 students, parents, teachers and volunteers attended the event. Attendance at this workshop, or a reasonable excuse, was a requirement for students intending to apply for NASA Lewis summer internships.

Following a brief introduction, students attended one of the two following seminars:

1) **Accessing the Internet** – OAI staff led students on a tour of the WWW with a focus on locating college, employment and career exploration information.

2) **Resume Writing & Interview Techniques** – UCP staff covered all the basics in this program especially recommended for juniors and seniors who plan to participate in the summer work program.
| AMES Research Center  
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| (UCP of Texas) | Lewis Research Center  
| (UCP of Greater Cleveland) |

MAJOR STEPS IN THE SECOND QUARTER (Continued)

| Following the seminars, students gathered in one of OAI's electronic classrooms for an hour-long video conference with a few selected HS/HT students from the Goddard Space Flight Center. Students on both sides shared information on their summer work experiences, HS/HT activities, and their college and career goals. |

| Groundwork and initial planning has been done for the March workshop to design a HS/HT Website. |

| Planning and implementation of the summer work component is underway. Eligible students have submitted applications for NASA LeRC summer internships. (see Attempts to Secure Funding) |
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<tr>
<td><strong>STATUS TOWARD MAJOR MILESTONES:</strong></td>
<td><strong>The HS/HT Advisory Committee continues to meet on a regular basis. The last meeting was held on February 13th. At this meeting the committee decided to begin to selectively recruit new advisory committee members that will be able to assist with the overall fundraising effort. The committee discussed strategies to increase student and teacher participation in the project. The turnover in project staff during the past year has had an effect on student participation. However, there are many site tours scheduled for students prior to the end of the school year and the advisory committee is confident that student participation will only continue to increase.</strong></td>
<td><strong>The Committee continues to meet bi-monthly. Minutes are distributed following each meeting. Two new members added to Advisory Committee, representing Ohio Rehabilitation Services Commission’s Bureau of Vocational Rehabilitation, and a High School/High Tech parent. Our Advisory Committee met only once during the second quarter, due to inclement weather and the holidays. The focus of that meeting was Semester 2 activities and means of accessing appropriate summer work sites. It was recommended that a subcommittee be established to address/tackle this challenge. Committee members were also asked to provide questions/concerns they would like addressed at the NASA Workshop 1/23 &amp; 1/24. An immediate response was the problem of transportation, and how to secure funding.</strong></td>
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<td><strong>ADVISORY COMMITTEE</strong></td>
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<td>AMES Research Center (UCP of Santa Clara/ San Mateo Counties)</td>
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<td><strong>STATUS OF SCHOOLS/DISTRICTS</strong></td>
<td>The following school districts are participating in the project: the Houston Independent School District, the Clear Lake Independent School District, and the Pasadena Independent School District. A new district has expressed interest in participating in the project — the Humble Independent School District. The following schools are participating in the project: Clear Creek High School (15 students), Clear Brook High School (10 students), Barbara Jordan High School (11 students), Clear Lake High School (15 students), Pasadena High School (10 students), Worthing High School (3 students), and Sante Fe High School (4 students).</td>
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<td>Schools continue to identify new students. Registration materials are distributed accordingly. Four new students have entered the program since November. As word of the program spreads, we are receiving increasing numbers of requests for information from parents and school personnel outside of our currently participating districts. With receipt of expansion funds from UWS, we are now in a position to add districts. The Project Coordinator has scheduled faculty presentations at two districts in April in response to their request to participate; and has targeted a third district to approach this spring, based upon its number of students with identified disabilities. Our goal is to partner with 8 districts by 1998. (We currently serve 11 schools within 5 districts.)</td>
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<td>Four HS/HT students from the Cleveland Public Schools were selected to participate in a week-long experience at Space Camp in Huntsville, Alabama under the sponsorship of Space is Special, Inc.</td>
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San Mateo Counties) | Johnson Space Flight Center  
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| (UCP of Greater Cleveland) |
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| **SECOND YEAR KICK-OFF** | Plans are currently underway for another kick-off event in the fall of 1997. The event will be held at the Johnson Space Center during the month of October. | Discussion and planning has begun for an event to launch 1997-98 activities. |
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<tr>
<td><strong>ATTEMPTS TO SECURE FUNDING</strong></td>
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<td>UCP of Greater Cleveland received word in December that the Project was awarded expansion funding through United Way Services' Collaborative Action Fund. Under our agreement with UWS, written reports will be submitted in May and October focusing quantitative and qualitative achievements tied to stated project goals and objectives; evidence that measurable benchmarks are being met; details of project activities, focus, staffing, management and finances; and evidence of continued financial support beyond the grant period. We continue to identify corporate and private foundation resources for future Project funding. NASA Lewis has agreed to again guarantee a minimum of four summer internship slots to HS/HT students. Twenty student applications were submitted to NASA on 2/14/97. Applicants will receive word from NASA of their status by 4/15/97. Both Alberta Gooden and Terri Manns have been asked to participate in the interview process. The Project Coordinator has contacted three locally-based national corporations to host activities and a limited number of summer interns. Two of these organizations hosted activities during second quarter.</td>
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| The HS/HT advisory committee will be meeting this month to discuss prospective individuals to serve on the committee. Efforts are being made to identify individuals that have fundraising experience and established relationships with corporations that can be approached for future funding of the project. In addition, the project director is actively seeking out federal and state requests for proposals for grant funding. UCP Texas submitted an application to the Mutual of America, requesting that HS/HT be considered for the Community Partnership Award for 1997. Regarding the summer internship program, meetings have been scheduled to discuss potential funding from the Houston Summer Works Program (JTPA funds). In addition, the project director is trying to secure PIC funding. **Summer Internships** — Summer internships have been confirmed for the summer of 1997 at the following locations: * NASA — Johnson Space Center — 4 positions  
* National Weather Service Center — 1 position  
* McDonnell Douglas Aerospace — 1 position  
Efforts are still being made to secure more summer internship positions at other corporations. | | |
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<th>AMES Research Center (UCP of Santa Clara/ San Mateo Counties)</th>
<th>Johnson Space Flight Center (UCP of Texas)</th>
<th>Lewis Research Center (UCP of Greater Cleveland)</th>
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| **AREAS REQUIRING SUPPORT**                                   | At this point in time our main area of need continues to be access to HS/HT brochures and routine forms. Any additional support regarding potential funding sources would be most appreciated! | • Please extend to Dillard Menchan our sincere appreciation for his efforts in securing NASA’s continued support of HS/HT through August 1998!  
• Upon its completion, copies of a national evaluation tool. In the meantime, it would be helpful if we could obtain any hard or soft data you may have on a national level (demographics, # of students going on to post-secondary training, job placements, etc.). Testimonials/quotes from national sponsors (NAB, AAAS, Mitsubishi, etc.) that could be used in promotional literature would also be helpful.  
• The NASA HS/HT Workshop was a wonderful opportunity to meet fellow project directors and NASA staff. Dillard Menchan, Michael Hartman and Joe Puhalla offered particularly helpful advice. Thank you. |

