

### Student Guidelines for Applications

Congratulations! Your church clergy member has nominated you for the **Youth in the House 2 (YITH2) High School Summer Internship Program** at the University of California, San Francisco (UCSF) Helen Diller Comprehensive Cancer Center.

The YITH2 High School Summer Internship Program provides an exciting (paid) opportunity for high school students, like you, to do **Cancer research** in the UCSF environment with a scientist/physician mentor. The types of projects range from working in: **a) Population Sciences and Health Disparity research. b) Clinical research. c) Basic laboratory research. d) Biomedical engineering research (Imaging technology and Medical Physics related work).** Through this summer program you will also learn about the college application process; most notably with a workshop to help you.

#### Overview of the 2011 Application and Selection Process

##### Nomination

- Student nomination forms sent to SF teachers/clergy March 1<sup>st</sup>
- Student application and teachers/clergy letter of recommendation due March 31<sup>st</sup>

##### Selection

- Applicants selected for interviews with YITH2 staff April
- Finalize selection of 6 minority students. April
- Survey selected students' science interests from four research categories (population sci., clinical, basic lab, bio-med engineering) April

##### Placement

- Accepted students interview with scientist/physician mentors to survey lab/project placement. May
- Students notified of lab assignments June

##### Program

- Program begins with orientation June 8<sup>th</sup>
- Program ends August 3<sup>th</sup>

#### The application & selection process:

The YITH2 staff will review the applications and select students for interviews. About half of those students will be accepted to the program and go on to be interviewed by scientist mentors. YITH2 will make the final placement of students into labs based on comments from both the scientist/physician mentors and the students.

If you are selected for the program, you will receive a stipend of \$4,800 for an internship that requires a total time commitment of 320 hours or approximately 40 hours per week for 8 weeks. In order to receive your stipend you will need to have a social security number or tax ID number, proof of age, and proof of citizenship OR legal residence status.

Congratulations again! We look forward to your application!

**Applications are due**  
**Thu., March 31st, 2011**

**Submit your application to:**

Marcus L. Penn, M.D.  
Youth in the House 2  
UCSF Helen Diller Family  
Comprehensive Cancer Center  
Dept. of Radiation Oncology  
UC Box 0806,  
1855 Folsom Street, Rm. 225E  
San Francisco, CA 94103  
Ph: 415.514.3690  
Fax: 415.476.9069  
Email: mpenn@radonc.ucsf.edu



## Student Application

Please **print clearly** or use a typewriter to complete **both sides** of this application. Use extra paper if you do not have enough room or want to write more than the space allows. Applications are **DUE Thursday, March 31, 2011.**

### Personal Information:

Name

Address

Home Telephone Number

Cellular Telephone Number

Email

### School Information:

SFUSD Student ID Number:

HO\_\_\_\_\_

High School

Grade Level (Sophomore or Junior)

Name of Teacher or Clergy who Nominated You

How often do you check your email?

### School History:

List the names of other schools have you attended.

Elementary

Middle

High

What science and math courses have you taken in high school?

Science

Math

### Extracurricular Activities:

What school-based extracurricular activities have you been involved in? (for example: sports, clubs, journalism or school service) You may use extra pages if needed or print answers on another sheet.

What non-school based activities have you been involved in? (for example: community organizations, summer activities, music lessons) You may use extra pages if needed or print answers on another sheet.

**Work History:**

List any jobs you have had, paid or unpaid. Briefly describe your job responsibilities. Include informal jobs such as childcare and housework, in addition to other positions, if applicable. You may use extra pages if needed or print answers on another sheet.

**Other Relevant Experience:**

Please tell us more about yourself and any experiences you have had that demonstrate your interest in the YITH2 High School Summer Intern Program. (For example: Has cancer affected your life or family?) You may use extra pages if needed or print answers on another sheet.

**Short Essay:**

This essay is your introduction to us. It should state your name, school, the internship for which you are applying, and why you are qualified for this internship. Make sure that your essay addresses how participating in this internship program will make a critical difference in your life. You may use extra pages if needed or print answers on another sheet.

**Recommendation Letter(s):**

Please list the name(s) of your science teacher or church clergy and anyone else who will write a letter of recommendation for you.

**Research Interests:**

If chosen as an intern, what type of research project would interest you? a) Population Sciences and Health Disparity research. b) Clinical research. c) Basic laboratory research. d) Biomedical engineering research (Imaging technology and Medical Physics related work). If you don't have any ideas at the moment, feel free to leave this space blank.

**Work Eligibility:**

I have the following documents, which demonstrate my eligibility for a SFUSD work permit. See Application Checklist for descriptions and do not include the documents with your application.

