

*****PROPOSED*****

MEMORANDUM OF UNDERSTANDING
BETWEEN OKLAHOMA DEPARTMENT OF TRANSPORTATION AND FEDERAL HIGHWAY ADMINISTRATION
AND _____ UNIVERSITY

This Memorandum of Understanding is made and entered into by the Oklahoma Department of Transportation (hereinafter designated ODOT), and _____ University (hereinafter designated UNIVERSITY) to provide funding to the UNIVERSITY for production of the 2014 National Summer Transportation Institute (NSTI) conducted at the UNIVERSITY between _____ and _____, 2014.

WHEREAS, ODOT is charged under the laws of the State of Oklahoma with operating and maintaining an effective transportation network for the people, commerce and communities of the State of Oklahoma and is authorized to enter this contract pursuant to Title 69 OS §304; and,

WHEREAS, the UNIVERSITY is a public Oklahoma land grant institution of higher learning providing post-secondary education to individuals and developing leaders to fulfill the needs of Oklahoma and the United States for productive citizens and an educated workforce; and,

WHEREAS, the U.S. Department of Transportation, Federal Highway Administration (FHWA), Headquarters Civil Rights Office, has approved a Program Funding Allocation to facilitate the 2014 NSTI; and,

WHEREAS, the parties hereto have had a long standing relationship to facilitate and conduct the NSTI program together.

NOW, THEREFORE, for and in consideration of the mutual needs of the parties as expressed herein, ODOT and the UNIVERSITY do hereby mutually enter the following understanding:

SECTION 1: Purpose of the Memorandum of Understanding

With the understanding of financial support from FHWA, the 2014 NSTI Program will be conducted by the UNIVERSITY from _____ through _____, 14, with the understanding, consent and oral agreement of ODOT's Civil Rights Division.

SECTION 2: Understanding of University

The UNIVERSITY submitted a budget and proposal to ODOT for the 2014 NSTI program in December 2014, in response to a Request for Proposal (RFP) **(See Attachment A)**. The UNIVERSITY was selected to host the 2014 NSTI program. The UNIVERSITY submitted a proposed budget to the FHWA for _____ Dollars (\$XXXXX.XX). The FHWA committed to provide _____ (\$XXXXX.XX) contingent upon the following:

FY 2013 Programs

- 1) Invoices must be submitted, at a minimum, every 30 days. "No cost invoices" are not required; however, in the event program costs are not incurred for a 30-day period, a narrative explanation from the STI Program Director must be submitted to account for the program time.
- 2) Invoices must permit the tracing of Federal funds to a level of expenditure adequate to establish that monies have been used in accordance with the program.
- 3) Invoices must include copies of all receipts.
- 4) In the event a budget category will under-run for the program year, _____ University is permitted to shift the remaining funds to another approved budget category **(See Attachment B)**. Request to shift funding must be made prior to submission of invoices and must receive Division concurrence before reimbursement will be authorized.

SECTION 3: Scope of Work

The University is responsible for the following items:

- a. Develop, implement, and direct all phases of the NSTI, which includes, but is not limited to:
 - Recruitment and selection of participants;
 - Disciplinary action;
 - Orientation/Closing Programs;
 - Curriculum development, evaluations;
 - Work under the guidance of the Intermodal Advisory Committee;
 - Develop/administer and track the budget and expenditures;
 - Prepare and submit required documents and reports;
 - Serve as the point of contact;

