

# **APPLICATION FOR WERNER H. KIRSTEN STUDENT INTERNSHIP PROGRAM (WHK SIP)**

## **Parental Consent and Acknowledgement Letter**

### *Parent/Guardian Letter*

Your daughter/son has expressed interest in applying to the National Cancer Institute at Frederick's Werner H. Kirsten Student Internship Program (WHK SIP), in partnership with the Frederick, Carroll or Washington County Public School Systems; Saint John's Catholic Prep (Frederick, MD); Frederick Christian Academy (Frederick, MD); Poolesville High School (Montgomery County, MD); Fairfield High School (Fairfield, PA) or Jefferson County Public School System (West Virginia). Students home schooled in the schools or counties participating in the WHK SIP are eligible also. We encourage and welcome all students who are interested to apply. The objective of the WHK SIP is to provide students the opportunity to work and learn in a research setting and to encourage them to pursue a career in a field related to biomedical research. This letter highlights and emphasizes several key conditions regarding your daughter's/son's participation in the program if selected. Complete information regarding the program is located on the program website:

[https://ncifrederick.cancer.gov/careers/student\\_programs/internships/SIP/](https://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/)

### **PROGRAM OVERVIEW**

The WHK SIP is a one-year program (June-May) and accepts scientific interns and interns in support of science/research. Interns have two components first; interns are awarded a Cancer Research Training Award (CRTA) fellowship during the summer prior to their senior year of high school. This fellowship requires working a mandatory eight consecutive 40-hour weeks for which the intern receives a stipend of approximately \$4,000 dollars. Second, when the school year begins, interns are converted to a Special Volunteer Appointment and will be required to volunteer at least three hours per day and may work either mornings or afternoons. However, the preference of the intern's WHK SIP mentor will be taken into consideration with regard to morning or afternoon assignments. Interns are not compensated for their service during the school year, but they do receive four credits toward their high school diploma. Interns are required to reduce their school course load to a maximum of two classes per semester. Interns participating in the CRTA are not considered Federal employees for any purpose other than injury compensation and tort claims. Training is not credible for leave accrual or any other employee benefits. As a minor under the age of 18, your daughter/son will need your approval to participate in the WHK SIP.

### **TIME COMMITMENT**

We hope you and your daughter/son will consider the commitment this program requires before applying. The time commitment is a non-negotiable point. It is imperative that applicants understand this is a full immersion internship in a working Federal government scientific laboratory, and student interns might have to forego a significant portion of their time spent on other interests or activities if those activities interfere with the requirements of the internship. For example, if students plan to play on a sports team, practices and games cannot infringe on the requirements of this internship. There are times when accommodation by a WHK SIP mentor is possible, but it is not the norm, and any missed time will have to be made up. Each WHK SIP mentor will work with the intern to establish a work schedule and duties prior to the start of the internship. Interns selected for WHK SIP will work 40 hours a week for a mandatory eight consecutive weeks during the summer break between their junior and senior year of school; this is a requirement of the internship, and the intern cannot decide to work less time and take a pay reduction. Interns are strongly urged to take vacations prior to or after internships to permit continuous training. If, selected for an interview(s), students aware of planned vacation time should inform the WHK SIP mentor(s).

During the school year, when interns are required to volunteer at least three hours per day, the normal school calendar will be in effect. Interns may be excused from their intern responsibilities on all days when the school system is closed (including inclement weather), and on federal holidays when the NCI at Frederick is closed (also including closure due to inclement weather). Interns must realize that their projects may require them to be in the laboratory on days that school is not in session. Because of the nature of the work in a laboratory, time needed to complete an experiment might impact the interns' schedule adversely, and the intern must be available to complete an ongoing project or portion thereof.

The length of a work day in a scientific laboratory can fluctuate depending on the work being done, and the intern must be available to put in the time necessary to bring a project or portion of a project to a conclusion or point where it can be resumed at a later time; the intern has a responsibility to be available if the work requires their presence. This holds true for the summer internship as well as the school-year internship.

