

**2018 JJ VANCE MEMORIAL SUMMER INTERNSHIP  
in the Biological and Computational Sciences**

**IMPORTANT NOTICE**

This detailed packet was prepared in order to answer all of your questions about this program. **Please read it carefully!**

**No phone calls will be accepted for this internship.**

**All communication MUST be through e-mail at [hihg-jjvance@med.miami.edu](mailto:hihg-jjvance@med.miami.edu).**

**No paper, photo, or hand written submissions will be accepted.**

**Please distribute Pages 3-4 to your parent/guardian and Page 5 to the teachers from whom you have requested a recommendation.**

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The JJ Vance Memorial Summer Internship in Biological and Computational Sciences is a paid internship awarded to juniors in good standing from high schools in South Florida. The recipients of the internship will participate in an exciting and challenging eight week research course at the University of Miami Miller School of Medicine. Reimbursement for **only** a Miami-Dade Metro-rail monthly student pass (student is responsible for obtaining Miami Dade Metro Student ID card) or a UM Medical Campus Monthly Parking Pass will be provided for the eight week period. All other transportation costs must be covered by the student. After the application deadline, finalists will be selected for in-person interviews before offers are made.

**Requirements for Eligibility:**

- ◆ Must be a current junior in high school who will be a rising senior during the internship program. No exceptions.
- ◆ Must excel in the biological and/or computational sciences.
- ◆ The NIH grant requires that students must be eligible to work in the US. Proof of eligibility is required at the interview date. More details will be given if the student is selected as a finalist.
- ◆ Must have completed or be currently enrolled in at least one AP or honors science course.
- ◆ Must be available during the first two weeks of June to attend UM employee onboarding, including a background check, drug testing, and a TB test with parental accompaniment, which requires a 48 hour follow-up appointment.
- ◆ Interns must be present and on time, Monday through Friday, 9:00 AM to 5:00 PM, excluding July 4, for the duration of the 8 week internship which will take place at the University of Miami Miller School of Medicine campus, Biomedical Research Building, 1501 NW 10 Ave. Miami, Florida 33136. There will be no remote work or overtime hours allowed for this internship. **No exceptions.**
- ◆ Interns and parents will be required to sign a code of conduct (Appendix A) if the student is given a final internship offer. Please do not submit this code unless a final offer has been made.
- ◆ At the end of the 8 week period, interns must give a short oral presentation describing their work over the summer at a research luncheon attended by faculty, staff, local education administrators, friends, family, and fellow interns.

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## APPLICATION CHECKLIST

ALL SUBMISSIONS MUST BE MADE BY E-MAIL TO [hihg-jjvance@med.miami.edu](mailto:hihg-jjvance@med.miami.edu)  
EXCEPT FOR TRANSCRIPTS.

### Key Dates:

- ◆ **Application deadline: Friday, March 2, 2018, 5:00 PM EST.** No late submissions will be accepted.
- ◆ Internship Duration: **Monday, June 18, 2018 to Friday, August 10, 2018.**

Please consult [www.hihg.med.miami.edu/jjvance/internship-deadlines](http://www.hihg.med.miami.edu/jjvance/internship-deadlines) for more information.

Students will receive a confirmation of receipt for their documents (Microsoft Word or Adobe PDF ONLY). **Please include your full name on all documents.** It is the student's responsibility if they do not receive a confirmation within 24 hours to follow-up. **Submission of all documents (except for transcript) at one time is preferred. Failure to do so may delay the processing of your application.** Please provide the following for a complete application:

### 1. High School Transcript

- a. Transcripts for Grades 9, 10, and 11 only. All others will not be accepted.
- b. Must be submitted by the student's school- any other form of submission will not be accepted. We are not responsible for replying to an incorrect submission.
- c. Submissions may be made by e-mail from the registrar's school e-mail address to [hihg-jjvance@med.miami.edu](mailto:hihg-jjvance@med.miami.edu) in *PDF format only* or to: JJ Vance Internship Program, 1501 NW 10<sup>th</sup> Avenue, BRB 324 (M-860), Miami, Florida 33136.
- d. **Transcripts must be received by application deadline. No exceptions. Students are responsible for requesting transcripts from their school in a timely manner.**

### 2. Completed application questions 1-4 (Page 3) in Microsoft Word or Adobe PDF form only. Single spaced, Arial font, 11 pt.