- Organize and coordinate activities of the NSTI program.
- b. Ensure that all procurement of electronic and information technology takes into account the needs of all end users- including members of the public with disabilities who are seeking information or services, have access to and use of information and data that is comparable to that provided to others.
- c. Prepare and submit an annual report that includes the results of activities associated with the 2014 NSTI by **September 26, 2014**, to the ODOT for review and approval. Once approved, the UNIVERSITY is responsible for submitting the report to the ODOT **or before October 15, 2014**. Reports should follow the instructions and guidelines set forth by the U.S. Department of Transportation's FHWA's Office of Civil Rights.
- d. Conduct weekly evaluations and overall participant's program evaluations at the end of the NSTI program.
- e. Invoices must be submitted, at a minimum, every 30 days. "No cost invoices" are not required; however, in the event program costs are not incurred for a 30-day period, a narrative explanation from the STI Program Director must be submitted to account for the program time.
- f. Invoices must permit the tracing of Federal funds to a level of expenditure adequate to establish that monies have been used in accordance with the program.
- g. Invoices must include copies of all receipts.
- h. In the event a budget category will under-run for the program year, _____ University is permitted to shift the remaining funds to another approved budget category. Request to shift funding must be made in writing and approved by ODOT prior to submission of invoices. ODOT will seek concurrence from the FHWA Oklahoma Division before reimbursement will be authorized.
- i. Invoices must be submitted directly to the ODOT.

SECTION 4: Understanding of ODOT

The FHWA committed to provide funding in the amount of _____ (\$XXXXX.XX) reimbursable to the ODOT for the UNIVERSITY's 2014 NSTI program. The UNIVERSITY is responsible for submitting invoices directly to the ODOT.

SECTION 5: Final Settlement of Program Costs

Pursuant to the mutual understanding of the UNIVERSITY and ODOT expressed herein, it is the agreement of the parties that the UNIVERSITY shall receive from the FHWA payment _____ (\$XXXXX.XX) for the 2014 NSTI program contingent upon items listed in **SECTION 2** and **SECTION 3**.

SECTION 6: Dispute Resolution

In the event of any dispute, claim, question, or disagreement arising out of or relating to this contract or the breach thereof, the parties hereto shall use their best efforts to settle such disputes, claims, questions or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both sides.

SECTION 7: Records

The UNIVERSITY is to maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and to make such materials available at their respective offices at all reasonable times, during the Agreement period and for three (3) years from the date of final payment under the Agreement for inspection by the DEPARTMENT and the State Auditor and Inspector, and copies thereof shall be furnished to the DEPARTMENT, if requested. All such records shall further be subject to inspection by appropriate officials of the Federal Highway Administration and other agencies of the United States Government to the extent federal funds are used to provide financial support to projects undertaken pursuant to this agreement.

SECTION 8: Termination

This contract may only be terminated upon written mutual consent of the DEPARTMENT, the UNIVERSITY and the FHWA.

SECTION 9: Limitation of Liability

The DEPARTMENT, the UNIVERSITY and FHWA mutually recognize that each party is a governmental entity subject to the provisions of the respective Governmental Tort Claims Acts (51 O.S. § 151 et seq. and 28 USC §2671 et seq.). The DEPARTMENT, the UNIVERSITY and FHWA hereby mutually agree that each is and may be held severally liable for any and all claims, demands, and suits in law or equity, of any nature whatsoever, paying for damages or otherwise, arising from any negligent act or omission of any of their respective employees, agents or officers which may occur during the prosecution or performance of this Agreement to the extent provided in the Governmental Tort Claims Act. Each party agrees to severally bear all costs of investigation and defense of claims arising under the Governmental Tort Claims Act and any judgments which may be rendered in such cause to the limits provided by law. Nothing in this section shall be interpreted or construed to waive any legal defense

which may be available to a party or any exemption, limitation or exception which may be provided by the Governmental Tort Claims Act.

SECTION 10: Governing law

Any claims, disputes or litigation relating to the solicitation, execution, interpretation, performance or enforcement of this Agreement shall be governed by the laws of the State of Oklahoma and the applicable rules, regulations, policies and procedures of the Oklahoma Transportation Commission. Venue for any action, claim, dispute or litigation, mediation or arbitration shall be in Oklahoma County, Oklahoma.

SECTION 11: Amendments

No changes, revisions, amendments or alterations in the manner, scope, or type of work or compensation to be paid by ODOT shall be effective unless reduced to writing and executed by the parties with same formalities as are observed in the execution of this Contract.

