

PROGRAM INFORMATION & APPLICATION INSTRUCTIONS

Coastal Ocean Science Academy/Middle School
July 22-July 26, 2019



**Northeastern
Marine Science Center**

Thank you for your interest in the 2019 Coastal Ocean Science Academy (COSA) at Northeastern University's Marine Science Center (MSC). Located on historic and picturesque East Point, Nahant, the MSC's outreach program has been serving students of all ages for over a decade. This year, COSA will engage students in hands-on research, investigation and exploration of local threats to coastal and marine environments. There will be several offsite visits to meet professionals engaged in marine-related careers, as well as to experience the diversity of New England's coastal habitats.

Application Instructions

Please read the information, then fill out the following:

1. Application
2. Participant Statement of Interest
3. Transportation Plan
4. Individual Release
5. Medical Release
6. Letter of Recommendation from a teacher, school administrator or other non-family member adult

And submit them to:

Emily Duwan
Outreach Instructor
Marine Science Center
430 Nahant Road, Nahant, MA 01908
Phone: (781) 581-7370, x373
Fax: (781) 581-6076
Email: e.duwan@northeastern.edu

Applicants not applying for a scholarship should submit a non-refundable \$150 deposit at the time of registration to secure your spot-application will not be complete without deposit. Please refer to the "Fees" section in this document for more information. For this deposit and all future payments, PLEASE MAKE CHECKS PAYABLE TO NORTHEASTERN UNIVERSITY or pay by credit card at <https://commerce.cashnet.com/SFMSC?CNAME=OUTREACHPROG>.

Deadlines

Applications are due by June 21, 2019. Participants will be accepted on a rolling basis until all slots are filled. Scholarship applications are due by May 20, 2019, and notification of scholarship awards will occur in early June.

Program Information

The COSA *Littorina* program exposes students entering seventh and eighth grades to local coastal and marine habitats, including the sandy beach, rocky shore, open water/harbor, and coastal wetlands. This is a one-week, field-trip based program where students will learn how to keep a field notebook and take basic measurements of weather, water quality, and biodiversity in different coastal habitats, all the while exploring the relationship between these parameters. Participation will well-equip students to enter the research/project-based Coastal Ocean Science Academy for high schoolers in the future. Maximum group size is 20.

Program Duration

The program runs from Monday, July 22nd through Friday, July 26th, 2019. The hours are from 8:30am–3:30pm.

Optional Tour for New Participants

There will be an optional tour of the Marine Science Center for new participants and family members on Tuesday, June 18th from 4:00 – 5:00pm. This visit will give families who have never been to the Marine Science Center the opportunity to learn where we are, take a tour of the facility, and ask questions. Participants, especially new ones, are encouraged but not required to attend.

Lunch and Snacks

Program fees include all lunch and snacks. Lunch will be sandwiches, wraps, burritos, and occasional pizza. We also provide fruit, vegetables, and a dessert item (yogurt, cookies, popsicles). Snacks may include granola bars, fruit, trail mix, crackers, etc. Juice and water will be available at snack and lunch times. Vegetarian options are available, however, if students have any other dietary limitations, they are advised to bring food from home. Please let us know if you will be bringing your own lunch so that food does not go to waste.

Daily Shuttle Service to the MSC

We offer a daily shuttle from Ruggles, Wonderland, & Lynn-Central Square MBTA stations for a fee (see below). The shuttles will be timed to deliver students to the MSC for the start of the program, and will depart 10 minutes after the end of the program.

Fees

Program fees for 2019 are \$500 for the one-week program. Residents of Nahant are eligible for a 50% reduction in fees. The optional daily shuttle from Ruggles, Wonderland, or Lynn-Central Square MBTA stations is an additional \$50. For information about scholarships see the next section. Fees include all equipment, transportation to offsite field locations, entry for all fee-based field experiences, a t-shirt, and snacks/lunches.

For those not applying for a scholarship, a deposit of \$150 is required to accompany program registration.