HSHT (National) Correspondence #2 / UPDATE 2ND
### MAJOR STEPS IN THE THIRD QUARTER

The following are the most significant meetings/activities which took place during the 3rd Quarter. Planning meetings and activities for the noted 4th Quarter activities also took place during the 3rd Quarter. They are as follows:

- **HIGH SCHOOL/HIGH TECH: Highlights:** The Project developed, printed and disseminated more than 200 copies of their first Newsletter to Students, Teachers, Parents, Legislators and Corporations. There are plans to publish and disseminate the Newsletter Quarterly.

- **DIGITAL RESUME WORKSHOP:** In cooperation with the Digital Clubhouse, 11 students participated in a 5-day Workshop (March 17-21) designed to teach students about how to use advanced multimedia applications to create a job skills list and develop digital movie resumes.

- **TENCOR TOUR:** On March 27th, 6 students were paired with six TENCOR INSTRUMENTS’ employees for a five hour day of activities. Students were given an overview of the company and the types of jobs which are available. They spent 4 hours shadowing and meeting with their assigned “mentor” and some of his/her colleagues.

- **STARFEST ’97:** Arrangements were made to feature and promote High School/High Tech on the April 13th local airing of STARFEST ’97. The Event was shown on KGO Channel 7, the major ABC affiliate in the greater San Francisco Bay Area.

- **PIZZA PARTY:** On April 11th, a Student/Parent/Volunteer Pizza Party and presentation of the upcoming Video Productions Workshop and Young Eagles Program was held at XILINX, INC.

- **NASA/AMES: Angela Brumfield and Tony Hayes, NASA/AMES liaisons to the High School/High Tech Project both left the employment of NASA/AMES during the 3rd Quarter. Angie Saltier, an employee new to the Equal Opportunities Programs Office, was assigned by Dee Schallenberger, Chief, EOPO, as the new liaison to the Project. UCPA Project Staff met with Angie to share the history/philosophy of the project and talk about areas in which to work together for the continued success of the project. The meeting was very positive. Angie has been a quick learner and a valuable resource and contact.**

### Student/Teacher Participation

- **During the month of February and March, the project director focused on increasing the level of student participation and reconnecting with all the teachers that expressed an interest in being involved with the project. The project director contacted many students (and their parents), and teachers, via the telephone, made personal visits, and made every effort to establish contact with all individuals that attended the kick-off event in November 1996 and/or filled out HS/HT survey interest forms. Letters and flyers were mailed out to the entire mailing list for the purpose of publicizing all scheduled site tours. In addition, numerous presentations were made to both students and teachers. This targeted outreach has had a positive effect on the level of participation.**

### Lewis Research Center (UCP of Greater Cleveland)

UCP of Greater Cleveland was awarded a $15,000 grant for HS/HT by the Martha Holden Jennings Foundation. (See Attempts to Secure Funding)

Tim Monahan, our liaison with the Berea City Schools, has been hired as a Summer Work Coordinator. This is a part-time position. Tim will work with students and worksite supervisors to orient students with their summer positions, ensure that all accommodation needs are met, and monitor and evaluate the students’ progress to ensure a successful experience – both for the students and their employers.

Fourteen activities were offered during Semester 2 (Feb. 1 - May 23). These included: Job Skills Workshop and video conference, “Women in Science” career workshop; tours of NASA LeRC’s photovoltaic research facility, laser/optical diagnostics lab, icing research tunnel, graphics/visualization lab, computer services division; tour of community college engineering department and overview of services provided to students with disabilities; tour headquarters of national financial institution; “Design a Website for HS/HT” workshop; tour of Rockwell Automation’s product testing labs.

In March, seven students took part in a workshop at John Carroll University to design a HS/HT website. The site will be linked to UCP of Greater Cleveland’s new site, www.ucp.cleveland.com, with links to NASA and other related sites. Students included digital photos taken of themselves that day as well as reviews and photos from previous activities (scanned onto disk by NASA LeRC’s Aeropropulsion Research Program Office).

Twenty-two students submitted applications for HS/HT summer internships at NASA LeRC and four other local businesses. (See Attempts to Secure Funding)

Presentations were made to two new school districts who wish to participate in the 1997-98 school year. (See Status of Cooperative Schools/Districts)
NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH
Project Updates -February 15, 1997 - May 14, 1997 (3rd Quarter)

| AMES Research Center  
| (UCP of Santa Clara/  
| San Mateo Counties) |
| Johnson Space Flight Center  
| (UCP of Texas) |
| Lewis Research Center  
| (UCP of Greater Cleveland) |

**STATUS TOWARD MAJOR MILESTONES:**

**STATUS OF ADVISORY COMMITTEE**

The Advisory Committee is supported by two sub-committees: Corporate Development and Student Services. These Committees continue to meet on a regular basis but not as frequent as during the start-up process. Ongoing efforts are being made to expand all the committees to include other interested individuals. Outreach continues on an ongoing basis.

The committee is actively recruiting new members, representing the corporate/business communities, who will be able to assist in the overall fundraising effort by increasing the corporate base of support for the project. A representative of McDonnell Douglas Aerospace has agreed to serve on the committee. The committee also wants to provide the opportunity for students and educators to become more involved with advisory committee activities. One idea that is being considered is to hold advisory committee meetings at participating high schools, making it easier for students and educators to attend and provide input.

