

# PROGRAM INFORMATION & APPLICATION INSTRUCTIONS



Northeastern University  
Marine Science Center

## Coastal Ocean Science Academy/High School August 14-25, 2017

Thank you for your interest in the 2017 Coastal and 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 and 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 (note that this is now required for ALL applicants)

And submit them to:

Val Perini  
Outreach Instructor  
Marine Science Center  
430 Nahant Road, Nahant, MA 01908  
Phone: (781) 581-7370, x373  
Fax: (781) 581-6076  
Email: v.perini@northeastern.edu

Applicants not applying for a scholarship should submit a non-refundable \$300 deposit at the time of registration. 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> Select "Outreach Programs – PreK-12 Audiences" on the right hand side, and then select the appropriate option(s) and enter the amount you'd like to process.

### Deadlines

Applications are due by June 23, 2017. Participants will be accepted on a rolling basis until all slots are filled. Scholarship applications must be received by May 22, 2017, and notification of scholarship awards will occur in early June.

### Program Information

There are two programs offered (see below). Most of the time, the two groups will be working separately, although they may occasionally share a field experience together. All students will have the opportunity to hear from and interact with academic researchers at the NUMSC and partner institutions. Program assignment is based not on age/grade level but on whether or not this is the student's first time in the program.

#### ✧ **COSA Chondrus**

For first-time participants. The *Chondrus* program provides an introduction to marine science in local ecosystems. Students will gain knowledge of coastal and marine habitats, including ecological and physical characteristics. They will develop skills such as identification and classification of marine organisms, monitoring water quality, measuring species richness and diversity, and analyzing survey results. They will also begin to explore threats facing coastal and marine ecosystems. Students will work in small groups to prepare and present a research poster at our Family Night. Maximum group size is 20.

#### ✧ **COSA Pagurus**

For students who have previously completed the *COSA Chondrus* program. This is a more rigorous research-based experience where students build on knowledge learned in *COSA Chondrus*. *COSA Pagurus*

students will deepen their knowledge of local marine ecosystems. Emphasis is placed on student-led field investigation, and the experience will also include a lab portion. Pagurus students may have the opportunity to mentor *Chondrus* students in field studies. Ample access to field sites for data collection will be provided, as well as guidance in developing sound research questions, methodologies, analyzing data, and presenting results both in the field and in the lab. Maximum group size is 10.

### **Program duration**

The program runs from Monday, August 14 through Friday, August 25, 2017. The hours are from 8:30am–3:30pm Monday to Friday. The exception is Thursday, August 24, when participants will stay until 7:00pm for the family reception (see below.)

### **Family Reception**

There will be a family reception on Thursday, August 24<sup>th</sup> from 4:30 – 7:00 pm, at which time student groups will present their research posters. Students are required to attend, and students/parents should note this date on their calendar when they are accepted into the program. A family member is strongly encouraged to attend to support their child. Siblings who are able to sit quietly during an hour of presentations are welcome.

### **Optional Tour for New Participants**

There will be two optional tours of the Marine Science Center for new participants and family members on Tuesday, June 20<sup>th</sup> from 4:00 – 5:00pm and Tuesday, August 8<sup>th</sup> from 4:00 – 5:00pm. These visits 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 are not required to attend either of these sessions; however new participants are encouraged to attend one or the other.

### **Lunch and Snacks**

Program fees include lunch and snacks each day. Lunch will be things like sandwiches, wraps, burritos, and occasional pizza. We also provide some fruit, vegetable, and a dessert item (yogurt, cookies, popsicles). Snacks may include things like 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 may bring food from home. Any participants not wishing to partake of the lunch provided are asked to let MSC staff know 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 2017 are \$1,000 for the two-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 costs an additional \$100. Information about scholarships can be found in the next section. Fees include all equipment, transportation to offsite field locations, entry for all fee-based field experiences, t-shirt, as well as daily snacks and lunches.

For those not applying for a scholarship, a deposit of \$300 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> Select “Outreach Programs – PreK-12 Audiences” on the right hand side, and then select the appropriate option(s) and amount(s).