PLEASE MAKE CHECKS PAYABLE TO NORTHEASTERN UNIVERSITY or pay by credit card at <https://commerce.cashnet.com/SFMSC?CNAME=OUTREACHPROG>.

Refund Policy

A full refund of the deposit is possible before the application deadline of June 21st. After that, a full refund of deposit and/or additional payments will only be made if we are able to fill the student's spot. If we are unable to fill the spot before the first day of the program, no refund will be made.

No refund will be given if a student is dismissed from the program due to inability to meet the program expectations guidelines (see *Student Behavior/Expectations* below).

Scholarships

Thanks to the support of generous donors, we are pleased to offer a limited number of full and partial scholarships to students interested in participating in the program. Our program goals are aligned with national efforts to create and foster diversity in the pursuit of academic and career opportunities related to STEM (Science Technology Engineering and Math).

Preference will be given to students who are eligible for free/reduced lunch or whose family meets the income eligibility levels based on federal guidelines [<http://tinyurl.com/ja3924e>]. A limited number of full scholarships will be offered to students eligible for free or reduced lunch. If funds permit, partial scholarships may be awarded to other students expressing need. Those interested in applying for a scholarship should indicate on the registration form below. No additional scholarship application/documentation is required.

Note: Thanks to our generous donors, scholarship funds have been earmarked for residents of Nahant and Lynn. Therefore, applicants residing in these communities are encouraged to apply for a scholarship.

Scholarship materials must be received by May 20, 2019. Notification of scholarship awards will begin in early June, and will continue until all scholarship funds are disbursed. Please contact Emily Duwan at e.duwan@northeastern.edu or 781-581-7370x373 with any questions.

Arrival/Departure Times

Drop off is by 8:30am at the MSC, 7:30am at the Ruggles T station, 7:50am at the Wonderland T station, or 8:05am at Lynn/Central Square station. Pick up is at 3:30pm at the MSC, 3:40pm at Lynn/Central Square, 4:00pm at Wonderland, or 4:30pm at the Ruggles T station.

What to Bring

- Layers of clothing, a change of clothing, and/or rain gear is highly recommended. The temperature in Nahant may differ from other communities, and it is often windy on the coast.
- Feet will get wet at some point or another, so closed-toed and high-traction-soled shoes such as boots, water shoes, or old sneakers are required for field work. Tevas, slip-on sandals, flip flops, Crocs, or heels are not allowed while we are in the field, but are acceptable while we are working in the classroom.
- A hat is advisable.
- A change of clothes may be stored onsite during the program in case participants get very wet.
- Participants may bring their own sunscreen and/or bug repellent from home.
- Each participant should bring a reusable water bottle.
- Participants not wishing to partake of the lunch provided may choose to bring their own lunch.

Transportation to and from Activities

COSA staff will escort students at all times when traveling offsite. COSA students are transported to daily field sites in passenger vans driven by COSA staff who are cleared to drive University vehicles. A detailed agenda, including travel logistics, will be shared prior to the start of the program.

Absences/Late Arrival

Many activities happen off-site and are time-dependent, so the group may not be able to wait for a student who is running late. All parents and students will receive COSA staff cell phone numbers in advance of the program. Please keep the staff aware of any changes in students' schedules. If a student is not coming to the program due to illness or other reasons, please inform the staff by 7:30am.

Staffing and Instruction

Lead program staff members are experienced STEM educators trained in classroom and field-based teaching and learning of marine science. Programs will be staffed with a minimum of 1:10 instructors per student. Material and skills covered are relevant to the Massachusetts Framework for Science and Technology and the national Next Generation Science Standards.

Program Status

The COSA program applies annually for a waiver from the local Board of Health determining it as not a camp per 105 CMR: 430.800, and, thus does not staff medical personnel. COSA instructors are not able to carry or administer student medications. Efforts are made to provide reasonable accommodations for students with disabilities (See Section below entitled "Accommodations for Students with Disabilities").