The committee continues to meet on a monthly basis, providing input and support to project staff.

The committee continues to meet bi-monthly, with minutes distributed following each meeting.

Meetings were held on March 6 and May 15. Issues covered include: Marketing the program to increase our pool of activity hosts and summer employers; outlining content for HS/HT website; Semester 2 activity status; summer internships; and an event (kickoff) to launch 1997-98 activities. The event will again be scheduled for early October. Staff and advisory committee members are investigating both the Great Lakes Science Center and the state-of-the-art Stokes Tower of the Cleveland Public Library as possible sites.

Two committee members announced their resignation at our May meeting. NASA LeRC’s Office of Equal Opportunity Programs has added staff and reassigned duties. As a result, Deborah Coteur is the new Disability Program Manager, and has assumed Alberta Gooden’s role as our NASA liaison and Advisory Committee representative. New to the disability arena, Deb is quickly becoming familiar with HS/HT and our students, and has already attended a number of activities. Alberta, who committed to remaining active as a volunteer and resource, was presented with a gift from the committee in appreciation for her dedication and commitment to HS/HT. Jerry Vanden Bosch of Analex Corporation, another very dedicated and active committee member, announced that he is being transferred to Colorado in June.
| AMES Research Center  
(UCP of Santa Clara/ 
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
|---------------------|-----------------|---------------------|
| CURRENT STATUS OF  
COOPERATIVE SCHOOLS/ 
DISTRICTS (including numbers  
of districts [or schools] and  
numbers of students from each) | Currently, there are six (6) school districts who have students involved in the Project.  
| Menlo/Atherton - 4  
| Fremont Union - 4  
| Eastside Union - 2  
| San Jose Unified - 2  
| Campbell Union - 1  
| Palo Alto Union - 16 | The following school districts are participating in the project: the Houston Independent School District, the Clear Lake Independent School District, the Pasadena Independent School District, and the Humble Independent School District. The following schools are participating in the project: Clear Creek High School (15 students), Clear Brook High School (10 Students), Barbara Jordan High School (11 students), Clear Lake High School (15 students), Pasadena High School (10 students), Worthing High School (3 students), Sante Fe High school (4 students), and Humble High School (1 student). The Humble High School is a new school that has expressed interest in participating in the project and student participation will increase during the next school year. | Sixty students from the following school districts are participating in the project:  
| Berea City School District  
| --Berea High School (3 students)  
| --Midpark High School (4 students)  
| Cleveland Public Schools  
| --Jane Addams High School (1 student)  
| --Lincoln West High School (23 students)  
| --J.F. Rhodes High School (4 students)  
| --South High School (2 students)  
| Cleveland Hts / University Hts. City School District  
| --Cleveland Heights High School (12 students)  
| Parma City School District  
| --Normandy High School (3 students)  
| --Parma Senior High School (2 students)  
| --Valley Forge High School (5 students)  
| Orange Schools  
| --Orange High Schools (1 student) | In April, the project coordinator presented information to administration and staff of Brunswick City Schools (Brunswick High School) and Brecksville-Broadview Heights City Schools (Brecksville High School). Both districts plan to participate in 1997-98, and have begun identifying potential students for next year. Presentations for new students/parents will be scheduled at both schools in the fall.  
<p>| Additionally, Cleveland Public Schools has been approached to expand HS/HT to all 15 of the district’s high schools. |</p>
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<tr>
<th>AMES Research Center</th>
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**ATTEMPTS TO SECURE FUNDING SPONSORS (for summer employment and for project year three)**

Efforts continue to identify future funding resources for the Project. A proposal was submitted to ADOBE SYSTEMS for both Project and Intern support. The proposal was not funded. However, ADOBE SYSTEMS did provide $2,400 (retail value) worth of software which will be used to support the project. They have also committed to a tour during the summer and have expressed interest in providing mentors for some of the students. Indications are that they might provide internship opportunities in the future and that they may financially support those interns.

A proposal is being developed to submit to Silicon Graphics to request some support for internships and partial underwriting of the summer camp at San Jose Community College.

Funds to support at least 2 and possible 3 interns at NORTEL have been secured. NORTEL may also offer some additional financial support in the future.

Efforts continue at XILINX to secure funding and internship possibilities.

As of this date, no new major source of funding has been secured.

The following activities have been undertaken for the specific purpose of developing the level of financial support at the local level:

- A grant proposal was submitted to the NASA Johnson Space Center requesting financial support in the amount of $5,000.00 to plan, organize, and implement a High School/High Tech conference in conjunction with the annual kick-off event. Approval of proposal is pending.
- Identification and recruitment of new advisory committee members that represent the corporate and business communities.
- McDonnell Douglas Aerospace has agreed to pay the salary of the 1997 summer intern.
- 6 HS/HT interns will be paid out of JTPA funds.
- A Fund Development plan will be developed this year to ensure continuation of the project after year three.

UCP of Greater Cleveland received word in April that the Project was awarded $15,000 in grant funding from the Martha Holden Jennings Foundation. A representative from the foundation has scheduled a site visit in mid-June.

We continue to identify corporate and private foundation resources for future Project funding.

Twenty-two students submitted applications for HS/HT summer internships. Interviewing and placement for the following positions is scheduled for late May/early June:

- NASA Lewis Research Center: 4-6 positions
- Rockwell Automation/Allen-Bradley: 2-4 positions
- MetroHealth Medical Center: 2 positions
- SoundCom Corporation: 1-2 positions
- Silver Screen Media, Inc.: 1 position