### 3. Personal Statement Essay

- a. 1 single spaced page, Arial font, 11 pt, 1 inch margins.
- b. Microsoft Word or Adobe PDF format **only**.

### 4. Two letters of recommendation

- a. **Letters must be at least one page long at minimum, up to a maximum of two pages long.**
- b. **ONLY TWO LETTERS, maximum, no exceptions.**
- c. One letter **MUST** be from a science teacher.
- d. **MUST** be from student's own high school teachers. Letters from other grade levels, from teachers for which the student was not enrolled in their class, or from teachers for programs not affiliated with the student's school, will not be accepted. Counselors, coaches, employers, family friends, and other school personnel letters will not be accepted.
- e. Letters of recommendation will only be accepted by e-mail from the teacher's **SCHOOL E-MAIL address in a signed PDF or Microsoft Word document attachment. No other form of recommendation submission will be accepted.**
- f. Students should provide teachers with their e-mail address so that they may be copied on confirmation of receipt. Teachers will receive confirmation within 24 hours. If teachers do not receive confirmation, it is their and the student's responsibility to follow-up or re-submit the letter.



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### **FOR PARENTS**

1. The official resource for this internship is: [www.hihg.med.miami.edu/jjvance](http://www.hihg.med.miami.edu/jjvance). **Please consult the website or this packet for any questions you may have before contacting us. No phone calls will be accepted.**
2. Please consult the Code of Conduct (Appendix A) for information on how students will be expected to perform and dress during the internship should they receive a final offer.

### **Interview Information**

3. Students will receive an invitation to interview on or around March 22 and must make their appointment immediately. If the student does not respond to the invitation within 24 hours, the invitation will void.
4. Interviews will take place from April 2-6 & 9-11 between 4:00-6:00 PM in the Biomedical Research Building at the UM Medical School, located at 1501 NW 10<sup>th</sup> Avenue, Miami, Florida 33136. This will be the same building the students will work in if accepted for the internship. Parking instructions will be provided.
5. The dress code for interview attire is business formal. Please arrive 15 minutes early. Students may not be accompanied by a parent/guardian for the interview, however there is a Starbucks located next to the building should parents/guardians wish to wait. Students will be interviewed by a panel of 9 faculty members. Information on these faculty members will be provided in the interview invitation.

### **Offer Information**

6. Final internship offers will be made on or around April 18. Students must accept within 24 hours or the offer will void. In order for a student to completely accept the offer, they must send background check consent documents signed by a parent/guardian and a code of conduct signed by themselves and a parent/guardian.
7. If accepted, students will be required to pass a background check. Students will receive an invitation by e-mail to fill out background information once the signed consent documents have been processed.
8. If accepted, the student and their parent/guardian must be available during the first two weeks of June to attend UM employee onboarding. This includes:
  - a. Taking a photo for their ID badge
  - b. Drug testing (urine and blood sample)
  - c. TB test (skin prick reaction test)
    - i. PARENTS/GUARDIANS MUST ACCOMPANY THE STUDENT TO THE TB TEST. The initial test usually takes place on a Monday, Tuesday, or Wednesday.
    - ii. The test requires a 48 hour follow-up appointment—parents/guardians do not have to escort the student to the follow-up appointment. Follow-up appointments usually occur Wednesday, Thursday, and Friday.
    - iii. The ID badge appointment takes place at the UM Parking and Security Office, while the drug and TB tests usually take place at the University of Miami Hospital. Both of these



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buildings are located in the same medical complex as the building the students will be working in. Detailed instructions will be provided when the time comes.