Student Behavior/Expectations

COSA is an academically rigorous program and, in addition to field study outdoors, students should be prepared for activities including classroom instruction, data collection, and oral/discussion analysis. On a daily basis, students may walk up to a mile at a time to access beaches, rocky shoreline, and marshes, and spend 2-3 hours at a stretch conducting fieldwork in the elements (direct sun, rain, wind). COSA staff provide group and one-on-one support during all activities, but students should be prepared to work both as part of a peer team and independently in field and classroom settings.

Although students may wade in shallow water to collect field samples, there is no swimming allowed during the program. Weapons of any kind, drugs, alcohol, and smoking products of any kind are not permitted. Cell phone use is not permitted during program activities, with the exception of emergencies, or in the case that instructors

allow cell phone use for specific project related activities. Disruptive, dangerous, or disrespectful behavior will result in dismissal from the COSA program. Students unable to comply with any expectation listed above may be dismissed from the program.

We aim to serve the diverse needs and learning styles of all students, and gathering information about these needs before the program will help us make COSA a successful and enjoyable experience for all participants. If you have any reservations about your child's ability to participate in any of the activities listed above, or require any accommodations from staff in order to succeed, please call program staff to discuss: 781.581.7370 x373

Accommodations for Students with Disabilities

Northeastern University and the Disability Resource Center (DRC) are committed to providing disability services that enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) to participate fully in the activities of the university. To receive accommodations through the DRC, students must provide appropriate documentation that demonstrates a current substantially limiting disability. Accommodations are provided based on an evaluation of the information provided by students and their clinicians, on a case-by-case basis. Students should provide documentation to the DRC at their earliest convenience to allow for sufficient time for review. After the documentation has been reviewed, a disability specialist will contact the student regarding appropriate next steps. For additional information on the DRC, visit their website at www.northeastern.edu/drc or contact staff at 617.373.2675.

Protection of Minors

Northeastern University is committed to promoting a safe environment for minors who participate in programs and activities. A number of steps have been taken to establish safeguards for minors, including training and screening of program instructors. The University's Policy for Programs Involving Minors can be found here: https://www.northeastern.edu/policies/pdfs/Policy_on_Programs_Involving_Minors.pdf

Equal Opportunity Policy

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. Northeastern University does not discriminate on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran, or disability status. Moreover, the University will not ignore any form of discrimination or harassment, including sexual harassment. Nor will Northeastern condone any form of retaliatory activity against any person who brings a complaint of discrimination or harassment, or who cooperates in a complaint investigation.

PARTICIPANT INFORMATION

Coastal Ocean Science Academy/Middle School
July 22-26, 2019



**Northeastern
Marine Science Center**

Name: _____
(Last) (First) (Preferred name)

Address: _____
(Street) (City) (State) (Zip Code)

Date of Birth: ____/____/____ Grade entering in Sept 2019: ____

Student cell number: _____ *Student email:* _____
(Items in italics are optional; student cell numbers may be used to communicate with students in case of emergency or transportation-related issues (especially those riding the daily shuttle). Email address may be used by Marine Science Center Outreach Program for follow-up surveys that we occasionally conduct to measure long-term program impact.)

School entering in Sept 2019: _____

Are you interested in being considered for a full or partial scholarship? Yes___ No___
Is your family eligible based on these levels: <http://tinyurl.com/ja3924e>? Yes___ No___
(See scholarship section in registration pack for detailed information.)

Are you interested in utilizing the daily shuttle to the MSC (\$50 fee) Yes___ No___
If yes, from which MBTA station) Ruggles ___ Wonderland ___ Lynn/Central Square ___

T-shirt size (adult unisex) ___ Do you plan to eat lunch provided by us each day? Yes___ No___

How did you hear about COSA? Please be specific (name of website, location of flyer, who referred you, etc.): _____

Parent/Guardian Information

Name: _____
(Last) (First) (Relationship to child)

Address (if different from above): _____
(Street) (City) (State) (Zip Code)

