

James Moon
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My name is James Moon and I am a senior at Tennessee State University where my major is Aeronautical and Industrial Technology with a concentration in industrial electronics. I am currently serving my internship in the Engineering and Technical Services Directorate at the Glenn Research Center (GRC). The Engineering and Technical Service Directorate provides the services and infrastructure for the Glenn Research Center to take research concepts to reality. They provide a full range of integrated services including engineering, advanced prototyping and testing, facility management, and information technology for NASA, industry, and academia.

Engineering and Technical Services contains the core knowledge in Information Technology (IT). This includes data systems and analysis, inter and intranet based systems design and data security. Including the design and development of embedded real-time software applications for flight and supporting ground systems, Engineering and Technical Services provide a wide range of IT services and products specific to the Glenn Research Center research and engineering community.

In the 7000 Directorate I work directly in the 7611 organization. This organization is known as the Aviation Environments Technical Branch. My mentor is Vincent Satterwhite who is also the Branch Chief of the Aviation Environments Technical Branch. In this branch, I serve as the Assistant program manager of the Engineering Technology Program.

The Engineering Technology Program (ETP) is one of three components of the High School L.E.R.C.I.P. This is an Agency-sponsored, eight-week research-based apprenticeship program designed to attract traditionally underrepresented high school students that demonstrate an aptitude for and interest in mathematics, science, engineering, and technology. This program

offers hands-on work experience to develop practical and theoretical knowledge, skills, and abilities in Electrical, Electronic, and Mechanical Engineering Technology. Program activities include a design project, fabrication, classroom instruction, oral presentations, and a variety of enrichment activities, such as career counseling and facility tours under the careful supervision of the High School L.E.R.C.I.P. staff.

As the Assistant Program Manager, I am responsible for managing 11 Engineering Technology Students across GRC. Inherent in my responsibilities is to communicate with management, engineering, and the technician workforce to develop student work assignments in the areas of electrical, electronic, and mechanical engineering technology. I also provided resume training, cover letter development, and the interviewing skills techniques.

I am responsible for the ordering of materials and accessories for the ETP which include: Robots, Boe-Bots, Sumo Bots, 130-in-1 labs, and soldering kits and tool kits. I coordinate weekly meetings in which the students of ETP and I analyze resumes and cover letters. We also run practice presentations to prepare each student for their final presentation in August. I am also responsible for ensuring computer access of each student prior to arrival. I participated in the Professional Development workshop. I also performed follow-up sessions with the students of the High School L.E.R.C.I.P.

My assignments have been very beneficial. I am gaining great experience in both management and education. These assignments have turned me into a more responsible and dedicated employee. I am self-starting, self-motivated, and very team oriented. I have developed professional work beliefs which are punctuality, timeliness, efficiency, and a respect for others. I am confident that where ever I shall go I will demonstrate a strong commitment to excellence in producing quality goods, services, and most importantly customer satisfaction.