



PART B

Internship Information & Application (Optional)

**The internship application must be submitted along with Part A of the
Éxito! application by Friday, March 1, 2012**

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**ALL APPLICATION MATERIALS MUST BE RECEIVED
NO LATER THAN FRIDAY, MARCH 1, 2013**

**DELIVER ALL MATERIAL TO THE FOLLOWING ADDRESS:
Fax/edmailed applications are NOT accepted.**

Institute for Health Promotion Research
The University of Texas Health Science Center at San Antonio
Attn: *Exito!* program
7411 John Smith Drive, Suite 1000
San Antonio, Texas 78229

Please send all questions to: exito@uthscsa.edu

Applicants should refer to the Internship FAQs found on our website (<http://ihpr.uthscsa.edu/exito.html>) for more information on applying.

For additional information contact the *Exito!* program staff members:

Rebecca Adeigbe
Office: (210) 562-6525

Cynthia Wittenburg
Office: (915) 929-2268

IHPR general office
(210) 562-6500

Exito! program website
<http://ihpr.uthscsa.edu/exito.html>

OVERVIEW

The Institute for Health Promotion Research (IHPR) at The UT Health Science Center at San Antonio (UTHSCSA), through participation in its *Éxito!* program, is offering master's-level students an opportunity to complete an internship focused on Latino cancer health disparities (CHD) research. The *Éxito!* program will support nine internships in 2013.

The *Éxito!* internship is designed to:

1. Provide interns with hands-on experience in Latino CHD research through interaction with professionals and a close, ongoing exchange with a mentor in the field.
2. Expand interns' skills in specific areas and enable them to complete a research and/or programmatic task with guidance from a mentor.

ELIGIBILITY

The *Éxito!* internship is only available to individuals who apply for (PART A) of this application and are accepted into the *Éxito!* program, attend the *Éxito!* Summer Institute and complete the Internship Application (PART B).

*DISCLAIMER: Once the applicant agrees to attend the Summer Institute and submits the signed contract, travel and lodging arrangements will be made and paid for by the *Éxito!* program. The participant will be held responsible for reimbursing the *Éxito!* program for all associated travel and lodging cost if they do not attend the Summer Institute.*

EXPLANATION OF INTERNSHIP PROGRAM

Time Requirements

Interns must complete 360 hours of work in a six month timeframe. Internships are expected to start in June 2013 and must be completed by Nov. 1, 2013.

Honorariums

Interns will receive a \$5,000 honorarium and their mentor will receive a \$1,000 honorarium. Honorariums will only be awarded provided the intern has successfully completed the 360 hours and met the roles and responsibilities outlined below.

ROLES AND RESPONSIBILITIES

BEFORE internships are awarded, *ÉXITO! INTERN CANDIDATES* will:

- Identify a mentor from their home institution or from a cancer, health or biomedical research center near them.
- Create an "Internship Work Plan" document in collaboration with their identified mentor (see Internship Work Plan Criteria).

AFTER internships are awarded, *ÉXITO! INTERNS* will:

- Attend an internship orientation while at the *Éxito!* Summer Institute in San Antonio, TX.
- Complete their Internship Work Plan in a six month timeframe.
- Maintain regular communication with their mentor and *Éxito!* program staff.
- Submit an internship final report.
- Complete pre- and post-internship surveys.

BEFORE internships are awarded, ÉXITO! MENTORS will:

- Provide interns with research experience focused on Latino cancer health disparities.
- Approve interns' Internship Work Plans prior to submission of their *Éxito!* application (see Internship Work Plan Criteria).

AFTER internships are awarded, ÉXITO! MENTORS will:

- Orient intern to the project and the field of cancer control and prevention with relevant background reading materials.
- Oversee interns' progress, meet regularly with intern and ensure adherence to the work plan.
- Complete a post-internship mentor survey.