### **General Information**

9. Students will need to report to work at 1501 NW 10<sup>th</sup> Avenue, Miami, Florida 33136. A map will be provided should they receive a final offer.
10. The *approximate* hourly rate for this internship is \$8.50 per hour.
11. Students will be reimbursed for a Miami-Dade Metro Rail Student Monthly Pass obtained by the student or for the cost of parking monthly at UM Medical School. The Metro stop for this internship is the Civic Center stop. The first two days of the internship students will be escorted to and from the metro to learn their route.
12. Students must report every day, Monday through Friday, 9:00 AM to 5:00 PM, excluding July 4. On Monday, June 18, they will be required to report from 8:00 AM to 5:00 PM. Students will have a mandatory one hour for lunch, during which they must clock out. Overtime hours are not available for this program.
13. Students are responsible for their lunch, except for the last day of August 10, when lunch and a lab tour will be provided.
14. Fridges and microwaves are available for students who wish to bring in their lunch. For those who wish to purchase lunch, they will be briefed on their choices during orientation.
15. It is highly recommended that students bring an umbrella to the internship, as it rains heavily during the summer. A sweater is also recommended, given that the lab environment is usually quite cold.

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### *A Message for Teachers*

Dear Educator:

The student who has requested your recommendation is applying to the JJ Vance Memorial Internship for the Biological and Computational Sciences at the John P. Hussman Institute for Human Genomics, within the University of Miami Miller School of Medicine.

This internship is highly competitive. Last year we received over 200 applications for 12 spots. Students receive the opportunity to be directly involved in scientific research and to collaborate with faculty members, research scientists, and administrators.

In the past few years, we have received hundreds of recommendation letters. The quality of your letter directly affects the student's chances of acceptance into this program. Letters from teachers are one of the most closely examined aspects of a student's application. The faculty members on the interview committee look to you for an opinion on a student's potential in science and as a leader. Your role in the application process is very important.

***Therefore, it is imperative that you are honest with your student about the quality of the recommendation you are able to give them. Letters must be one page long, at minimum. Letters less than a page long will not be read.***

Your student has asked for this recommendation because they hold you in high regard. If you are not able to give the student who has requested your recommendation a positive one, or if you are not able to dedicate the time to write one full page letter for this student, (including their performance in your class, their role in the school community, and/or comments on their character and academic potential), please respectfully decline their request in order to give them a chance for success.

We sincerely appreciate that you dedicate your life towards the future of your students. Should you have any questions, please direct them to [hihg-jjvance@med.miami.edu](mailto:hihg-jjvance@med.miami.edu). We look forward to hearing from you.

Sincerely,

The JJ Vance Memorial Internship Admissions Committee

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## **APPENDIX A**

PLEASE **DO NOT** SUBMIT WITH  
APPLICATION

**We are providing this document within the application packet in order for students and their parents/guardians to understand what will be required of them should they receive and accept a final offer for this internship.**

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## APPENDIX A

### **JJ Vance Memorial Internship in the Biological and Computational Sciences** **CODE OF CONDUCT**

For many of you participating in this internship program, this will be your first opportunity to work for a university in a professional work environment. This code will prepare you for the expectations we will have for you as paid interns working for the University of Miami Miller School of Medicine (UMMSM) at the John P. Hussman Institute for Human Genomics (HIHG). We want to ensure that your time here is as productive and successful as possible.

By signing this code, I understand, acknowledge, and agree to the following:

- **Conduct Off-Campus:** I understand that I am a representative of the HIHG and UMMSM both on and off campus. I will conduct myself in a professional and appropriate manner on and off campus at all times. I understand that failure to conduct myself both on and off campus in the appropriate manner may result in my removal from this internship.
- **Internship Dates:** I understand that I must be able to attend the internship on the UMMSM campus from **June 18, 2018** to **August 10, 2018**, with the exception of **July 4, 2017**, from 9:00 AM to 5:00 PM with a mandatory one hour lunch break.
- **Dress Code:** I understand that I will be working in a professional environment and I agree to follow the dress code below:
  - **Prohibited Clothing:**
    - Graphic shirts, with the exception of university shirts.
    - See-through, mesh, or very thin clothing.
    - Any clothing that shows stomach skin.
    - Any clothing that does not cover the shoulders.
    - Shorts, mini skirts, or mini dresses.
    - Dresses and skirts that are more than two inches above the knee.
    - Flip flops, high heels, or shoes inappropriate for a lab environment.
    - Dirty clothing or clothing that is too tight.
  - **Personal Hygiene:** I agree that I will not wear excessive makeup and/or perfume/cologne. I will not wear accessories that will interfere with my laboratory duties. I will keep all facial hair neatly trimmed. I will present myself in a clean and professional manner, using good hygiene practices, including deodorant if necessary, and keeping hair neatly groomed.

