

**Werner H. Kirsten Student Internship Program (WHK SIP)
National Cancer Institute – Frederick (NCI-F)**

GENERAL INFORMATION

Students selected as an intern will attend a mandatory safety training at the NCI-Frederick in laboratory techniques and safety procedures before their internship begins. Students will work for a mandatory eight weeks during the summer break between their junior and senior years of school under the Summer Cancer Research Training Award (SCRTA) Program, with a total stipend of approximately \$3600. At the beginning of their senior year of high school, the student will be converted to a Special Volunteer appointment for the remainder of the internship, working 3 hours every day during their senior year that school is in session. Interns will not be compensated for their service during the school year but will receive four weighted credits towards their state diploma for this time. If there is an exception required to a student receiving four credits toward their state diploma, it is the responsibility of the school system to notify the NCI-Frederick WHK SIP Coordinator.

PLEASE NOTE: Students participating in the WHK SIP will be required to reduce their home school course load to a maximum of two (2) classes per semester. The course load requirement is necessary to avoid inhibiting the productivity of the lab while providing an excellent educational opportunity for each student. Any exceptions to this requirement must be approved by the WHK SIP Mentor, the NCI-F WHK SIP Coordinator and the appropriate school system staff.

Interns will be evaluated by appropriate school system staff with quarterly input from the intern's WHK SIP Mentor. Each WHK SIP Mentor will submit an evaluation to the school system, after reviewing with the student, based on the following areas: demonstrates respectful behavior, plans and works cooperatively with others, willingness to ask for and use guidance, communications clearly with mentor, follows safety procedures discussed at Safety Training Day and on first day of internship with mentor, responds to all job related tasks, submits lab notebook regularly to mentor, demonstrates engagement in their work, is present and punctual every day of internship, shows capability of meeting the level of task of the position, utilizes critical thinking and problem solving skills, willingness to learn and accept feedback and efficiently and effectively uses time and resources to complete tasks. Also, as part of their evaluation, students will be asked to write a self-evaluation each quarter. In addition, school system staff will require interns to complete specific assignments related to their WHK SIP internship which can also impact their grade for the internship. These assignments are to be completed outside laboratory time or during "down-time" in the lab.

All students are required to complete two projects during their internship. This may be (a) presenting their research at one or more public scientific event such as the NIH or NCI Student

Poster Day, the NICBR Spring Research Festival, and/or the Frederick County Science Fair; (b) writing a paper and/or research proposal and (c) presenting a paper on their research to a journal club, to the intern class at a quarterly meeting and/or at a lab meeting. Weekly work assignments may be given at the discretion of the WHK SIP Mentor. The homework assignments may include reading, researching a topic, evaluating a process or any other topic relevant to the internship experience. These assignments will be completed outside the internship laboratory experience, although advice/guidance from the WHK SIP Mentor may be required to complete some components of the assignments. These assignments should not detract from the intern's time in the lab/office or impact their performance in the lab/office. It will be the intern's responsibility to monitor due dates and ensure assignments are submitted to the school system staff in a timely manner. If necessary, the school system staff will notify the WHK SIP Mentor as assignments are completed.

Each NCI-Frederick WHK SIP Mentor or appointed designee will work with the intern to establish their work schedule and duties prior to the start of the internship. The intern will be expected to work the mandatory eight consecutive 40-hour work weeks (8 ½ hrs./day) during the summer. During their senior school year, all interns will be expected to perform their assigned duties for at least three hours per day and may work either mornings or afternoons depending on school schedule. However, the preference of the intern's WHK SIP Mentor will be taken into consideration with regard to morning or afternoon.

During the school year, the normal school calendar will be in effect. Interns may be excused from their lab responsibilities on all days when the school system is closed (including inclement weather) and on Federal holidays when the NCI-Frederick is closed (also including closure due to inclement weather). Participants must realize that their projects may require them to be present for their internship on days that school is not in session. Interns are expected to notify their WHK SIP Mentor if they are not coming to work for both scheduled (holiday) and unscheduled (inclement weather) school closings. Interns can request a Federal holiday schedule from their mentor and may learn of NCI-Frederick's campus inclement weather closures by calling 301-619-7611 for recorded messages after 6:00am.