Parent phone #1 _____ Specify which (circle one): Home Cell Work

Parent phone #2 _____ Specify which (circle one): Home Cell Work

Parent email Address: _____

Emergency Contact Information (in case parent/guardian is not available)

Name: _____ Phone #1: _____ Home Cell Work

Relationship to Participant: _____ Phone #2: _____ Home Cell Work

LETTER OF RECOMMENDATION

Coastal Ocean Science Academy/Middle School
July 22-26, 2019



**Northeastern
Marine Science Center**

Participant Instructions:

Please ask a teacher, guidance counselor, school administrator, or other adult (not a family member) who has known the applicant for at least one year to submit a letter of recommendation. Applications will not be reviewed until all components are submitted.

Recommender Instructions:

The applicant is applying to be a part of our Coastal Ocean Science Academy. You can read about the program here: <http://tinyurl.com/cosa2019>. Please write a one-page letter of recommendation for the student applying to the COSA program. A written document on letterhead or a direct email is fine, but please include your contact information.

Please submit it according to the instructions below – either directly to us or given to the student to submit as part of the rest of their application. Be mindful that the student’s application won’t be reviewed until your letter is received.

Please address the following in your letter of recommendation:

Note: The scholarship review committee relies heavily on letters of recommendation for determining fund allocations. Letters that fully respond to the questions asked will do the student the greatest service. Form letters or identical letters for multiple students will not.

1. What is your relationship with the applicant?
2. How long have you known the applicant?
3. How would you characterize the applicant’s interest in marine science?
4. How would you characterize the applicant’s aptitude for STEM subjects?
5. We are interested to know what impact the program may have on the student. Please describe how you feel the student will benefit from participation (academically, socially, etc.).

Submission Instructions:

Letters can be submitted to e.duwan@northeastern.edu, faxed to 781-581-6076, or mailed to:

Emily
Outreach Program
Northeastern University Marine Science Center
430 Nahant Road
Nahant, MA 01908

For scholarship applicants: Letters must be received by May 24, 2019.

For non-scholarship applicants: Applications are accepted on a rolling basis, so letters should be submitted at the same time as the rest of the application, with a deadline of June 21, 2019.

TRANSPORTATION PLAN

Coastal Ocean Science Academy/Middle School

July 22-26, 2019

Please note that the program begins at 8:30am and ends at 3:30pm. If a student will be absent or tardy, please notify Emily Duwan at 203-969-4267 or email e.duwan@northeastern.edu by 7:00am that day. Because we will be traveling offsite for field trips, some of which have a timed start, we cannot wait for any student who is inexplicably tardy.

Unless I expressed otherwise in writing with the COSA staff by 7am on the day of the program, my child will arrive to the program by (select Supervised or Unsupervised and then select the relevant category within):

_____ **SUPERVISED:** I want to physically sign my child in and out with a staff member each day, and my child will be picked up/dropped off by:

_____ A parent/guardian/emergency contact listed here

_____ By someone else. If the person supervising the arrival/departure is other than a parent/guardian/emergency contact listed on the registration form, please provide the following information:

Name: _____

Relationship to child: _____

Phone number(s): _____

_____ **UNSUPERVISED:** My child can sign themselves in and out with a staff member each day (required), and s/he will arrive/depart by:

_____ Parent/guardian dropoff

_____ On foot, including students walking into train/bus station

_____ By bicycle

Any deviation from the plan listed below must be communicated in writing by 7:00am on the day of the program, preferably via email or text message.

Child's name

Parent/guardian name

Relationship to child

Parent/guardian signature

Date

INDIVIDUAL RELEASE

Coastal Ocean Science Academy/Middle School
July 22-26, 2019



Northeastern
Marine Science Center

I, the undersigned (or parent/guardian, if Participant is under the age of 18) understand that this is a legally binding Release of Northeastern University.