Social Security Card       Proof of Age       Proof of School Attendance  
or

I will be 18 years of age or older by June 9, 2010, will not require a SFUSD work permit, and have a Social Security Card or Tax ID number.

## Student Checklist for Applications

The following documents are required in order to complete your application to the Youth in the House 2 (YITH2) High School Summer Internship Program. Please use this checklist to be sure you have completed all the necessary materials.

All application materials must be received or postmarked by  
**5 p.m. Thursday, March 31<sup>st</sup>, 2011.**

### Checklist:

- \_\_\_\_\_ **Résumé:** A résumé should include your name, address, phone number(s), education, work experience, awards or honors, and special talents, skills or interests.
- \_\_\_\_\_ **Application Form:** Complete both sides (pages) of the form as thoroughly as possible. Include any additional pages associated with sections in your application.

**Keep a photocopy all your application materials before sending them in and notify us if your contact information changes.**

### Additional Materials:

- \_\_\_\_\_ **Letter of Recommendation Reminder:** A recommendation letter from at least one science teacher at your school or a clergy member from your church must be received by **Thursday, March 31<sup>st</sup>, 2011.** It is your responsibility to remind your teacher or church clergy member to complete the letter.
- \_\_\_\_\_ **Stipend Eligibility:** SFUSD requires us to obtain work permits for all students under the age of 18. A work permit requires the following forms of identification: 1) a Social Security Card, 2) proof of age (birth certificate, passport, California ID or Driver License) and 3) proof of school attendance (current school picture ID, current locator card/schedule, current report card, or date and signed verification letter on official school stationery from the school administration). If you will be 18 years of age or older by June 8, 2010 you only need to have a Social Security Card or Tax ID number. **We will request to see these documents when and if you are offered a position.**

Send Completed Applications by **mail** or in **person** to:

Marcus L. Penn, M.D.  
Youth in the House 2  
UCSF Helen Diller Family Comprehensive Cancer Center  
Dept. of Radiation Oncology  
UC Box 0806  
1855 Folsom Street, Rm. 225E  
San Francisco, CA 94103

Or by **fax** to: 415-476-9069

Questions? Call Dr. Penn at 415-514-3690

## Expectations for Participants in the High School Summer Internship Program

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**Students** in the High School Summer Internship Program are expected to:

- 1) Interview with prospective mentor and provide feedback to the YITH2 staff
- 2) Complete at least 320 hours or approximately 40 hours per week for 8 weeks (June 8 – August 3, 2011). (exact schedule will be determined by communication between the mentor and student)
- 3) Attend & participate in an orientation and weekly meetings
- 4) Be at all appointments on time, and call if you will be late for any reason
- 5) Take part in lab group meetings
- 6) Keep a laboratory notebook
- 7) Keep a journal of your experiences
- 8) Prepare a Personal Statement for college applications in the college prep workshop
- 9) Prepare a Scientific Abstract on your research project
- 10) Prepare and present a short talk on your research project
- 11) Prepare and present a poster on your research at the Poster Session & Program Celebration (**ending Aug 3**)

**Mentors** for students in the High School Summer Internship Program are expected to:

- 1) Interview with prospective student and provide feedback to the YITH2 staff
- 2) Be a day-to-day mentor for the intern (**starting June 8**)
- 3) Design a discrete research project for the intern
- 4) Teach the intern the relevant background information needed to understand the goal of their research project
- 5) Guide the intern as he/she learns laboratory (or other research) techniques
- 6) Teach the intern how to keep a laboratory notebook
- 7) Guide the intern as they prepare a 10min research talk, and a poster on their research project
- 8) Answer the intern's questions or help them find the answers for themselves
- 9) Sign-off on the intern's weekly record of program hours completed
- 10) Attend the Poster Session & Program Celebration (**ending Aug 3**)

**YITH2 staff will**, as part of the High School Summer Internship Program:

- 1) Recruit & select interns for the program
- 2) Assign interns to labs based on the student's expressed interests and mentor feedback from interviews with students
- 3) Pay and insure interns
- 4) Provide supporting activities for interns (Orientation, Bi-weekly meetings, Cancer Disparities Workshop, College Prep Workshop, Cancer Career Workshop, Poster Session)
- 5) Coach interns in their scientific presentations at practice sessions
- 6) Provide programmatic information to interns and mentors
- 7) Act as a liaison between interns and mentors when necessary
- 8) Continue to follow interns throughout the summer and as they make college & career decisions

**YITH2 Staff Contact Information**

High School Internship Program  
Summer 2010

Marcus L. Penn, M.D.  
Youth in the House 2 (YITH2)  
Program Coordinator  
mpenn@radonc.ucsf.edu  
(415) 514-3690 (work)  
(415) 672-5862 (cell)  
(415) 476-9069 (fax)