

## CITY OF HOPE INTERNSHIP PROGRAM: Summer 2023

### PROGRAM OVERVIEW

Four (4) Occidental College students will be part of the City of Hope's Eugene and Ruth Roberts Summer Student Academy. This academy gives curious and hardworking students the opportunity to learn about science by actually *doing* science work:

- Unlike traditional college classes where the course of study is entirely set by the instructor, City of Hope's summer program students select their own research project according to their individual areas of interest. Selected participants then spend 10 weeks working full-time as a member of a biomedical research team.
- Our world-renowned physicians and scientists serve as mentors, guiding students in their research, while helping them develop their critical thinking skills.
- Weekly seminars allow students to present research findings to their peers, a good primer for what graduate and postdoctoral students do.
- Workshops covered topics such as creating posters for research talks, biomedical ethics and other important subjects.
- Students interact with their peers and their research mentors on a continual basis, fostering valuable relationships for the future.

Students who join this program are usually surprised and excited by what they learn about working in the world of science. Many see their names included on published research papers, and some have even patented and sold inventions developed with their mentors.

The program was established in 1960 by City of Hope's director emeritus of neurobiochemistry, Eugene Roberts, Ph.D. Alexandra Levine, M.D., the Dr. Norman & Melinda Payson Professor in Medicine at City of Hope, is a Summer Student Program alumna, as are many prominent scientists in academia and industry.

### PREREQUISITES

The following are the prerequisites to apply to the *City of Hope Internship* program:

- Must be a current Occidental College student
- Open to sophomores, juniors, and December graduating [Fall 2023] seniors
- Good academic and conduct record (to be confirmed with Registrar's and Dean of Students Offices)
- Minimum overall GPA of 2.5
- **Must be HCC Programs Eligible** - Complete required HCC seminars (Resume Writing Workshop, Interview Preparation Workshop, HCC 101, HCC 102, HCC 200)

## PROGRAM REQUIREMENTS

Oxy City of Hope interns will:

- Be physically located in Los Angeles, CA and available to work for the duration of the internship (June 5 through August 11, 2023)
- Enroll in the INT 100 internship course
- Complete an end of internship presentation
  - Presentation parameters will be provided by City of Hope
  - Presentations will take place in-person at the City of Hope in August
- Perform professional tasks on projects key to the organization's needs
- Receive professional mentorship from their onsite supervisors
- Submit a Donor Thank-You Letter at the conclusion of the program

### ***Educational Grant***

Students will be awarded a \$5,200 **educational grant** for their 10-week participation in the program. Awards will be distributed via direct deposit on a bi-weekly basis. The last disbursement will NOT be released until all program components are met.

### ***Summer Housing***

- Students have the opportunity to opt-in to subsidized on-campus housing (including meal plan). The amount of the subsidy will be determined by the cost of Summer 2023 housing and your financial aid need status
- Cost of subsidized on-campus housing will be deducted from your educational study grant
- ***There is no housing subsidy for students that choose to live off-campus***

## APPLICATION PROCESS

All applications must be submitted in [Handshake](#) by **5:00pm PST on Friday, March 15, 2023**. Incomplete and/or late submissions will NOT be accepted. No exceptions. Students that are not HCC Programs Eligible will not be able to apply.

A completed application on Handshake includes:

- One-page Resume (resumes longer than one page may be excluded from candidate batch sent to sites)
- One-page Cover Letter (personalized to the site)

Applicants must also submit an online application directly with City of Hope:

<https://www.cityofhope.org/academics/irell-and-manella-graduate-school-of-biological-sciences/summer-student-academy/summer-student-academy-how-to-apply>

## PROGRAM TIMELINE

<b>Oct 2022 - Jan 2023</b>	<b>HCC Required Workshops</b> <i>Resume Writing Workshop</i> <i>Interview Prep Workshop</i> <i>HCC 101: Introduction to Career Services</i> <i>HCC 102: Introduction to Career Exploration</i> <i>HCC 200: Job &amp; Internship Search Bootcamp</i>
<b>February 2</b>	<b>Applications open in Handshake and on City of Hope website</b>
<b>March 15</b>	<b>Application DEADLINE; all documents must be submitted via Handshake AND in the City of Hope online portal (see link above)</b>  <b>NO EXCEPTIONS</b>
June 5	Internship begins
June 5 - August 11	10-Week Internship

## ABOUT CITY OF HOPE

City of Hope is dedicated to making a difference in the lives of people with cancer, diabetes and other life-threatening illnesses. Our team of more than 11,000 includes researchers, associates, scientists, doctors, nurses, allied health professionals, graduate students, fundraising specialists, marketing professionals, volunteers and support staff. All united by our desire to find cures and save lives.

Our mission is to transform the future of cancer care. Each day we work to turn science into a practical benefit; hope into reality. We accomplish that by unifying the branches of biomedical research, treatment and academia. Having scientists, treatment staff and manufacturing facilities in close proximity, our treatment advances can travel from laboratory to patient with life-saving speed.

## POLICIES

The following are policies to apply for and participate in **City of Hope Internship Program**:

- Must be physically located in Los Angeles, CA and available for the entirety of the *City of Hope* program (June 5 - August 11, 2023)
- Must be an active participant of all program components
- Students cannot miss more than 2 days of work during the internship. Any absences, regardless of reason (illness, travel, etc.), may result in an adjustment of the student's stipend
- Prior participants of ***InternLA, Cornuelle Fellows, City of Hope, or any other HCC Funded Internship Programs*** cannot apply to City of Hope Internship Program Summer 2023