Our goal is to place 10 summer interns in 1997; 20 in 1998.
| AMES Research Center  
(UCP of Santa Clara/
San Mateo Counties) | Johnson Space Flight Center  
(UCP of Texas) | Lewis Research Center  
(UCP of Greater Cleveland) |
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<td><strong>AREAS REQUIRING SUPPORT OF UCP/PGMC OR PRESIDENT’S COMMITTEE</strong></td>
<td>Continued technical assistance will be requested from UCP/PGMC and/or the President’s Committee as the need arises. We request copies of national program evaluation data as it becomes available. Continual sharing of successes and program ideas which have worked at other HS/HT Project Sites.</td>
<td>The annual kick-off event will occur in September. This year we are planning to hold a one day conference in conjunction with the kick-off event. Attendance and active participation in this event by representative(s) of UCP/PGMC or the President’s Committee would be extremely welcomed! Increased communication pertaining to how the other projects are faring would be greatly appreciated - perhaps a HS/HT national newsletter?</td>
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<td>****</td>
<td>****</td>
<td>• Addresses for HS/HT websites, or on-line resources mentioning the program. I’ve been unsuccessful in my searches.</td>
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<td>****</td>
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<td>• Thanks, Charles, for forwarding copies of the Data Tracking Instrument you’re using with new participants. I understand from Dick Sheppard that it may be some time before he is able to turn his attention to completing the Paradox format. In order to move this project forward — and recognizing that each of us could benefit from a consistent long-term evaluation tool — I suggested that the NASA projects might be willing to assist in “field testing” and fine tuning his current draft. Let me know what you all think.</td>
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<td>****</td>
<td>****</td>
<td>• Congratulations, Dillard on receiving UCP’s Outstanding Community Service Award!</td>
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### NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH

**Project Updates - May 15, 1997 - August 14, 1997 (4th Quarter)**

#### MAJOR STEPS IN THE FOURTH QUARTER

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<td>The following are the most significant meetings/activities which took place during the 4th Quarter. They are as follows: High School/High Tech: Highlights: Major efforts during the 4th quarter were as follows: NASA/AMES: Angie Salter, an employee new to the Equal Opportunities Program Office, who became the liaison to the HS/HT Project during the final weeks of the 3rd quarter. Angie has been an extremely valuable and supportive member of the team. She has fully embraced the program and was key in securing placement for a second intern at NASA/Ames during the summer. She has pledged her ongoing support and plans to work with UCAPA to identify, at a minimum, 4 to 5 positions at Ames next summer. She will continue to work with UCAPA on other activities in cooperation with NASA/Ames, i.e. tours, corporate and volunteer recognition, etc. Public Service Announcement/San Jose Police Department: In cooperation with the San Jose Police Department, HS/HT students developed a 30 second PSA about the HS/HT program. The activity took more than 20 hours to fully develop the story board, select photos and music and produce. The PSA was shown to all present at the Nortel site visit. (A copy of this “first” PSA will be forwarded at a later date.) The PSA will be used as one of the vehicles to promote the program during the 3rd year of the Program. Students will have the opportunity to develop an update version at a later date. Transportation: Met with appropriate students and staff of the county Paratransit Program to register, educate and train several HS/HT students on this transportation resources. This was extremely valuable as it, keeping with our goal of fostering independence, allowed students to get to events and summer intern sites independently. (A great self-esteem builder!) Young Eagles: Students had the opportunity to fly in a small air craft as part of the Young Eagles Project. The program is designed to teach young people, aged 9-18 about small planes and flying. Needless to say, there is some significant “high tech” in this area. XILINX Tour/Shadowing Event: On June 20th, 7 students were paired with seven Xilinx employees for a seven hour</td>
<td>Leigh Leslie submitted her resignation as Project Director of High School/High Tech after her husband accepted the position of Executive Director of Ecumenical Ministries of Oregon. We were all sad to see her go but know that she will enjoy Portland very much. Elizabeth Schwartz took the position of Project Director for the Houston High School/High Tech project on July 15, 1997. She formerly was Coordinator of GED and Job Training programs at the Edward H. White Memorial Youth Center and had collaborated with High School/High Tech in placing students in summer work experience. As result, she is familiar with the project and its goals and already knows many of the participating students and teachers. Eight High School/High Tech students were placed in paid internships this summer. Four students were placed at NASA Johnson Space Center, 2 at Memorial Hospital Southeast, 1 at McDonnell Douglas, and 1 at United Way of the Bay Area. Two of the positions at NASA were funded by JTPA funds from Houston Works, and two of the positions were funded by JTPA funds from Ed White Youth Center. McDonnell Douglas funded the wages for the High School/High Tech intern who was placed at their site. The wages for the students who worked at Memorial Hospital Southeast and United Way of the Bay Area were funded by JTPA funds for Ed White Youth Center. Elizabeth Schwartz made a presentation to the ACTION committee in Houston in mid-August. This committee meets once a month and is composed mainly of social workers who work throughout the city. There were approximately 25 members present to hear about High School/High Tech. The committee was impressed with all the promise that High School/High Tech offers to high school students with disabilities. The project will appear in their next newsletter for all of those who did not attend the meeting to hear the presentation. In addition, the literature that was passed out in the meeting has already been passed on. One of the members is a social worker with HISD. She copied and passed out her description of High School/High Tech to all of her counterparts at HISD. The word is definitely getting out and is being very well received.</td>
<td>STAFF CHANGES: Debbie Fragapane has been named the new Project Coordinator for HS/HT, as Terri Manns accepted another position at UCP. She is the new Assistant Director of Public Relations &amp; Development. Cleveland’s HS/HT expansion has led to the addition of a part-time position with the Program, and Georgia Pell has been named as the Asst. Project Coordinator. SITE VISITS: United Way Services and the Martha Holden Jennings Foundation conducted site visits at NASA in August. The purpose of the visits were to evaluate the Program to secure funding for the third year. SUMMER WORK EXPERIENCE: Nine(9) students completed the SWE. The goal of obtaining an average wage of $6.21/hr per student was met, with 89% of a 40 hr/wk per student met. Below is a breakdown of SWE: NASA LEWIS RESEARCH CENTER - five(5) students worked 40 hrs/wk for eight (8) wks, for $6.40/hr. METROHEALTH MEDICAL CENTER - three(3) students worked 30 hrs/wk for five (5) wks, for $6.00/hr. SOUNDCOM - one (1) student worked 32 hrs/wk for six (6) wks, for $6.00/hr. The five(5) NASA interns completed technical presentations at the end of their SWE. The presentations took place at Ohio Aerospace Institute and were part of a full day of presentation with other internship programs that NASA currently runs. Pre and Post Skills Assessment Forms were devised and implemented for evaluation of SWE. Tim Monahan has completed his position as the SWE Coordinator. Tim continues to be the HS/HT liaison for the Berea City School District. SEMESTER I KICK-OFF: Set for Saturday, October 4 at The Great Lakes Science Center from 2:00pm-5:00pm. NASA has agreed to underwrite the cost of students admission. Agenda follows: 2:15pm-3:00pm - “Getting The Most From HS/HT” - providing information on 1997-98 activities; exploring career paths; program and school resources; presentations by students who completed SWE. Registration materials have been sent to 1996-97 students who completed SWE: 3:00pm-4:00pm - “Africa: The Serengeti” movie in OmniMax Theater 4:00pm-5:00pm - “cryogenics: A Cool Lesson” - a hands-on...</td>
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### MAJOR STEPS TAKEN IN THE FOURTH QUARTER:

- Students were given an overview of the company and the types of jobs that are available. They spent 4 hours shadowing and meeting with their assigned "mentor" and some of his/her colleagues.

- Nortel Tour/Shadowing Event: On July 11th, 8 students participated in a tour and shadowing experience at Northern Telecom. The students toured the facility and had an opportunity to shadow employees involved in a variety of areas. Three students were placed at Nortel for summer internships.

- Teleconference at NASA/Ames: On July 23rd, 3 HS/HT interns participated in a teleconference with other HS/HT interns at other NASA sites.

- Adobe Tour/Shadowing: On July 23rd, 8 students participated in a tour and shadowing experience at Adobe. The students toured the facility and shadowed employees.

- Internships, 5 HS/HT students were placed in summer internships, 2 at NASA/Ames and 3 at Northern Telecom. One of the students placed at Northern Telecom, Nortel, has been asked to continue work on a part time basis from home while he begins his college work. UCPA is working to identify adequate funding to purchase the computer equipment which he needs to continue his employment at Nortel. Clearly, High School/High Tech achieves the desired results!

- Publicity: UCPA SC/SM hired an individual, Lynne Spencer, to concentrate her efforts in the areas of public relations and fund development. One of her first assignments was to publicize/promote High School/High Tech. Lynne was successful in getting press coverage in two local papers as well as the business journal. NASA/Ames and Nortel also had significant articles about the interns in their internal publications. All of these articles have been distributed and will continue to be so through community fairs, special meetings and ultimately over UCPA SC/SM's soon to be "launched" website.

- Summer Camp at City College of San Jose was held for 35.75 hours. This program focused on self advocacy for students with a disability through an understanding of the Americans with Disability Act (ADA) and its applications to each students' needs. Students were eligible to receive 1.5 units of college credit.
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<tr>
<th>STATUS TOWARD MAJOR MILESTONES:</th>
<th>STATUS OF ADVISORY COMMITTEE: The Advisory Committee continues to be supported by two subcommittees; Corporate Development and Student Services. These Committees continue to meet with ongoing efforts to continue to expand their membership. Ongoing efforts are being made to refine and expand all the committees to include other interested individuals.</th>
<th>STATUS OF ADVISORY COMMITTEE: The High School/High Tech advisory committee continues to meet on a monthly basis. Patsy Smiley has joined the committee as a representative of the human resources department of McDonnell Douglas (now Boeing Aerospace). Also, two Vocational Adjustment Coordinators - Laura Coughlin and Carrie Mullins - from the Clear Creek Independent School District have joined the committee. So that school personnel can more easily attend these meetings, they have been changed from morning to afternoon meetings. It has also been decided that the meeting place should be alternated each, every other month the meetings will take place at NASA. Meetings for the altering months will be held in downtown Houston at the metropolitan Multi-Service Center. This should ease the travel burden for some of the advisory committee members.</th>
<th>STATUS OF ADVISORY COMMITTEE: The Committee continues to meet bimonthly, with minutes distributed following each meeting. The last meeting was held August 12. Issues covered include reaching new goal of enrolling 100 students for 1997-98; line-up new career activities and expand the reach of opportunities; explore opportunities to generate funding; Semester 2 Workshop details outlined. (The Workshop will be held at the Natural History Museum); a member of the Committee expressed interest in developing a Parents Committee.</th>
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<td>CURRENT STATUS OF COOPERATIVE SCHOOLS/DISTRICTS</td>
<td>SELECTION OF SCHOOLS/DISTRICTS: Currently, there are six (6) school districts who have students involved in the Project. They will remain the primary focus during year three as it is clear that significant effort is required to maintain relationships within each district. They are: MENTO/ATHERTON, FREMONT UNION, EASTSIDE UNION, SAN JOSE UNIFIED, CAMPBELL UNION, and PALO ALTO UNION.</td>
<td>CURRENT STATUS OF COOPERATIVE SCHOOLS/DISTRICTS: With the beginning of the 1997-98 school year, the project director has made many contacts and inquiries with school personnel and administrators to select schools and districts to participate in the project. It is hoped that during this school year there will be an increased participation from the Houston Independent School District. There has been much talk and interest to indicate that this hope is shared by HISD administrators. The following school districts indicate that this hope is shared by HISD administrators. The following school districts have expressed interest and enthusiasm in participating in High School/High Tech. Clear Creek Independent School District, Houston Independent School District, and Pasadena Independent School District. Since Houston is so large and spread out the issue of transportation is of great import. Discussions with school personnel have centered largely around this issue. All three of these school districts have committed to providing transportation to and from school year activities. This would include transportation for approximately one outing per month per school. (Public transportation does not reach many areas of Houston.)</td>
<td>CURRENT STATUS OF COOPERATIVE SCHOOLS/DISTRICTS (including numbers of districts or schools and numbers of students from each): Sixty students from the following school districts participated for 1996-97: Berea City School District: Berea High School (3 students) Midpark High School (4 students) Cleveland Public Schools: Jane Adams High School (1 student) Lincoln West High School (23 students) J.F. Rhodes High School (4 students) South High School (2 students) Cleveland Hts/University Hts. City School District: Cleveland Hts. High (12 students) Parma City School District: Normandy High School (3 students) Parmar Senior High School (2 students) Valley Forge High School (5 students) Orange Schools: Orange High School (1 student) The 1997-98 has the addition of the Brecksville/Broadview Hts. School District and the Brunswick School District. A meeting will be set in early September to meet with the Lakewood School District for enrollment in HS/HT. 15 students have graduated from high school leaving student enrollment at 45. With the addition of two (2), possibly (3) school districts, we will be able to meet our goal of enrolling 100 students.</td>
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**NASA HEADQUARTERS HIGH SCHOOL/HIGH TECH**  
**Project Updates - May 15, 1997 - August 14, 1997 (4th Quarter)**