There is no fee or charge for participation in the WHK SIP, however, students **MUST PROVIDE THEIR OWN TRANSPORTATION** to and from the NCI-Frederick lab/office they are interning with. Students are responsible for any meals or snacks they may need while on campus.

Relatives of the National Institutes of Health employees and associated contractors may be appointed, however, direct or indirect WHK SIP mentorship between interns and relatives is not allowed. Furthermore, employees may not advocate or participate in the review, evaluation or selection of any intern application involving a relative or friend.

NOTE: The prohibition of nepotism policy, contained in NIH Issuance 2300-310-3, defines RELATIVE as spouse, son, daughter, son-in-law, stepbrother, stepdaughter, stepfather,

stepmother, stepsister and stepson, and NIH extends the definition to include close, personal relationships between consenting persons who share the same household.

Prior to the start date of the internship, all students MUST satisfy ALL requirements set forth by Occupational Health Services (OHS) to ensure the safety of the student throughout the term of the internship. This may include information from family doctor, titer test, proof of immunizations, etc. Student WILL NOT be allowed to participate in the internship unless OHS requirements are met by the deadlines provided after acceptance into the program.

It is the responsibility of the student to contact the NCI-Frederick WHK SIP Coordinator and the school system staff if they are experiencing problems associated with their internship and are unable to resolve them. The NCI-Frederick WHK SIP Coordinator or their designee will work with the intern to attempt to resolve the problem(s) in the best interests of all parties involved. Termination will only be considered if the intern, WHK SIP Coordinator, WHK SIP Mentors and school system staff believe that is the only solution.

If accepted, students are expected to complete the full one-year appointment. If student is not able to commit to the full year they will not be appointed. Parents and students must acknowledge and agree that, if accepted, this requirement will be met and that transportation will be provided by the student throughout the entire one-year period. Students should fully discuss this internship with their parent/guardian to ensure that the parent/guardian is aware of the nature of the program and the student's responsibility to the program. The responsibility of the student to this program is paramount and may impact other activities in which the student would like to participate. Careful consideration must be given to the amount of time the student is willing to dedicate to this intern program.

ELIGIBILITY REQUIREMENTS

Students must:

1. Be in their junior year of high school when applying.
2. Student must be 17 years old by the first day of the internship (Internship begins the first Monday in June following the last day of junior year of high school)
3. Have taken or planning to take both a science and mathematics course their junior year or have the equivalent of three math/science years of credits.
4. Have an overall un-weighted grade point average of 3.0 or greater (based on a 4.0 maximum). Students with an unweighted GPA of 2.5 -3.0 may apply if they provide a third teacher recommendation. The recommendation should be a strong, detailed recommendation from either a teacher within the area of study relevant to the type of internship you are applying for, describing why the student would be a good candidate for consideration. If special circumstances exist as to why the student's GPA is 2.5-3.0, the teacher recommendation should address that. This recommendation is in addition to the application requirements and does not replace any of them.
5. Be able to qualify for the Cancer Research Training Award (CRTA) Program which requires that the student be sixteen years of age or older, and a U.S. citizen or resident

alien. There are no waivers to this requirement. Resident aliens must provide a copy of their Permanent Resident Card as part of the application process. All applicants must identify on their resume their country of citizenship.

6. Have valid health insurance. If a student does not have health insurance, he/she cannot participate in the WHK SIP.
7. Have been absent from high school 10 days or less during their sophomore year. If a student has been absent 10 or more days during their sophomore year, an explanation will be needed stating why.

