



APPLICATION CHECKLIST

Summer 2018

Thank you for your interest in USC Viterbi's [Summer High School Intensive in Next-Generation Engineering – SHINE](#). Our program is designed for 25 high-achieving high school students who have a strong academic record in STEM and research; this non-residential program is for Los Angeles-based commuters.

Here's a list of everything you'll need to have ready before you sit down to complete the online **SHINE** application; you will NOT be able to begin the application and return to it later. If you have questions, please review our [FAQ page](#) or [contact us](#).

Pre---Qualifications

Applicants must be a rising sophomore, junior or senior in high school by fall semester, 2018, and need to be willing to participate in lab research on the USC campus for at least 20 hours per week between **June 18 – August 3, 2018**. Each lab will suggest the hours, days, and the amount of time for the SHINE student to participate, giving the SHINE student family and research team the opportunity to discuss and adjust availabilities for a mutually agreed-upon schedule. Some labs may invite SHINE students to spend up to 40 hours per week in the lab, while others may mentor SHINE students only on certain days. This individualized agreement works best for students balancing SHINE and summer school or a part-time job.



Contact Information and Academic Background:

- ✓✓ You will be asked to provide contact information for you and your guardians (email, street address, phone). Please note that all follow-up communications will be sent to the legal guardian of the student applicant as well as to the applicant. (Divorced or separated parents with joint custody should each be listed on the application.)
- ✓✓ Your overall GPA. We are looking for applicants who have a GPA of 3.4 or higher on a 4.0 (unweighted) scale.
- ✓✓ Test scores (SAT, PSAT, ACT) are not required, but if you have them, the scores help us place you in the most appropriate lab. Please be prepared to upload a PDF of your latest results, so download the report issued by the testing organization to have it ready to add to the online **SHINE** application.

Your Research Preferences, Personal Statement and Supporting Materials:

We recommend you begin these action items as soon as you're interested in applying to **SHINE**. These steps require planning and careful thought.

- ✓✓ Two letters of recommendation are required, both from a teacher who discusses your academic qualifications in science, technology, engineering and/or math as well as your readiness to participate in a research lab for seven full weeks over the summer.
 - Start talking to your teachers well in advance about your interest in **SHINE** and research. Let your recommenders know they will receive an email with the form from the USC Viterbi **SHINE** program; their completed forms must be returned online within one week of submission of the application. **THIS IS THE STEP THAT SLOWS DOWN MOST APPLICATIONS, SO TALK TO YOUR TEACHERS SOON.**
 - Before you begin the online application, be sure to have the



names, title, and email addresses of your two recommenders.

- ✓✓ A third letter of recommendation is optional; follow the same guidelines.
- ✓✓ On the application, you'll need to rank your top three preferences for the types of [engineering research teams](#) you would like to join. Please know that availability in each lab can vary; although we cannot promise you will be placed in your first or second choice, we will do our best to match you well. You can find out more about each of USC Viterbi's academic departments [here](#). Take a look at the 2016 SHINE [students discussing their research](#).

- We want to get to know you better, to find out why you're interested in doing research at [USC Viterbi School of Engineering](#) over your summer vacation, so this is your chance to let us know more about you. Please put some time and effort into your personal statement as it is a key document in the professor's decision, along with your teacher recommendations. In 500 words or less, write about a specific time when you used your STEM knowledge to solve a problem and a specific time when you realized that research was key to your future academic goals. Applications with over 500 words will be disqualified from consideration. Please name your file: LASTNAME_FIRSTNAME_PERSONAL STATEMENT and make sure your first and last name are also on all documents, which need to be in pdf format.
 - Be sure to review the [types of research projects](#) that will be open next summer and discuss any two or three of them in your personal statement to let us know how they most engage you. This is key to helping place you in the optimal lab.
- ✓ You will also need to upload a PDF of your Unofficial High School Transcript.
 - ✓ Additionally, please be prepared to submit online the \$35 application fee or mail **a check made out to the University of Southern California (not SHINE)** – applications will not be processed until the fee & all materials are in:

ATTN: SHINE

c/o Dr. Katie Mills
1042 Downey Way, DRB #254
Los Angeles, CA 90089-1111
Or

Secure online portal: <https://viterbipk12.usc.edu/payment-shine/>

- ✓✓ You are also welcome to add one supplemental PDF that showcases your interest in research, e.g., an award, a technical paper, lab report, science fair essay, etc.

Timetable:

Applications are viewed on a rolling basis, with May 21, 2018 as the final deadline, although all our research positions are usually filled by April. Once we receive all materials from the applicant (including teacher recommendations, which often take longer for teachers to send than applicants realize), we send a dossier on to the professor; then the professor may take days or even weeks to decide, depending on the professor's travel and teaching schedule – we will do our best to accelerate this process. If a professor is already committed for SHINE students or rejects an applicant, we pass the applicant dossier to another professor. Notification of admission via email to the applicant and her/his legal guardian will be made on a rolling basis, and admitted students must confirm their participation in **SHINE within 2 weeks or sooner to secure their spot in the program because placements are made on a rolling basis and other people are in the pipeline.**

Payment schedule for students attending the SHINE program:

Deposit of \$1,000 is due upon acceptance of USC's offer letter

Balance of \$3,900 balance due by deadline in USC's offer letter

Please mail use mail or secure online option (see information, above) for submitting payments.

if you have questions, please contact Dr. Katie Mills, vast@usc.edu, 213-740-0237