### **Refund policy**

A full refund of the deposit is possible before the application deadline of June 23<sup>rd</sup>. 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 offer 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). To address this, preference will be given to students who are eligible for free/reduced lunch.

A limited number of full scholarships will be offered to students eligible for free lunch, and partial scholarships to students eligible for reduced lunch. For students in districts where free lunch is universal or who are not a part of a district that documents this, can attest to household income using the criteria used by the National School Lunch Program (see: <http://tinyurl.com/ja3924e>)

*Families interested in being considered for this preference must state their income-based eligibility in the main application form. Documentation of income is not required at the time of application. Eligibility documentation from families seeking preferential consideration will be collected only if an offer is made.*

Any funds remaining after these students are served will be offered to students whose student essays and teacher recommendations suggest that the greatest impact will be made. Scholarship awards will not cover the daily shuttle fee for students requesting this service.

A limited number of scholarships will be awarded to residents of Nahant through a partnership with Nahant SWIM, Inc. Youth who are Nahant residents already receive 50% off program fees, and scholarship funds will be used towards the balance of fees.

Scholarship materials must be received by May 22, 2017. Notification of scholarship awards will occur in early June. Questions about scholarships may be directed to [v.perini@northeastern.edu](mailto:v.perini@northeastern.edu).

### **Arrival/Departure Times**

Drop off is by 8:30am at the MSC, 7:30am at the Ruggles T station, 7:55am at the Wonderland T station, or 8:05am at Lynn/Central Square station. Pick up is at 3:40pm at the MSC, 3:50pm at Lynn/Central Square, 4:00pm at Wonderland, or 4:30pm at the Boston campus.

### **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 and can be left onsite for the duration of the program if desired. Texas, 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. Bug repellent is advised for any day(s) when we visit the salt marsh.
- Each participant should bring a reusable water bottle.
- Participants not wishing to partake of the lunch provided are certainly able to bring their own lunch; however, prior notification should be made to MSC staff so that lunch orders can be adjusted accordingly.

### **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 student's 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 the field-based teaching and learning of marine science. Programs will be staffed at minimum of 1:10 instructors per student. Material and skills covered are relevant to the Massachusetts Framework for Science and Technology/Engineering 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 to 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, smoking products, and illegal substances 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 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](http://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](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/High School  
August 14-25, 2017



Northeastern University  
Marine Science Center

Name: \_\_\_\_\_  
(Last) (First) (Preferred name)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade entering in Sept 2017: \_\_\_\_\_  
*(Gender information is collected for scholarship eligibility purposes; personal identifying information will not be shared)*

*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 2017: \_\_\_\_\_

Program applying for (check one): Chondrus \_\_\_\_\_ Pagurus \_\_\_\_\_

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 (\$100 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.): \_\_\_\_\_

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## 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: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone #1: \_\_\_\_\_ Home Cell Work

Relationship to Participant: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Home Cell Work

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# LETTER OF RECOMMENDATION

Coastal Ocean Science Academy/High School  
August 14-25, 2017



Northeastern University  
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/nucosa2017>. 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 instruction 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:

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 [v.perini@northeastern.edu](mailto:v.perini@northeastern.edu), faxed to 781-581-6076, or mailed to:

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

*For scholarship applicants:* Letters must be received by May 15, 2017.

*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 23, 2017.



# TRANSPORTATION PLAN

Coastal Ocean Science Academy/High School

August 14-25, 2017

Please note that the program begins at 8:30am and ends at 3:30pm. If a student will be absent or tardy, please notify Val Perini at 860-552-9127 or emailing v.perini@northeastern.edu by 7:30am 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

\_\_\_\_\_ By own/student-driven car

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/High School

August 14-25, 2017



Northeastern University  
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 August 14-25, 2017, 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/High School

August 14-25, 2017



Northeastern University  
Marine Science Center

Participant's Name: \_\_\_\_\_

Health insurance provider: \_\_\_\_\_ Subscriber name: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Dental insurance provider: \_\_\_\_\_ Subscriber name: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

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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.)*

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## 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