SECTION 12: Time

Time is of the essence in the performance of the tasks required by this Contract, and all tasks required to be performed in this Contract will be completed in a timely manner and within such deadlines as may be imposed by ODOT.

SECTION 13: Notices

All notices, demands, requests, or other communications which may be or are required to be given, served or sent by either party to the other pursuant to this Agreement shall be in writing and shall be deemed to have been properly given or sent:

13.1) if intended for the DEPARTMENT, by mailing by first class mail or, if sender prefers, by registered or certified mail, return receipt requested, with postage prepaid, addressed to:

Oklahoma Department of Transportation
Civil Rights Division
Attention: Jenny Chong, Title VI Coordinator
200 N.E. 21st Street, Room 1-C5
Oklahoma City, OK 73105

13.2) if intended for UNIVERSITY, by mailing by first class mail or, if sender prefers, by registered or certified mail, return receipt requested, with postage prepaid, addressed to:

_____University

13.3) if intended for FHWA, by mailing by first class mail or, if sender prefers, by registered or certified mail, return receipt requested, with postage prepaid, addressed to:

Federal Highway Administration
Attn: Darren Kaihlanen, Civil Rights Specialist
5801 N. Broadway Ext., Suite 300
Oklahoma City, OK 73118

SECTION 14: Civil Rights

UNIVERSITY agrees to comply with Title VI of the Civil Rights Act of 1964, 78 Stat. § 252, 42 U.S.C. § 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21 - "Nondiscrimination in federally assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act 1964" (See Attachment C).

SECTION 15: Effective Date

This contract shall become effective on the date of execution by the ODOT'S Chief Engineer/Deputy Director.

IN WITNESS WHEREOF, the parties hereto have set their hand on the date indicated below on behalf of the UNIVERSITY, THE OKLAHOMA DEPARTMENT OF TRANSPORTATION.

ON BEHALF OF THE UNIVERSITY

President Dated: _____

2014 NSTI Project Director Dated: _____

STATE OF OKLAHOMA _____)

) ss

COUNTY OF _____)

Subscribed and sworn to before me appeared _____,
President, and _____, NSTI Director this _____ day of
_____ 2014.

Notary Public [SEAL]

OKLAHOMA DEPARTMENT OF
TRANSPORTATION

Recommended for Approval:

JENNY CHONG, Title VI Coordinator
Civil Rights Division

Dated: _____

GREGORY PRINGLE, Division Manager
Civil Rights Division

Dated: _____

Approved as to Form and Legality:

DAVID MILEY
Assistant General Counsel

Dated: _____

Approved:

Tim Gatz
Deputy Director

Dated: _____

ATTACHMENTS

DRAFT

ATTACHMENT A

DRAFT

ATTACHMENT B

DRAFT

ATTACHMENT C

DRAFT

TITLE VI
NON-DISCRIMINATION CLAUSE (Assurances)

During the performance of this Agreement, _____ University (hereafter in this Section “the Recipient”), for itself, its assignees and successors in interest, agrees as follows:

1. Compliance with Regulations:

The Recipient shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination:

The Recipient, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Recipient shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment:

In all solicitations, either by competitive bidding or negotiation, made by the Recipient for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Recipient of the Recipient’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, age, national origin, disability/handicap, or income status.

4. Information and Reports:

The Recipient shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Recipient is in the exclusive possession of another who fails or refuses to furnish this information, the Recipient shall so certify to the State Department of Transportation, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance:

In the event of the Recipient's noncompliance with the nondiscrimination provision of this contract, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration determine to be appropriate, including but not limited to:

- a. Withholding of payments to the Recipient under the contract until the Recipient complies and/or
- b. Cancellation, termination, or suspension of the contract in whole or in part.

6. Incorporation of Provisions:

The Recipient shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Recipient shall take such action with respect to any subcontract or procurement as the State Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a Recipient becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the Recipient may request the State Department of Transportation to enter into such litigation to protect the interests of the State; and, in addition, the Recipient may request the United States to enter into such litigation to protect the interests of the United States.