## **THE PROCESS**

All students must submit a complete application online by the given deadline. The names and application packages of all students meeting eligibility requirements will be provided to the WHK SIP mentors, and the WHK SIP mentors will select the students to be interviewed. Students will be responsible for arranging their interview appointments with the WHK SIP mentors once they have been notified and will receive more information on this process at a later date. Scientific intern applicants can learn about the laboratories and programs of WHK SIP mentors on-line at [https://ncifrederick.cancer.gov/careers/student\\_programs/internships/SIP/](https://ncifrederick.cancer.gov/careers/student_programs/internships/SIP/)

The school will notify students of their acceptance/non-acceptance into the WHK SIP when interviews and the matching process have been completed; home schooled students will be contacted directly by NCI at Frederick staff. NCI at Frederick administrative personnel will contact accepted students about internship processing procedures and requirements. Students willing to make the substantial commitment of time and energy required will be rewarded with the unique opportunity to work side-by-side with NCI at Frederick scientists and associated staff performing "cutting edge" work. We look forward to receiving applications from tomorrow's research leaders.

## **PHOTOS**

Throughout the Werner H. Kirsten Student Internship Program (WHK SIP) year, your child will be involved in projects and activities which may be photographed or videotaped for a variety of official publications and/or productions of NCI at Frederick and may also be posted on official NCI and/or NIH Websites.

Customarily, a group photograph of participating WHK SIP students is also made. The photos and/or videos are made for the purposes of documenting and promoting the WHK SIP and are used for non-commercial purposes only.

**Your signature at the bottom of this form is acknowledgement and consent to the following terms and conditions that will apply if your daughter/son is selected for the Werner H. Kirsten Student Internship Program:**

I affirm that I am the parent, guardian, or other person legally authorized to give permission for this minor \_\_\_\_\_ here to referred to as the “Applicant”, to participate in the WHK SIP program. My permission to apply and participate is given.

I acknowledge that the Applicant is obligating himself/herself to the substantial time commitment outlined in the included *Parent/Guardian Letter* and *Program Information* that can be found on the WHK SIP web site, and that I have discussed the seriousness of this commitment with the applicant. Interns will work 40 hour weeks (add ½ hour to each eight hour work day for lunch) for a mandatory eight consecutive weeks during the summer break between the junior and senior year. During the school year, ALL interns are required to commit a MINIMUM of three hours each day to their internship.

I acknowledge that the Applicant will receive safety training and will be supervised at all times, but that there are inherent risks in the research laboratory environment that could result in injury or death.

I acknowledge that the Applicant will be subject to a modified security background screening and will be fingerprinted as part of this screening.

I acknowledge that the Applicant will be required to undergo a general health assessment by NCI at Frederick Occupational Health Services medical professionals.

I acknowledge I have reviewed all material contained in the WHK SIP application package and that I consent to all the terms and provisions of the WHK SIP. I understand that the Applicant can withdraw her/his application at any time prior to selection. I further understand that any questions or concerns I have regarding the WHK SIP can be addressed to the NCI at Frederick WHK SIP Coordinator at: [NCI-Frederickwhksip@mail.nih.gov](mailto:NCI-Frederickwhksip@mail.nih.gov)

I acknowledge that there will be administrative requirements necessary for processing the Cancer Research Training Award (CRTA) fellowship and/or the Special Volunteer appointments utilized by the WHK SIP. Failure of the Applicant to respond to or meet the necessary requirements may result in removal from the WHK SIP.

**TRANSPORTATION PERMISSION**

The applicant has permission to drive to and from intern related events on campuses (Ft. Detrick Campus and Advanced Technical Research Facility –ATRF at Riverside Research Park) or offsite during their intern hours at the NCI at Frederick. Permission is only valid during the length of the student’s WHK SIP appointment.

**PHOTO PERMISSION**

Your signature below authorizes NCI at Frederick to photograph your child and use the images in official publications and/or productions. Please provide your approval below.

Check One: Approve  Disapprove

Your signatures below indicate that you (parent/guardian and student) have read this document and understand its terms and conditions.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date