I/We request permission to participate in the Coastal Ocean Science Academy hosted at Northeastern University's Nahant Campus from July 22-26, 2019, the ("Activity"). In consideration of being granted this permission, I/We agree as follows:

1. **Voluntary Activity.** I understand and agree that participation in this Activity is purely voluntary and is not required by Northeastern University.
2. **Program Understanding:** I understand that by participating in the Coastal Ocean Science Academy, students will be participating in fieldwork on land and on water, analyzing data in the classroom, and presenting a group research poster to peers and family. Participants will be transported to the program and/or to field locations in vans driven by University-approved drivers. All program staff will be cleared according to the University's "Minors on Campus" policy.
3. **Acknowledgement of Risk.** I/We recognize and appreciate the dangers, hazards and risks of the Activity, which could include serious or even mortal injuries and property damage. I/We attest that we have fully considered the risks and hazards and I/We agree that I have individually assumed the risks involved in this Activity.
4. **Fitness to Participate.** I/We represent that I am physically and mentally able to participate in the above referenced Activity and have no health conditions that would present a risk to me or others in participating in this Activity. I certify that the participant has been seen by a healthcare provider within the last year.
5. **Compliance with Rules:** I also understand that I will be obliged to abide by the rules and expectations of the program. I understand that if I fail to follow the program rules that Northeastern University shall have the right to dismiss me immediately and that further actions will be taken if necessary. I agree to wear proper footwear and clothing as advised by the program.
6. **Medical Treatment:** I/We understand that Releasees do not have medical personnel available at the location of the Activity. I/We understand and agree that Releasees are granted permission to transport the participant to and to authorize emergency medical treatment, if necessary and that such action shall be subject to the terms of this agreement. I/We understand and agree that Releasees assume no responsibility for any injury or damage that might arise out of, or in connection with such authorized emergency medical treatment.
7. I represent that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury or illness. I guarantee payment of all expenses incurred for transportation of participant to and receiving emergency medical treatment.
8. In consideration of my participation in the Activity, I further hereby agree and grant permission for Northeastern University to record, film, photograph, audio-tape, videotape, interview and or publicly exhibit, display, distribute and/or publish my likeness, appearance and or spoken words in any form and for any purpose worldwide to perpetuity and without compensation.

INDIVIDUAL RELEASE (CONT.)

THIS IS A RELEASE OF LEGAL RIGHTS, READ BEFORE SIGNING

I acknowledge that I have carefully read this agreement and fully understand its contents. I acknowledge that I am voluntarily executing this agreement of my own free will. After having the opportunity to consult with legal counsel of my choosing, I acknowledge and understand that this agreement will release Northeastern University and its Releasees from any and all liability in connection with any injury, damage or loss arising out of participation in the above referenced Activity. It is my express intent that this release shall bind the members of Participant's family, estate, heirs, administrators, personal representatives or assigns.

Participant's Name

Participant's Signature

Date

If participant is under age 18, complete the following:

I further state that I am the Participant's parent/guardian and am fully competent to sign this agreement; and that I execute this release for full, adequate and complete consideration fully intending for myself, for the participant and for the participant's family, estate, heirs, administrators, personal representatives or assigns to be bound by same.

Parent/Guardian Name

Relationship to Child

Parent/Guardian signature

Date

MEDICAL RELEASE

Coastal Ocean Science Academy/Middle School
July 22-26, 2019



**Northeastern
Marine Science Center**

Participant's Name: _____

Health insurance provider: _____ Subscriber name: _____

Policy #: _____ Group #: _____

Dental insurance provider: _____ Subscriber name: _____

Policy #: _____ Group #: _____

1. List **any** medical condition that program staff might ever need to know about during the program.

Check if none

2. List all medical, food, or environmental allergies and/or dietary restrictions.

Check if none

3. Does your child wear glasses or contact lenses? Yes No

(Disclaimer: COSA instructors are not able to carry or administer student medications.)

Consent for Treatment

I give permission for emergency medical treatment for my dependent if an accident or illness should occur while a student in the Coastal Ocean Science Academy. This includes referral to a local hospital, hospitalization, anesthesia and/or surgery should it be necessary and I am unable to be reached.

Parent/Guardian name (please print)

Relationship

Signature

Date