College/University, President

Date

Sample Job Descriptions

Academic Program Coordinator

- Supervises the academic program faculty/staff
- Implements, evaluates and revises the academic curriculum
- Provides laboratory activities and resource materials
- Performs other duties assigned by the Project Director
- Acts in absence of the Project Director

Must hold a Masters Degree and have a background in transportation or related work experience. Previous teaching/administrative experience at the secondary or college/university level is required.

Faculty

- Provides daily academic instruction and related activities
- Assist with testing, evaluations, and career counseling
- Interacts with students and administrative staff
- Performs other duties assigned by the Academic Coordinator

Must have previous teaching experience at the secondary school or college/university level and should have work experience in the transportation industry or related field.

Academic Aide

- Assist with academic instruction
- Organizes resource material
- Sets up laboratory activities
- Assist with coordination of field trips
- Conducts inventory
- Assist with program opening and closing activities
- Accompany students to all camps or activities
- Assist with weekend activities

Must have a minimum of 14-years (associate degree) of education. Interacts with the faculty, students and administrative staff, and performs other duties assigned by the Academic Program Coordinator.

Sample Employment Agreement

Title: Residence Hall Counselor

Description: A staff member who lives within the residence hall and supervises all residence hall student activities.

Responsibilities and Duties:

1. Reports directly to the head residence hall counselor.
2. Maintains reasonable order in the residence hall.
3. Reports all incidents in and around residence hall to head residence hall counselor.
4. Reports to the head residence hall counselor any cases beyond his/her disciplinary efforts (e.g., when students refuse to cooperate).
5. Sets respectable personal standards.
6. Cooperates fully with the director and professional staff.
7. Promotes effective study and living habits.
8. Implements university and residence hall policies.
9. Attends all special occasions/functions.
10. Assists with student check-in/check-out.
11. Uses discretion in dealing with activities in the residence hall, as considered necessary and appropriate.
12. Coordinates weekend duties as assigned by the project director.

I have received instructions and copies of the nondiscriminatory policies, drug free workplace policies, and non-exclusionary policies of the University and the US Department of Transportation, Federal Highway Administration Certification for Grants and Cooperative Agreements.

I, _____ accept the position as _____
for the Summer Transportation Institute. I will perform the duties and responsibilities
of this position and will be compensated in the amount of \$_____ per hour. This is
a temporary position beginning on _____ and ending on _____.

Signature of Employee

Signature of Project Director

Date

Date

Sample Activity Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
June 17 Orientation	18 8:00-12:00 ID Pictures Made	19 Field Trip (All Day)	20 Field Trip (All Day)		22
	25 9:00-11:00 Bridge Construction Video 1:00-5:00 Construct Bridge Models	26 Field Trip (All Day)	27 9:00-11:00 Test Model Bridges 1:00-3:00 Communication Skills 4:00-5:00 Personal Grooming	28 8:30-12:00 Rockets 1:00-5:00	29 Field Trip (All Day)
	2 July 9:00-12:00 Test Rockets 1:00-3:00 Marina 4:00-5:00 Rap Session	3 Field Trip - Visit FHWA Division Office (All Day)	4 Holiday	5 8:30-10:00 Create STI Newsletter 11:00-12:00 Web site Activities	6 8:00-12:00 1:00-4:00 Prepare for Closing Program
	9 1:30-5:00 Problem Solving Introduction to PCs	10 Hands-On Activities (All Day)	11 9:00-12:00 Posters 1:30-3:30 Railroad J. Garner 4:00-5:00 Rap Session	12 Finalize Closing Program	13 Closing Program Reception

NOTE: Please keep in mind that this is a SAMPLE daily schedule. Be creative when developing curriculums for your STIs.

