



Information / Instruction Sheet & Application Packet

*THE FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES*

HCOOP HEALTH CAREERS OPPORTUNITY PROGRAM HIGH SCHOOL SUMMER INSTITUTE



*****Program Start and End Date***
Monday, June 3 – Friday, June 28, 2019**

Health Careers Opportunity Program – 2019 High School Summer Institute

Monday, June 3 – Friday, June 28, 2019

PROGRAM SUMMARY

Introduction

The Health Careers Opportunity Program (HCOP) High School Summer Institute is designed for high school students interested in pursuing a career in a health profession. The four week program will provide a wide range of educational and social experiences for **9th, 10th, and 11th** grade students (*to be rising 10th, 11th, and 12th graders*) next fall. The entire experience is designed to enhance participants' academic abilities, social skills, and other competencies to increase their competitiveness for admission to a post-secondary health professions program. The Institute will be delivered through a series of structured, supervised activities including: organized lecture/discussions; formal classroom activities; mini-courses; specialized online courses; laboratory experiences; seminars; exposure to clinical and simulated settings in health care facilities; and college practice laboratories. The summer program is conducted on the FAMU campus.

Selection Criteria

Students/Parents who commit to full time participation for the entire four weeks will be given preference for admission to the program. Students who have summer schedules that do not permit uninterrupted four-weeks of participation in the summer program are encouraged not to apply. Upon selection for admission to the program, students and parents will be provided detailed information related to program activities, schedules, and other pertinent information.

Payment Requirements

Cost of HCOP Summer Institute is **\$500.00**. You may make payment by going to the registration site. To register for the HCOP Summer Institute click on the link below and or paste/type.

<http://www.cvent.com/d/96qqhp>

Full Payment deadline is **Thursday, May 2, 2019.** (*Details on page 4*)

Additional Information

Each day begins at 8:00 a.m. and ends at 5:00 p.m. HCOP is a non-residential summer program. *Parents are responsible for transporting students to the program and are responsible for picking students up at the end of the day. Parents must accompany students upon arrival and departure each day and sign-in/out their child (*unless authorization form is completed by parent/guardian that child may leave on his/her own prior to start of program*).

Students must agree to abide by rules, regulations, and policies of the Florida A&M University and the ***HCOP Program***. Students who fail to participate appropriately and/or who fail to abide by rules, regulations, and policies will be dismissed from the program. Students are not allowed to leave campus with anyone other than an authorized guardian/parent. Students are not allowed to have visitors on the campus during the program.

Students and parents must agree to abide by the policies, regulations, and rules established by the Florida A&M University, and the ***Health Careers Opportunity Program***. Students who are selected for admission to the Summer Institute and their parent(s) MUST attend a Mandatory "Student/Parent Orientation" in order to finalize acceptance and enrollment. The HCOP staff looks forward to an active Summer Institute with our HCOP students. Please do not hesitate to contact us if you have questions.

Program Information and Application Instructions

The Florida Agricultural & Mechanical University
School of Allied Health Sciences

Health Careers Opportunity Program High School Summer Institute

Program Information

Dr. Cynthia Hughes Harris, Dean of the Florida A&M University's School of Allied Health Sciences, is pleased to announce the 2019 *Health Careers Opportunity Program* High School Summer Institute. The Institute begins on Monday, June 3, 2019 and ends on Friday, June 28, 2019.

The *Health Careers Opportunity Program (HCOP)* High School Summer Institute is designed for high school students interested in pursuing a career in a health profession. The four week program will provide a wide range of educational and social experiences for students who are in the 9th, 10th, and 11th grade (*to be rising 10th, 11th, and 12th graders*) next fall. The entire experience is designed to enhance participants' academic abilities, social skills, and other competencies to increase their competitiveness for admission to a post-secondary health professions program. The Institute will be delivered through a series of structured, supervised activities including: organized lecture/discussions; formal classroom activities; mini-courses; specialized online courses; laboratory experiences; seminars; exposure to clinical and simulated settings in health care facilities; and college practice laboratories. The summer program is conducted on the FAMU campus.

Please note that upon acceptance a *mandatory HCOP Orientation meeting* will be scheduled for all participants and parents. This scheduled meeting is to provide all parents and student campers with the HCOP and FAMU's guideline, campus safety issues, HCOP and University rules/policies and other very important updates and information pertaining to the program. This required meeting will be held on Saturday June 1, 2019 at 10:00 a.m. located at 334 Palmer Ave. Lewis/Beck Building Room 107.