**AMES Research Center**  
**UCP of Santa Clara**  
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<td>ATTEMPTS TO SECURE FUNDING: Effort continue to identify future funding resources for the Project. Nortel provided full underwriting for the 3 student interns. Silicon Graphics funded UCPS SC/SM’s proposal in the amount of $4,662 to help underwrite some of the cost of the college summer camp and other activities. Efforts are ongoing to identify and secure support from Corporations and Foundations/ Effort continue at Xilinx to secure funding and internship possibilities.</td>
<td>ATTEMPTS TO SECURE FUNDING: Attempts to secure funding sponsors (for summer employment and for project year three). Approval of a grant proposal that was submitted to NASA Johnson Space Center for $5,000 is pending. In addition to this grant, NASA is considering supporting 6 interns and their wages for summer 1998. A presentation will be made in October to the committee that decides disbursements from McDonnell Douglas’s Employee Community Fund. Patsy Smiley, advisory committee member, and Elizabeth Schwarz, project director will make this presentation. Patsy Smiley is confident that some form of support will be forthcoming after this presentation. In addition to this support she is looking into the possibility of supporting more than one summer intern for 1998. They were very impressed with the arrangement that was made for their one 1997 summer intern. In addition, the project director will attempt to set up a meeting with Terry Hudson, Executive Director of Houston Works (administrator of JTPA funds within the Houston city limits) to discuss a partnership between our two organizations. This partnership would include funds for summer internship wages and the staff to monitor and ensure the development and success of these internships.</td>
<td>ATTEMPTS TO SECURE FUNDING SPONSORS (for summer employment and for project year three)- HS/HT staff will attend the Fourth Annual National Satellite Teleconference--&quot;Access For All: Making it Happen!&quot; Sponsored by The Howard University Research and Training Center for Access to Rehabilitation and Economic Opportunity. The Teleconference will be held at NASA. We expect to continue receiving funds from United Way Services, The March Holden Jennings Foundation and NASA. We continue to identify corporate and private foundation resources for future Project funding.</td>
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<td>AREAS REQUIRING SUPPORT OF UCP/PGMC OR PRESIDENT’S COMMITTEE: We appreciate the ongoing support that Charles McNelly has offered and provided. His site visit in July was very positive and productive. Continued technical assistance will be requested from UCP/PGMC and/or the President’s Committee as the need arises. Continual sharing of successes and program ideas which have worked at other HS/HT Project sites.</td>
<td>AREAS REQUIRING SUPPORT OF UCP/PGMC OR PRESIDENT’S COMMITTEE: Dick Sheppard from the President’s Committee attended the July, 1997 advisory committee meeting. He gave an update on High School/High Tech on a national level and provided input and advice for the project locally. This support is very much appreciated! Charles McNelly has provided support to the new project director via telephone. He has also scheduled time on September 18 to meet with the project director and discuss his experience with the program and ideas for the future of the Houston project. This will be valuable input and a great help to the project director. The annual kickoff event is scheduled for September 19, 1997 at NASA’s Gilruth Center from 1:30 pm to 5:00 pm. Attendance and participation by representatives of the President’s Committee and UCPS/PGMC is anticipated and appreciated.</td>
<td>AREAS REQUIRING SUPPORT OF UCP/PGMC OR PRESIDENT’S COMMITTEE: We now have 15 students that have graduated from high school that participated in HS/HT. We are in need of a long-term evaluation tool to see if these students go to college and follow a career with high tech. A new communication tool between all HS/HT organizations that will let each site know of companies and organizations they are working with. If we can share the information, we might be able to find companies that have satellite offices or plants in other cities. We can then contact those companies for activities and workshops.</td>
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HSHT (National) Correspondence #2 / UPDATE 4th
ATTACHMENT A OF FINAL REPORT

HIGH SCHOOL/HIGH TECH
1997 SUMMER WORK EXPERIENCE PROGRAM

LISTING OF JOB DUTIES BY PARTICIPANTS*

Introduced to creating a WebSite
Assisted at circulation desk
Completed self-tutorial program for Microsoft
Trained by librarian - how to stack books
Used map of NASA base to locate different buildings
 Visited and communicated with Germany, Austria and New Zealand on the Web
Used "Learn to Type" program
Learned Netscape Navigator for Goddard Space News Updates
Used Word DOS 5.1 to correct data on swordfish
Updated graphs showing the number of swordfish caught in Peru between 1947 and 1994 using Harvard Graphics in Windows
Updated graph entitled "Ecuador: Imports of Sharks (fresh, frozen, fins) in Harvard Graphics program"
Moved information from graphs to spreadsheet
Faxed summary of work to supervisor in Seattle, Washington
Used MacRight Program to complete office memos
Exposure to Multi-Axis Cutting Machine
Exposure to Melting and Vaporizing Machine for the precision formation of parts for space shuttles
Exposure to Rotating Cutting Machine that makes several different cuts on object (piece of metal) and works in conjunction with the CAD computer program
Exposure to the GIANT Assembly Table for assembling solar panels for the Hubble Telescope
Exposure to 6 AXIS machine tool Robofil 300
Exposure to Power Supply Pack used to restore battery power to rocket engines
Learned CERTS (Rocket Program)
Used spreadsheet to organize data and notebook information
Typed for 15 minutes each day using Marvis C typing software to improve typing skills
Scheduled 15 minutes each day to use various software programs
Completed address directory using Gateway 2000 computer
Worked on database program sorting and filing information by voucher numbers
Filled construction submittals
Learned how to send electronic mail
Placed correspondence in alphabetical order according to names
Arranged field papers according to months
Reorganized filing system
Sent mail FedEx
Typed routine department memos