Sample Application Package

To: Middle and High School Guidance Counselors
From: _____, Project Director
Subject: (Insert year) Summer Transportation Institute Program
Date:

The (insert name of college/university) will host the (insert fiscal year) Summer Transportation Institute (STI) Program for secondary school students from (insert program dates). This will be a residential program where the students will reside on campus. The purpose of the STI Program is to create awareness and stimulate interest in secondary school students to take full advantage of the opportunities that exist in the transportation industry. The STI Program sponsored by the US Department of Transportation, Federal Highway Administration is open to students attending public and private secondary schools across the State. The STI is an extremely intense and structured learning opportunity for youth in the secondary school systems of (insert host site State).

The curriculum will expose students to new frontiers and adventures such as highway design, transportation of people and cargo, intermodalism, laws, regulations, safety, and career opportunities. In addition, students will participate in standardized applicant test preparation courses, computer training, academic enhancement activities, field trips, and hands-on projects.

Approximately (insert number of students and grade levels) students will receive full scholarships to participate in the (insert program length) summer program.

Scholarships will include the following:

- Tuition
- Workshops/Handouts
- Room and Board
- Facility Usage
- Equipment/Supplies
- Travel (Field Trips)
- Lab Fees
- Speakers

The attached application form is being sent to public and private secondary schools across the State. Guidance counselors should identify two students for the STI Program and assist them with completing the forms in the enclosed application package.

«Today's Date»

Attention: Secondary School Guidance Counselors

The Summer Transportation Institute will make notification of scholarship awards to each of the selected students. The following criteria will be used in the selection of scholarship recipients.

Students must:

- Be in the (insert grade levels) for the (insert year) school year.
- Have completed or be qualified to enroll in Pre-Algebra for the (insert year) school year.
- Have cumulative grade point average 2.0 on a 4.0 scale (minimum).
- Have an interest in engineering, science, transportation, or technology-related career.
- Provide at least two letters of recommendation.
- Provide standardized test score(s) and transcripts.
- Provide an essay explaining why they want to participate in the program and how it can assist in meeting their individual career goals.)

The selection team will also consider the geographical location of applicants to ensure representation from all regions of the State. Please consult with your science, mathematics and technology education teachers for the names of potential students who may qualify for the STI program.

Please return all applications to the address below no later than _____.

«Project Director's Name»
Project Director, Summer Transportation Institute
«University or College»
«Address»
«City, State, Zip Code»

Thank you for your assistance.

Sincerely yours,

«Project Director Signature»
Project Director's Name

Summer Transportation Institute Program Application - Secondary School Students

Name:	
Social Security Number:	Gender:
Address:	
Parents/Guardian Name:	
Address (if different from above):	
Telephone Numbers (Home):	(Work):
Name of School:	
Standardized Test Score:	Grade Point Average::

(Please Print Clearly)

During the (insert school year, e.g., 2009-2010) school year I will be in the:

____ 9th Grade ____ 10th Grade ____ 11th Grade

List your math and science class (most recent)

Math _____ Science _____

Career Interest (Check One):

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Law | <input type="checkbox"/> Computer Science |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Technology | <input type="checkbox"/> Scientific Research |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> Business | <input type="checkbox"/> Construction | |

Awards/Achievements/Organizations (Attach a list of your awards, achievements, and organization memberships.)

Required Essay: Describe your career objective(s), interest in transportation, and how the Summer Transportation Institute can assist you in reaching your goals. Your essay must be typed and not exceed one (1) page.

Additional Information: Please enclose at least one letter of recommendation and your academic transcript. Incomplete applications will not be processed.

Submit Application to: (Name of Director), Project Director
 Summer Transportation Institute
 Name of Host Site
 Address

 Signature (Parent)

 Signature (Student)

 Date

 Date

Sample Notification Package

«Date»

«Name»

«Address»

«City, State, Zip»

Dear «Mr./Ms. Name»:

Congratulations! You have been awarded a full scholarship to attend the «insert year and host site» Summer Transportation Institute (STI) Program. This program will prepare you to meet the academic and social challenges during your upcoming academic year. The program dates are _____.