Application Instructions

Program Dates: Monday, June 3 – Friday, June 28, 2019

The Application deadline is 5:00 p.m. on Thursday, May 2, 2019

Health Careers Opportunity Program
HIGH SCHOOL SUMMER INSTITUTE
APPLICATION 2019

Florida A&M University
School of Allied Health Sciences
Health Careers Opportunity Program
2019 High School Summer Institute

Program Dates: Monday, June 3 – Friday, June 28, 2019

NOTE: ONLY STUDENTS ENROLLED IN THE 10th, 11th, and 12th GRADES
(IN FALL 2019) ARE ELEGIBLE FOR PARTICIPATION

Name _____ Date of Birth _____ Gender (Circle) Male Female

Your High School _____ County _____

City	State	Zip Code
------	-------	----------

Home Address _____

City	State	Zip Code
------	-------	----------

Parent/Guardian Name _____ Occupation _____

Parent/Guardian _____ Work Phone Number _____

Cell Phone Number _____ Home Phone _____

Student Cell # _____ Emergency Name _____ Phone: _____

E-Mail Address _____

Guidance Counselor's Name _____ Ph. # _____

Grade you will enter in the Fall of 2019 _____ Expected Year of Graduation _____

Tee-Shirt Size: S ___ M ___ L ___ XL ___ 2XL ___ 3XL ___

Health Careers Opportunity Program High School Summer Program Application-2019

List any school/community activities/memberships (for example, volunteer work, church activities, school organizations, music, dance, sports) in which you have been involved:

List any honors/awards that you may have received (for example, academics, arts, music, sports, and church arenas):

Please attach a one-page, typed, double-spaced essay. Identify at least two career choices that you are considering for your future and explain your reasons for selecting those choices.

The following information is provided to explain student and parent responsibilities, as well as other requirements. Additional information will be provided upon a student's selection for admission.

Parents are responsible for transporting students to the campus at 8:00 a.m. and picking them up from the campus no later than 5:30p.m., Monday – Thursday and 1p.m. on Friday. Parents must sign-in and sign-out their child daily, *(unless authorization form is completed by parent/guardian that child may leave on his/her own prior to start of program)*. Students agree to abide by rules, regulations, and policies of the Florida A&M University and the HCOP program. Students who fail to participate appropriately and/or who fail to abide by rules will be dismissed from the program. Students are not allowed to have visitors on the campus during the program.

Students/parents are expected to commit to full time participation for the four weeks of the HCOP Summer Institute program. Students who have summer schedules that do not allow them to participate fully in the four-week period are encouraged not to apply. Upon admission to the program, all students and parents are required to attend a general camp overview orientation meeting *(details forthcoming)*. This meeting will provide detailed information related to all summer camp programs, rules and regulations and HCOP program activities.

The HCOP staff looks forward to an active Summer Institute with our HCOP students. Please do not hesitate to contact us if you have questions. Items enclosed in this packed include: (1) a one-page program summary; (2) a one-page “program information and application instructions” sheet; (3) a four-page application form. In addition, please submit a one-page, typed, double-spaced essay. Identify at least two career choices that you are considering for your future and explain your reasons for selecting those choices. Include a copy of your most recent report card.

Student Printed Name _____

Student Signature _____ Date _____

Parent/Guardian Printed Name(s) _____

Parent/Guardian Signature _____ Date _____

By signing this form, we attest that the information provided by us in this application is accurate. We agree to abide by the policies, regulations, and rules established by the Florida A&M University, and the Health Careers Opportunity Program (HCOP).

Return the completed application to: Mrs. Patricia Graham at Florida A&M University, School of Allied Health Sciences, 334 Lewis/Beck Building, Room 322 Tallahassee, Florida 32307.
Phone: 850. 561.2001 Fax: 850. 561.2502 E-mail: patricia.graham@famu.edu

Completed applications must be received no later than **5:00 p.m. on Thursday, May 2, 2019.** Individuals who may need reasonable accommodations or have food allergies, or special dietary needs in order to participate in this program must notify us no later than **May 17, 2019.** Please attach additional sheet(s) specifying your needs.

Deposit/Refunds/Cancellations:

All cancellation requests must be made in writing to the attention of Mrs. Phyllis Watson at phyllis.watson@famu.edu (email), or (850) 561-2464 (fax).

All requests for refunds made **prior to or on May 3, 2019** will be honored and assessed a \$25 non-refundable registration fee. **No refunds** will be given for cancellations made **after May 3, 2019**, except for cases of prolonged illness or death of immediate family member.

Please allow approximately 30 days for refunds to be processed.

Payment Plans

Parents and/or guardians may make arrangements for a payment plan during the period of March 8, 2019 with a final payment deadline date of May 2, 2019.)

- (Full payment must be received no later than **Thursday, May 2, 2019**. Otherwise, your registration will not be processed.)
- FAMU employees are eligible to participate in payroll deduction. Complete the [Payroll Deduction Form](#) and deliver it to the Office of Continuing Education at 668 Gamble Street. A deduction of \$125/per pay period will be made starting **March 8, 2019**. Payments will be deducted through pay period ending **May 2, 2019**.
- Credit Card Payments: **VISA and MasterCard only**.
- Lockbox options: Checks (as often as necessary). Full payment must be paid by **Thursday, May 2, 2019**.

Check Payment Guidelines: If you are paying by check, the University requires that you write your date of birth, driver's license number or other official identification number and State of issuance on the check. Please write **(HCOP)** on the memo line. Make check payable to FAMU.

Mail the check with your registration form, and a copy of your state issued identification to Florida A&M University, P. O. Box 864485, Orlando, Florida 32886-4485.