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- **Jeans:** I understand that nice jeans that are not too tight or too loose, with no excessive wear/rips/tears/fraying/bleaching/mudding/jewels or other accessories are acceptable to wear. I understand that if myself or any of my peers fails to follow this stipulation, that the dress code may change to become more formal and we will lose the privilege of wearing jeans.

- **Noise Code:** I understand that I am working in a professional environment and that the noise level must be kept to a minimum at all times, including in the hallways, outside of offices and in break rooms, as well as in nearby food/coffee establishments and other affiliated businesses. I understand that this means I will not engage in loud laughing, shrieking, talking, screaming, etc. I will not gather in a group in these spaces to talk. I will find an appropriate place to talk in groups and make sure that when we do talk it will be at a very low level.

I understand that this internship is a paid internship and that the purpose of this internship is for me to learn and enrich my life. I understand that this internship should not be spent socializing, hanging out, or gossiping with others.

I understand that the purpose of this code is to ensure that research and essential administrative functions for the HIHG and UMMSM will not be disrupted during working hours and that other UMMSM employees will not be disturbed when on campus. I understand that I will only receive one warning about my noise level before I am asked to leave for the day, resulting in loss of pay for those hours. I understand that failure to adhere to this code could result in my removal from this internship.

- **Break Room Code:** I understand that the break rooms are for the purpose of eating lunch or taking a 15 minute break ONLY. The general atmosphere of the break room is usually for a silent lunch. If I wish to socialize during lunch, I will go outside to eat. I will not stay in the break room for longer than my allotted lunch or break time. If I am in the break room, I will keep noise to a minimum and utilize headphones for any noise coming from my cell phone. I will not block entry to the fridge or sink in the break room.
- **Phone Code:** I understand that my cell phone must be kept on vibrate or silent at all times. If I am in a class, my phone must be on silent and kept in my pocket or bag. I will not use my phone unless it is during my free time during this internship. I will not communicate with other interns using my phone during work hours unless it is work related. Even during my lunch hour, I will keep my phone use professional at all times, i.e. I will not look at inappropriate content, I will not play loud/disruptive/offensive videos or music, etc. I will utilize my lunch hour to make any phone calls I need to make and I will do so outside or in an unpopulated area of the building.





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- **Bullying/Harassment:** Bullying, taunting, harassment, or other related behaviors towards my fellow interns, UMMSM employees, and any other person or animal is **prohibited**. This includes any off campus behavior or digital behavior. I understand that any reports of this nature will result in my immediate removal from the internship.
- **Physical/Relationship Code:** Conducting any sort of physical relationship during the internship other than that of a work colleague or friend is **forbidden**. Please do not force us to intentionally separate you from another intern. Should any violations of this sort occur, I understand that I may face removal from this internship.

By signing this code, I agree that:

- I will always maintain the utmost level of professionalism throughout my time during this internship.
- I will notify the internship administrator and my supervisor as soon as possible if I am delayed or have to miss a day of this internship. I understand that this situation must be extremely rare in order to maintain my status as an intern and receive full payment of my stipend.
- I will abide by all confidentiality agreements for my work product.
- I will communicate with the internship administrator if I need assistance or if any event has occurred that has upset me.
- I will treat all equipment with respect. I will keep any station or area that I am in clean and neat.
- I will treat everyone I encounter during this internship with respect, politeness, and dignity. This includes greeting others, shaking offered hands, maintaining eye contact during conversations, and assisting others when asked.
- I will accept constructive criticism and feedback gracefully. I understand I am here to learn new ways of thinking and that my previous conceptions may be challenged on a daily basis.