The «Host Site», State Transportation Agency, and the Federal Highway Administration have agreed to provide educational experiences for secondary school students like you. The STI Program will expose you to a series of academic experiences designed to motivate you toward professions in the transportation industry. You will participate in mathematics, science and transportation-related technology to assist you with selecting a career in the transportation industry. There will be a parent/student orientation at «time a.m./p.m.» at «Campus Location» on «Date». Please see enclosed campus map for directions. Students will be allowed to check in on Sunday, «Date», after «time» in the «Dormitory Hall» on the «Host Site» campus.

I have enclosed a copy of the Student/Parent Agreement. This signed form confirms your commitment to participate in the STI Program. It must be returned to us by «Date». Other required forms and a statement from the «Host Site Office» are enclosed for you and your parent(s)/guardian(s) review. Please bring these documents with you when you arrive for the program. We will not accept unsigned forms requiring parent(s)/guardian(s) signatures. You may contact «Contact Person's Name» at «Contact Person's Phone Number» if you have any questions about the STI.

Congratulations again, and we look forward to seeing you on «Date».

Sincerely,

«Project Director's Name»
Project Director

Enclosures

**Summer Transportation Institute Program
Student/Parent Agreement**

I have read and understand all materials submitted to me in my acceptance letter for the Summer Transportation Institute (STI) Program. I have also read the STI regulations and I agree to comply with all stated policies. All incidences of non-compliance with the regulations will result in my dismissal from the STI. If dissatisfied with the STI, I understand I can leave at any time, after a parent/guardian conference with the Project Director.

Signature (Student)

Date

Signature (Parent/Guardian)

Date

Parent/Guardian Telephone Numbers:

Home:

Work:

Summer Transportation Institute Program Rules and Regulations

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

1. Students are expected to display courtesy and professional behavior towards their peers, faculty, and staff at all times.
2. Only excused absences from the Project Director will be accepted. Students must report any illnesses and/or injuries etc., to their Residence Counselors and Project Director to be excused from classes (seminars/labs). Violations may lead to dismissal from the program. Attendance at all activities is mandatory.
3. Students are not permitted to leave the campus unless escorted by a counselor or another adult in authority. Residence Counselors will arrange for off-campus activities. Any unauthorized student found or reported off campus is subject to immediate dismissal. Students are required to participate in all weekend activities, unless prior arrangements have been made.
4. Weekend activities are planned for the students. However, students who must go home on weekends may do so on Saturdays after 1 p.m. and must return on Sunday by 5:00 p.m. Parents **must** consult with the Project Director before signing students out of the dormitory when leaving campus. Parents **must** sign students back in when they return to campus.
5. Each student will receive a «Host Site» identification card. This ID card will allow him/her dining privileges and access to all university facilities and related programs.
6. All residence hall rules of conduct must be followed. A 9:00 p.m. curfew is set for all residence halls. Students are free to move around inside the residence hall under the supervision of the residence hall counselor. They must also abide by bedtime hours.

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

Signature (Student)

Date

Signature (Parent/Guardian)

Date

Summer Transportation Institute (STI) Program
Certificate of Health

Note: This certificate is designed to provide the STI staff with information concerning your child's health and general welfare. If the applicant is selected for an STI scholarship, this information will be used for the student's safety and welfare while on the (insert host site name) campus.

Student's Name:	Age:	Gender:
Address:		

(Please Print Clearly)

Does your child have a history of any of the medical conditions listed below? If so, please provide a brief explanation in each case.

1. Heart Disease (Mitral Valve Prolapse, Murmur):
2. Lung Disease (Tuberculosis, Asthma):
3. Neurological (Seizures, Migraine):
4. Mental (Nervousness):
5. Fainting:
6. Sinusitis:
7. Hearing Loss:
8. Anemia/Sickle Cell Disease or Trait:
9. Diabetes:
10. Rheumatic Fever:
11. List any past surgeries or hospitalizations:
12. List any lengthy illness:
13. List any visual problems:
14. Check any injury or broken bones:

Neck		Elbow		Back	
Collar Bone		Wrist		Pelvis	
Ankle		Shoulder		Hand	
Arm		Ribs		Leg	