INSTRUCTIONS FOR HOMESCHOOL STUDENTS

The WHK SIP is open to homeschooled students who meet all the application criteria as identified in the application package. The forms included in this application package were created for students attending formal schools in the public and private/religious sectors. We request that all homeschooled students complete the forms to the extent they are able. In addition, because all the information requested on these forms is critical to mentors in making their selections of students to interview, we ask that homeschooled students also provide the following (to be submitted as part of the application package) to assist our mentors with their evaluations:

1. Scores from any standardized tests including but not limited to the SAT.
2. List of classes taken at any formal learning center or educational institution.
3. List of any science or math related courses/training.
4. List of any laboratory or computer experience.
5. Document how the applicant meets the required 3.0 GPA (or equivalent).
6. Indicate if the applicant has participated in any science related activity outside of classroom instruction (i.e. science fairs, presentation, other types of competitions, trips, etc.)

This information is submitted in lieu of transcripts and other evaluative measures not required in homeschooling.

If a homeschooled student is selected to participate in the WHK SIP, it is recommended that the individual primarily responsible for the student's instruction arrange to visit the student's mentor/co-mentor in the fall and spring of the school year to discuss how the student is doing with regard to their internship responsibilities. Minimal contact with mentors/co-mentors is recommended for instructors.

APPLICATION PROCESS

All requested information is listed below and must be completed within the online student application. All required signatures must be obtained for the application to be considered.

1. Personal Information

2. Parental Consent and Acknowledgement form (both applicant and parent/guardian signatures are required).
3. Students who are not US citizens MUST provide a copy of their Permanent Resident Card. If applicable, please submit a Permanent Resident Card to your school internship coordinator as well as with your application paperwork.
4. Two teacher evaluations: Teachers will complete the required form online. These recommendations must be completed by the student's current year science and/or mathematics teachers for scientific interns. Recommendations from current year mathematics, business, writing, computer science or IT can be used if applying for an internship in any of these areas. If applicable, a third recommendation letter for students with a GPA of 2.5-3.0 must be submitted.
5. Resume: The resume should consist of name, address, home telephone number, date of birth, citizenship, e-mail address, work experience, any relevant volunteer experience and other qualifications (job skills, languages, typing speed, computer hardware/software, etc.)
6. School transcript: If you do not have an electronic copy of your transcript please request one from your guidance office. Transcripts can be "unofficial" and **do not need to be signed by school staff.**
7. Personal Statement: Letter from the students describing:
 - a. Academic goals and career interests. Do not reiterate your transcript; look toward the future, what you might like to be doing and how you plan to get there academically. If you have several goals/career interests in mind, please list them; scientific intern applicants should not limit themselves to a specific scientific discipline unless you are unwilling to accept an internship in any other area; you may express specific interests, you may expect specific interests but it might be rewarding to experience an internship in a discipline other than your first choice, especially if you have not had exposure to other areas. Mentors are looking for highly motivated, responsible, dedicated students who enjoy new challenges.
 - b. Reasons for wishing to participate in the student intern program. Please be specific; do not use generalities such as "because I want to find a cure for cancer," or "because it looks good on a college application."
 - c. Hobbies and other areas of interest and participation you have outside of the school setting that may not have been identified in other parts of the application, including but not limited to organized programs and volunteer organizations.
 - d. Relevant personal experiences that define you as an individual. Describe something important to you and how it affected you. Some examples are volunteering, a special teacher relationship, entering a competition, when you became interested in a subject you consider as one of your career goals including but not limited to science (for science inter applicants).

PROGRAM RESPONSIBILITIES

1. STUDENTS (interns)

- a. Appropriate attire, attitude, work habits, compliance with all NCI-Frederick safety rules and punctuality regarding work hours is expected of all interns. Students must read and respond to, when appropriate, all WHK SIP related e-mails and other correspondence that will be mailed to the student at their assigned NIH e-mail address.
- b. Interns are expected to make a firm time commitment to the internship. Because of this time commitment, students will enroll in two classes each semester. Interns will work the mandatory eight consecutive weeks (8 ½ hrs./day) during the summer. During their senior year, all interns will be expected to perform their assigned duties for a **minimum** of three hours per day (during the school day) and may work either mornings or afternoons.
- c. All interns must complete a **mandatory** NCI-Frederick one day safety training course prior to beginning the program. (This will be an excused absence from school)
- d. Interns are required to attend the annual May "Incoming Ceremony", quarterly student meetings throughout the school year, and all summer activities such as the Summer Student Seminar Series (SSSS) and the Science Skills Boot Camp. Other activities include "Take Your Child to Work Day", the student journal club, the summer and winter Student Poster Day's, the Spring Research Festival, etc.
- e. All interns are required to complete two requirements/secondary projects (as identified in GENERAL INFORMATION) during the school year.
- f. Students are required to complete weekly homework assignments, if assigned, by either to school or the mentor.
- g. Complete quarterly "self-evaluation" to be provided to school system for use in term grading.