1 of 8
Used Electronic file system (Rotation)
Used multi-line telephone system
Used Electronic typewriter
Researched assigned topics in the NASA library
Completed 3-D graphs and pie graphs on the computer
Trained on Excel by supervisor
Operated paper shredder
Used Ami Pro Software program
Learned evaluations and employee’s awards
Learned to manipulate computer mouse to edit the graphics of current drawings related to the TOP HAT (Balloon Program)
Received extensive training in OrChad a schematic computer program for electronic drawing
Merged an address directory of DOT employees across the country in alphabetical order
Learned Spell check and alphabetizing using Ami Pro software
Stuffed envelopes
Typed and affixed address labels; typed labels
Learned to merge and access documents
Inventoried computers
Learned how to operate book check system at the library
Learned and used Internet to learn about flight dynamics systems and computer language
Learned E-mail
Developed summer report about job tasks
Learned about the Personal Computer using Windows and Excel
Introduced to Anix World
Read manual and took notes on PowerPoint and Word 7.0 for Windows 95
Developed and worked on project using Excel software imputing data for thirty people
Learned how to use Password to get into computer
Developed a Summer Staff Profile using Microsoft Word
Removed cabling, drives and network cards from computer
Worked with McDonnell Douglas Web Page on Internet
Completed ID process for merger to new company
Loaded new programs into computer
Developed computer spreadsheet computer skills
Opened new folders on the computer
Repaired computers
Installed software on computers at NASA
Organized software packages into correct order
Repaired Fax machine
Took pictures of employees for ID’s in preparation for McDonnell Douglas upcoming merger
Learned Vision Drawing Program on computer
Learned to install software from another employee
Learned how to open folders (directory file) on computer and saved numbers new ID’s for merger
Determined how to save badge number for ID process for merger
Made telephone calls for supervisor
Worked front desk and buzzed visitors in
Learned computerized Vision-Drawing program
Tested radiation accelerators
Learned how to check and run a molecular pump
Learned Autosheet
Learned how to set-up and check vacuums in radiation department
Checked visitors into restricted area at NASA
Worked on accelerators: added oil, cleaned out, readied for use
Checked amount of power going through Radioactive Sensor Unit
Set-up for projects in radiation or accelerator chambers
Experienced work with radiation detectors
Learned how to take apart radiation detector and how to use equipment in the NASA facility
Transported equipment to various sites on base
Learned to operate PC
Learned Microsoft OfficePro Word
Learned Microsoft OfficePro Excel
Learned Microsoft Office Power Point
Labeled documents
Distributed mail within FTA division; distributed mail
Faxed office paperwork
Developed spreadsheet to assist in spacecraft analysis
Analyzed graphs and developed graphs for different projects
Shelved books in NASA library
Used Remora program
Used Program Manager
Used Lotus cc:Mail
Worked in Netscape Internet
Updated NOAA HomePage titled “Fisheries Statistics and Economics Division on Recreational Fishing of Stripped Bass”
Viewed reports and graphs on computer
Used Netscape Bookmark
Used Hypertext
Learned to cut, copy, and paste computer information
Searched Web for data on lakes used for fishing across the United States
Worked in Program Manager calculating the percentages of Waves in the Mid-Atlantic & North Atlantic contributing to best time to fish
Used math skills on computer calculator
Retrieved and sent E-mail and Lotus cc:Mail to supervisor informing him of weekly reports
Started reading Microsoft Office 1997 Guide
Used Microsoft Excel to build a spreadsheet analyzing spacecraft data
Built trend plots using Excel to determine how spaceships will perform in the future
Cataloged boxes according to parts inputting data into a spreadsheet
Cataloged resistors using Code
Assisted in installing WordPerfect at NOAA
Assisted in connecting a computer the Internet
Loaded Organizer program
Developed E-Mail configurations
Mounted software
Analyzed computer network for CD ROM, processing, memory, hard drive space
Answered “Help” computer calls
Installed mouse drives
Installed Reach-Out program on LapTop
Reconnected a LAN:Local Area Network cables
Copied files from Macintosh to Network and back to a PC
Formatted hard drives
Installed WIN 32 program to run a 32-bit application
Updated Publication Office’s mailing list across the United States using a computer
Assisted supervision on a campaign on Women’s Health Issues
Assigned to the Habitat section of NOAA library to catalogue using Preset program
Computed bibliography search in NOAA library
Updated mailing list Oregon Natural Resource Council Netscape listing
Followed flowchart to file documents for the Dragon Oil Spill case
Introduced to general transportation issues
Submitted reports to supervisor after reviewing documents on bridges from across the United States
Answered telephone
Cataloged Hubble Telescope parts
Organized and cataloged Code parts
Proofread documents
Filed documents USDA library
Completed Safety, Occupational Health & Environmental Inventory for computers and AV equipment in USDA building
Co-designed standard form for Safety Manager to use for staff meeting agendas, announcements, etc.
Input Material Safety Data Sheets into BARC MSDS computer system
Completed data entry using a scanner forming a database for safety documents; used scanner to compile a database
Used Harvard Graphics to select design for project
Designed layout and completed a spreadsheet
Set up file for document, scanned document, inserted picture of document in databank, and saved
Loaded Windows 95
Upgraded computer to CTA compatibility
Accessed Internet
Reformatted hard drive
Reinstalled software
Downloaded software
Designed personalized Web Site
Trained to repair computers within CTA
Operated various AV equipment for departments
Sorted tapes and films and discarded obsolete materials
Worked with Acronym Software
Worked with Microsoft OfficePro Excel
Learned to create spreadsheets
Answered telephone (many responded with this)
Completed data entry (many responded with this)
Used Xerox machine (many responded with this or other photocopy processor)
Worked on the AST system, Word Perfect 5.0
Learned Microsoft Works
Worked with Remedy CDS
Learned DB-3
Surfed Internet for career options
Used E-mail to check and print messages
Completed data entry project
Worked with Microsoft Access
Inventoried hardware at NASA
Learned to operate book check system
Learned Windows 95
Searched for information on FDA's HomePage
Answered telephone and filled requests for information from the Press Office
Retrieved information from FDA's HomePage and from press releases