15. List any physical defects.

16. Is he/she on any medications?

17. List any allergies to food, medications, plants, dust, etc.

SAMPLE PACKET

**Summer Transportation Institute Program
Personal Items and Dress Code**

List of Items You Will Need:

Social Security Card of Student	Medication and Directions to Administer
Linen (twin sheets, pillowcases)	Calculator
Blanket/Pillows	Loose Leaf Paper
Towels, Shower Caps	1" 3 ring binder
Rain Coat (with hood)	Light-weight Jacket
Comfortable Clothing	Walking Shoes
Dresses (ladies)	Swimming Caps, Suits/Trunks
Slacks, Shirt/Tie/Jacket (gentlemen)	Laundry Detergent /Toiletries
Book Bag/Carry-All	Pens/Pencils/Markers

Dress Codes:

1. No extremely short or mini skirts allowed.
2. All tops must cover the entire torso (t-shirts, shirts, etc.)
3. All trousers must fit to waistline with belts. Trousers falling below waistline are not acceptable.

**Summer Transportation Institute Program
Release Forms**

Permission to Tape or Photograph

Student Name:

Date of Birth:

I grant written permission to the (insert Host Site) Summer Transportation Institute to make video tapes or take photographs of the above named student.

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

Parent/Guardian Signature

Date

Permission to Collect and Use Data

I grant written permission to the (insert Host Site) Summer Transportation Institute, and the Federal Highway Administration to use the information provided on the Participant Profile for marketing, recruitment, program evaluation and data analysis purposes.

Parent/Guardian Signature

Date

Witness Signature

Date

Sample Incident Report

Medical Injury/Conduct Report

Student's Name:	
Incident:	
Location:	
Time:	Date:

Description of Incident:

Detailed report of action taken by staff (include date, time, etc.)

Reported by: _____ Date: _____

_____ Date: _____

Reported to: _____ Date: _____

_____ Date: _____

Witnesses: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Sample Closing Program

Summer Transportation Institute Program Closing Program Project Director, Presiding

Pledge of Allegiance

Posting of Colors

Greetings

Reflections

- ▲ Academics/Projects
- ▲ Classroom Speakers
- ▲ Field Trips
- ▲ Self-Development
- ▲ Recreational
- ▲ Cultural/Civic

Instrumental Music

Invocation

Luncheon

Introduction of Speaker

Speaker

Slide Presentation

Awards Presentations

Special Recognitions and Presentations

Remarks

Words of Appreciation

Closing Remarks

Viewing of Student Projects

Sample Evaluations

Summer Transportation Institute Staff Evaluation

Staff Member's Name: _____ Date: _____

Directions: Circle the number that indicates how much you Agree or Disagree with each of the following statements about the Institute Staff.

		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	The Staff was very interested in my career awareness.	4	3	2	1
2.	The Staff was very helpful when I had problems.	4	3	2	1
3.	The Staff encouraged students to strive for excellence in all their academic pursuits.	4	3	2	1
4.	The Staff was always available when I had a question or needed assistance.	4	3	2	1
5.	The Staff was very friendly at all times.	4	3	2	1
6.	The Staff was very knowledgeable on transportation-related careers.	4	3	2	1
7.	The Staff was very enthusiastic about transportation-related careers.	4	3	2	1

Comments:

**Summer Transportation Institute
Sports and Recreation Evaluation**

Activity: _____ Date: _____

Directions: Circle the number that indicates how much you Agree or Disagree with each of the following statements about the Institute's Sports and Recreation Activities.

		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	A good variety of sports and recreation activities were provided.	4	3	2	1
2.	Facilities were adequate for the activities provided.	4	3	2	1
3.	Sports and recreation activities were well organized.	4	3	2	1
4.	Sports and recreation activities were well supervised.	4	3	2	1
5.	Sports and recreation activities encouraged team work and spirit.	4	3	2	1
6.	Generally, I enjoyed the sports and recreation activities provided.	4	3	2	1
7.	Which sport did you enjoy most?				
8.	Which sport did you enjoy least?				
9.	Which sport fostered more competitiveness?				