2. SCHOOL SYSTEMS

- a. Ensure that students receive one weighted credit each quarter for their participation during the school year.
- b. Agree to use the evaluation information provided quarterly to the student's home school when determining the students grades each term and providing any necessary documentation to the WHK SIP mentor which might impact the evaluation.
- c. Ensuring that the WHK SIP mentor is notified of any excused/unexcused absence of the student from school and/or work.
- d. Communicating with school-based mentor-intern coordinators as necessary to assure a productive mentor-student experience.

3. OFFICE OF SCIENTIFIC OPERATIONS, NCI-Frederick
 - a. Review applications for the WH SIP to ensure completeness, i.e. a review of the documents submitted by each student which verifies that students meet all eligibility criteria.
 - b. Notify the WHK SIP selection mentors/reviewers that applications are available for review.
 - c. Provide written notification to the school systems regarding the students selected for the program.
 - d. Provide notification of selection to students and instructions on completion of required paperwork for acceptance to the program.
 - e. Once all program selections have been made, notify any student not accepted.
 - f. Oversee all aspects of the internship and address any issues that may arise throughout the one-year period.
4. WHK SIP MENTORS/LABS/OFFICES
 - a. Review and interview the applicants, following the NCI criteria and selecting students with consideration given to qualified minority applicants.
 - b. Develop an appropriate training plan(s) including a primary (research) project.
 - c. Provide the NCI-Frederick administrators the data and forms agreed upon and assure that the intern is ***supervised at all times***.
 - d. Establish a work schedule and duties mutually agreed upon and assuring that the intern is ***supervised at all times***.
 - e. Ensure that the student works eight consecutive weeks during the summer and at least three hours per day throughout the school year.
 - f. Immediately report any intern injury to the NCI-Frederick WHK SIP Coordinator and Occupational Health Services (OHS)
 - g. Provide advice, guidance and instruction to each intern under their supervision and evaluate progress in the training program with the intern, a school representative and a representative from the school systems at least once a semester, including a written quarterly evaluation which is shown to, discussed with, and signed off on by both the student and the mentor prior to submission to the NCI-Frederick WHK SIP Coordinator.
 - h. Ensure that interns receive and follow all necessary instructions in safety procedures and the proper use and care of animals and equipment.***
 - i. Monitor daily attendance and contact the school system staff of the student's school or the WHK SIP Program Coordinator directly, in the event the intern is absent from work without prior notification from either the school or the student. Attendance log must be maintained and submitted as often as the school system requires.
 - j. Communicate with school system as necessary to assure a productive mentor-student experience.

- k. Immediately notify the WHK SIP Coordinator of 1) any changes to the CRTA or SPV award periods and 2) of any absence of the intern that would require their placement in “absent without stipend” status.
- l. Assure the intern completes the NCI-Frederick Clearance form and process by obtaining all the mandatory signatures and assuming responsibility to get those signatures in the event the intern departs without properly completing the clearance process.
- m. Provide the student with weekly homework assignments, as required. These assignments may include but are not limited to reading, researching a topic, evaluating a process, or any other topic relevant to the internship experience. These assignments will be included as part of the student’s periodic evaluations.
- n. Providing the student with assistance in meeting the requirement for the two secondary projects which may include, but is not limited to, presenting at a staff meeting, presenting work at the student’s school, poster day presentations, participation in the Spring Research Festival or speaking at any NCI-Frederick seminar or talk.