ÉXITO! APPLICATION CHECKLIST (WITH INTERNSHIP)

PART A

Section 1: Application Form

Section 2: Verification of GPA

Section 3: Personal Statement

Section 4: Resume or Curriculum Vitae

Section 5: Two Letters of Recommendation

PART B

Section 6: Internship Work Plan

- Internship Work Plan
- Mentor's Resume or Curriculum Vitae

SECTION 6

INTERNSHIP WORK PLAN CRITERIA

Each *Éxito!* intern is responsible for creating an Internship Work Plan that is reviewed and approved by their mentor prior to submitting their program application (Parts A and B). The work plan will have measurable goals and objectives, intern specific tasks, specific skills required of the internship, a description of the final product and a timeline. *Be realistic. The work plan should recognize other demands of school, work and personal time.*

Work Plan format:

- 3-6 pages, typed, on standard-sized paper (8.5" x 11") with 1" margins using 12-point Times New Romans or Arial font.
- Each page should include a page header with your last name and first name.
- Include a title page, abstract, main body and references (if applicable).

Note: Title page, abstract and references do not count towards page count.

Provide a detailed description of your Internship Work Plan with the following components:

	COMPONENTS	DESCRIPTION
1)	Abstract	<ul style="list-style-type: none"> Provide an overview of the work plan.
2)	Parent grant/program overview	<ul style="list-style-type: none"> Provide an overview of the parent grant/program and significance of the work being conducted.
3)	Internship project	<ul style="list-style-type: none"> Explain rationale for proposed project. Explain research to be conducted as part of the internship. Explain benefit/impact this internship will have on the parent grant/program. <p><i>See "Internship projects" below for a list of acceptable projects.</i></p>
4)	Goals and objectives	<ul style="list-style-type: none"> List internship goals and measureable objectives.
5)	Skills and knowledge to be gained	<ul style="list-style-type: none"> Explain the types of knowledge, skills and experiences to be gained.
6)	Duties and responsibilities	<ul style="list-style-type: none"> Explain the responsibilities/duties and level/type of authority expected.
7)	Required trainings	<ul style="list-style-type: none"> List trainings required to complete the internship (i.e., human subject training, CPR, safety, etc.)
8)	Communications	<ul style="list-style-type: none"> Explain communication plan with mentor and <i>Éxito!</i> staff. <p><i>Note: Interns should meet with their mentor for at least 30 minutes every week. Interns must submit an electronic monthly progress report to <i>Éxito!</i> staff.</i></p>
9)	Final report	<ul style="list-style-type: none"> State the submission of a final report at the conclusion of your internship. <p><i>See "Final report" below for an overview of report requirements.</i></p>
10)	Internship timeline	<ul style="list-style-type: none"> Provide a timeline with the following: internship timeframe, milestones, trainings, reporting, etc.
11)	Curriculum Vitas	<ul style="list-style-type: none"> Attach mentor's CV. <p><i>Note: CV's are not included in the page count.</i></p>
12)	Signatures	<ul style="list-style-type: none"> Work plan must be signed by the mentor and intern.

INTERNSHIP PROJECTS:

Potential Internship Projects:

- Statistical analysis of secondary data from an existing data source.
- A systematic review of literature or epidemiologic method (e.g., types of biases, statistical approach, etc.).
- Participation in one or more areas of an ongoing project (e.g., project planning and development, data collection/analysis, evaluation and reporting). Applicant must identify a component of the study they will focus on for their final product.

Note: *This is not an all-inclusive list of final products. As part of your work plan you have the opportunity to select and explain your proposed work plan product.*

INTERNSHIP FINAL REPORTS:

All reports will incorporate the following:

- Title page
- Abstract
- Table of Contents
- Background
- Methods
- Results
- Limitations
- Conclusion
- Discussion
- Internship Experience

Note: *If selected to participate in an internship you will receive further information on the format and submission of the final report.*

SECTION 6

RESUME OR CURRICULUM VITAE

Applicants must include their selected mentor's resume or curriculum vitae as part of the internship application.