Entered names of chemicals into the computer forming an accessible data base
Compiled a databank of chemicals in the laboratory
Compiled program for Sustainable Agriculture and IBM Employee Field Day
Learned water quality analysis in the laboratory
Learned invertebrate sorting in the laboratory
Learned invertebrate identification in the laboratory
Learned well installations in the field
Learned about rain gauges in the field
Learned about pool depths in the field
Learned about water sample analysis in the field
Training related to wetland research including sample collection, identification and classification of invertebrates
Completed analysis of water samples from wetlands
Completed seining for fish and amphibians
Exposed to subterfuge machine
Exposed to Turbidimeter
Exposed to water quality devices
Exposed to electronic weigh scale
Exposed to Electronic microscope
Exposed to Electronic meters
Learned data collections and entry classification
Learned research skills on the Internet
Learned measurement
Learned weighing objects on an electronic scale
Learned sample identification techniques
Exposed to electronic water analysis meters to determine specific characteristics of water for quality analysis
Seined for tadpoles and fish
Hard held net used to catch aquatic animals
Used electronic meter to determine water table levels
Used several electronic meters to analyze water characteristics
Collected macro invertebrates
Sorted macro invertebrates in laboratory
Used library’s HomePage to research information about Pathfinder
Used data processing Netscape 3.5 to type “10 Facts About Pathfinder”
Familiarization with “Mission to Planet Earth” Program
Used Profile Maker Pro
Answered “Help” calls by going to different buildings for computer problems
Traveled with cable repairmen two days weekly to fix problems
Labeled and installed network jacks for cable units
Sent E-mail reports to employees
Searched for information about colleges on Internet
Read manuals about “Mission to Planet Earth”
Read manuals about satellites
Entered CASE numbers forming a cross-reference index using spreadsheet CAS
(Chemical Abstract Service Registry Number)
Compiled list of chemicals where CASE number could not be found
Filed, copied and logged data into computer
Learned filing system of office
Oriented to computer applications for personnel records
Sent out newsletter through E-mail
Learned how to test new programs and how to operate system upgrade
Learned Dbase III+ and Property Management and Accounting System
Learned DbaseIII+ and Printing, Graphics and Photographic System
Input/deleted/modified data in spreadsheet reports
Tested new C++ language-based system
Completed updated resume
Exposed to FRA Property Management System; database management and spreadsheet
Removed and replaced motherboards
Inserted memory chips to upgrade memory to 8mb
Repaired five computers within agency
Learned Microsoft OfficePro Access Program
Observed weighing of dry meat on electronically calibrated scale
Recorded weight of dry meat samples on Quatro Pro IBM compatible computer
Washed slides with alcohol cleansing solution
Organized and updated files for different research scientists
Observed pig sacrifice; pig was unconscious, blood was spilled, head removed, and all organs were removed
Developed spreadsheet and recorded data on Gateway 200 in Quatro Pro: measurement, weighting, grinding, sectioning, cooking, objective measurement
Gathered data for Tenderness Quality Testing involving monitoring temperature under pre-established protocol in order to eliminate variability
Performed proximate (chemical composition) analysis of meat samples
Performed histochemical evaluation of muscle samples from sectioning and staining
Performed tenderness analysis of Hydrodyne meat samples involving scientific laboratory cooking methodology and sheer force tenderness determinations
Exposed to electronic microscope
Exposed to electronic meat scale
Exposed to Leco - a machine that extracts “things” from dry meat
Exposed to 2800 Frigocut - a machine that slices frozen meat samples “super thin”, placed on slides, and viewed through a high-powered microscope
Exposed to Warner-Bratzle-Sheer which measures the amount of force required to cut through a pre-determined amount of meat
Exposed to Thermal Coupler to determine meat temperature
Learned to determine the quality of meat samples
Exposed to electronic meat grinder
Exposed to Ohaus Galaxy 110 scale
Sorted, distributed, and resealed mail
Soldered circuits
Worked with PSSIM Level Shift board
Mounted resistors on the header socket
Learned to fabricate non-flight cables for UARS system
Learned and listed the procedures needed for soldering
Identified tools and parts needed for each project
Learned resistor color codes, gauges of wire, safety procedures, and how to check from point to point using a meter
Learned “net list” procedures for connecting wires for breadboard
Used Fluke #7 Multimeter computer
Required to complete reading on color code and OHMS Law
Completed wire wrapping procedures
Totaled budget sheets for department
Learned about Goddard’s Distributed Active Archive Center (DAAC) part of NASA’s Earth Observing System (EOS) through World Wide Web
Learned about the Upper Atmosphere Research Satellite (UARS) to study Global Ozone Change
Introduced to Global Satellite positioning
Introduced to high frequency/low frequency world-wide communications network
Learned how USCG uses system to support private and commercial navigation functions
Viewed E-mail messages and suggested disposition to supervisor
Processed travel vouchers using spreadsheet program
Audited files for EEOC data
Sorted/edited/reviewed information using OPM, EEOC, DOT data
Exposed to E-mail Programming with Universal Remote Language (URL)
Exposed to Personnel Management Information System (PMIS)
Learned FTA’s filing techniques and system
Performed receptionist duties
Filed documents at the USDA Library
Completed Safety Occupational Health & Environmental Inventory of 003 computers and audio-visual equipment for one USDA building
Designed standard form for Safety Manager to use for staff meeting agendas, announcements, etc.
Input Material Safety Data Sheets into BARC MSDA computer system
Critiqued field day experience of scientific presentations for supervisor
Set-up “Christine’s Corner” to record activities for week in data base
Retrieved and reviewed NIOSH/Adolescents/Document “Are You a Working Teen?”
Proofread documents
Observed cameras zooming in and out of documents located on a conference table and transmitted to a TB screen for teleconferencing
Learned how NRC information flows between Federal Agencies during crisis situations
Introduced to Cybernet
Learned about Video Cameras
Learned how 35mm slides are viewed simultaneously on several screens
Introduced to computerized slide presentation
Introduced to satellite broadcasting medium for projection
Introduced to “Eye in the Sky” camera procedures

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