Comments:

**Summer Transportation Institute
Speakers Evaluation**

Topic: _____ Date: _____

Directions: Circle the number that indicates how much you Agree or Disagree with each of the following statements about the Speakers for the Institute.

		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	The Presentation Objectives were made clear to me.	4	3	2	1
2.	The concepts presented were sufficiently related to the field of transportation.	4	3	2	1
3.	The speaker presented materials in an organized manner.	4	3	2	1
4.	The speaker used examples to clarify the material presented.	4	3	2	1
5.	The speaker used audio/visual aides to enhance the presentation.	4	3	2	1
6.	I felt free to ask questions.	4	3	2	1
7.	Adequate time was allotted for audience participation.	4	3	2	1
8.	The number of speakers was appropriate.	4	3	2	1

Comments:

**Summer Transportation Institute
Enhancement Program Evaluation**

Session: _____ Date: _____

Directions: Circle the number that indicates how much you Agree or Disagree with each of the following statements about the Institute's Enhancement Activities.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Activities were well organized.	4	3	2	1
2. I was academically challenged by program activities.	4	3	2	1
3. Computer Training activities were very stimulating.	4	3	2	1
4. Computer Training activities were very enlightening.	4	3	2	1
5. Adequate time was allotted for the activities.	4	3	2	1
6. I felt free to ask questions.	4	3	2	1
7. All enhancement activities were educational and beneficial.	4	3	2	1

Comments:

Summer Transportation Institute Field Trips Evaluation

Date: _____

Directions: Circle the number that indicates how much you Agree or Disagree with each of the following statements about the Institute's Field trips.

		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	Field trips were informative.	4	3	2	1
2.	Concepts from the field trips were related to the field of transportation.	4	3	2	1
3.	Field trip activities helped me understand transportation careers better than before.	4	3	2	1
4.	Generally, adequate time was allotted for project activities.	4	3	2	1
5.	Adequate time was allotted for questions.	4	3	2	1
6.	Transportation to and from the site was comfortable.	4	3	2	1
7.	Transportation to and from the site was safe.	4	3	2	1
8.	Transportation to and from the site was clean.	4	3	2	1
9.	The number of field trips was appropriate.	4	3	2	1

Comments:

**Summer Transportation Institute
Overall Program Evaluation**

Directions: Circle the number that indicates how much you Agree or Disagree with each of the following statements about the Summer Transportation Institute.

	Strongly Agree	Agree	Disagree	Strongly Disagree
SPEAKERS				
1. Speakers were well organized.	4	3	2	1
2. I was academically challenged by the activities the Speakers provided.	4	3	2	1
3. Speakers responded well to the questions posed to them.	4	3	2	1
STAFF				
1. The Staff was very interested in my career awareness.	4	3	2	1
2. The staff was very helpful when I had problems.	4	3	2	1
3. The Staff encouraged students to strive for excellence in all their academic pursuits.	4	3	2	1
4. The Staff was always available when I had a question or needed assistance.	4	3	2	1
5. The Staff was very friendly at all times.	4	3	2	1
6. The Staff was very knowledgeable of transportation-related careers.	4	3	2	1
7. The Staff was very enthusiastic about transportation-related careers.	4	3	2	1
8. Counselors were helpful in the dormitories.	4	3	2	1
ACTIVITIES				
1. Project activities helped me understand transportation careers better than before.	4	3	2	1
2. Generally, adequate time was allotted for project activities.	4	3	2	1
3. Generally, adequate time was allotted for audience participation.	4	3	2	1
4. Project activities gave me some practical experience related to transportation.	4	3	2	1

5.	Generally, adequate time was allotted for audience participation.	4	3	2	1
6.	Project activities often included competition between groups.	4	3	2	1
CAMPUS LIFE					
1.	Life in the dormitory was fun.	4	3	2	1
2.	The food in the dining hall was nutritional.	4	3	2	1
3.	Enhancement activities were educational.	4	3	2	1

Comments: