



Program Replication Manual



About This Program Replication Manual

Too few minority doctors and researchers are trying to solve minority health issues.

That's why we created the *Éxito! Latino Cancer Research Leadership Training* program. It offers an annual summer institute and internships to increase the number of master's-degree-level Latinos who pursue a doctoral degree and a career in Latino health disparities research.

Éxito! has been a huge success — many graduates already are in doctoral programs.

This new *Éxito!* Program Replication Manual outlines the steps and provide tools and resources so other organizations can develop their own versions of *Éxito!* across the country.

“We hope this manual makes it easy for dozens of *Éxito!* programs to crop up in academic settings across the country to increase the opportunity for Latinos and other minorities to study the cancer inequalities facing their native populations,” said Amelie G. Ramirez, DrPH, principal investigator of the original *Éxito!* program.

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For more information, visit www.exitotraining.org.

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Section 1:

Why Are Programs Like *Éxito!* Needed?



Cancer recently surpassed heart disease as the top killer of Latinos.

But there are not very many Latino doctors and researchers who are focusing their attention on solving the cancer inequalities that face this population.



What Are Cancer Health Disparities?

Cancer health disparities are “differences in the incidence, prevalence, mortality, and burden of cancer and related adverse health conditions that exist among specific population groups in the United States,” according to the National Cancer Institute.

Latinos face multiple cancer health disparities.

Latinos have higher rates of cervical, liver, stomach, and gallbladder cancers compared to non-Hispanic Whites. They also have higher rates of child leukemia and worse outcomes for several types of cancer.

The study of Latino cancer health disparities is of utmost importance given that Latino cancer rates are expected to rise 142% in just a few decades. This rise is more alarming with Latinos poised to represent 30% of the entire U.S. population by 2050.

Learn more about disparities [here](#).

What is *Éxito!* and Why is it Needed?

If you look closely into a research lab, doctor's office or public health office, chances are you won't see many Latino physicians or researchers.

In fact, Latinos earned only 7% of all master's degrees conferred in the United States.

Latinos also earned only 6% of U.S. doctoral degrees. That's far less than Asian/Pacific Islanders (12%) and non-Hispanic Whites (74%).

Latinos' growth and diversity — whether of Mexican, Puerto Rican, Cuban, or other descent — warrants similar diversity among the doctors and cancer control researchers who will be tasked with solving the rising cancer crisis among Latinos.

That's why we created *Éxito! Latino Cancer Research Leadership Training* program.

Éxito!, a program of the Institute for Health Promotion Research (IHPR) at The University of Texas Health Science Center at San Antonio, offers an annual summer institute, internships, and doctoral retreats to increase the number of Latino master's-degree students and master's-trained health professionals who pursue a doctoral degree and a career in Latino health disparities and cancer control research.



Éxito! aims to:

- Illustrate the range of cancer control research, the need for research into the whole spectrum of cancer control in underserved communities, and the far-reaching impact that research can achieve.
- Provide an opportunity for students to interact with accomplished researchers from similar backgrounds and current doctoral students who are program alumni.
- Showcase research across the spectrum of the field so that students can relate their respective health interest to cancer control.
- Provide students with the skills, resources, and support needed to apply for a doctoral program.

What is Behind the *Éxito!* Program?

Éxito! is an adaptation of a successful training model developed by Dr. Rena J. Pasick at the University of California, San Francisco (UCSF).



Dr. Pasick's Minority Training Program in Cancer Control Research (MTPCCR) targets a spectrum of ethnic groups in California and encourages master's-level students in health sciences to pursue a doctorate and careers in cancer disparities research.

Read more about the MTPCCR program and its success in increasing the number of minority doctoral students on its [website](#) or by viewing their publications:

[Progress in the pipeline: Replication of the minority training program in cancer control research](#)

[Increasing ethnic diversity in cancer control research: Description and impact of a model training program](#)

[The Minority Training Program in Cancer Control Research: impact and outcome over 12 years](#)



Section 2: **Is the *Éxito!* Program Right for Your Organization?**

Leadership training is one way to arm people with the tools and motivation to seek higher education.

Éxito! takes this one step further by combining leadership training with education on culturally relevant research and the need for minority doctors, researchers and scientists.

Can the *Éxito!* program work in your organization?

Follow our five-step guide to see.

Five-Step Decision Tool for Leadership Training

Step 1

Need for Diversity in Your Field

Ask a few questions about the current need for minority representation in your field:

- *How well are minorities represented in your field?*
- *How well are minorities represented in your field of research/care?*
- *What level of cancer health disparities affects the population your organization serves?*

What you find may reveal the need for additional minority researchers and/or a particular cancer focus.

Step 2

Funding and Budgeting

Implementing the *Éxito!* program requires resources.

Identify potential funding sources. Remember, the experience acquired by participants is dependent upon available funds for the planning and successful implementation of the program.

Potential funding sources to implement the *Éxito!* program are:

- *The National Cancer Institute*
- *The National Institute of Health*

In addition, programs such as *Éxito!* may be institutionalized and supported by internal resources.

Typical cost involved in hosting a training program:

- Faculty and staff salaries
- Educational materials
- Internship fees
- Venue location
- Speaker fees
- Office supplies
- Travel
- Lodging
- Meals

Five-Step Decision Tool for Leadership Training, cont.

Step 3

Staffing and Potential Recruits

The *Éxito!* program requires a small team to operate and a pool of potential participants.

You will need to determine if your academic institution has the qualified, appropriate, and adequate number of faculty and staff personnel to carry out the program.

Regarding staff, does your organization have a team of researchers or coordinators who are apt to handle both the day-to-day operations of a training program like this?

Regarding faculty, do you have cancer health disparities-related researchers or doctors who can provide role-modeling or advice for those pursuing a doctoral degree and a career in research? The organization should have a well-developed understanding of health, research and career mentoring.

Regarding recruitment, is there a diverse pool of master's-level students or master's-trained health professionals at your institution you can recruit from? If not, you may have to recruit at a regional, state or national level.

If the answers are, “Yes,” your organization could be ready for the program.



Step 4

Internal Systems

Replicating the *Éxito!* program requires coordination and planning with appropriate departments and external entities.

For example, if within an academic institute, you must get institutional review board approval (IRB), possible approval from your dean's office, and — if coordinating site visits with research facilities or other external departments — you will need to communicate the programs' purpose and requirements effectively.

Program staff thus should have experience in institutional approval procedures, conference planning, participating or running graduate programs in public health or related fields, and capability to develop and maintain an alumni tracking system.

Five-Step Decision Tool for Leadership Training, cont.

Step 5

Accountability

How will you prove the success of your program?

If you replicate this program, your organization or team becomes responsible to your funder(s), your institution as a whole and your participants.

Your program thus will need a system of collecting data that reflects the quality of services provided and the program's impact on participants' matriculation into doctoral programs and research careers.

You will learn more about this in other sections of this manual.

Five things to ask yourself when deciding if this program is right for your organization:

- Is there a need for diversity in your field?
- Where will you receive funding?
- Do you have the staff and faculty expertise to implement the program?
- Will you need to obtain approval from your institution?
- How will you prove the success of your program?



Section 3: **How to Build and Implement the *Éxito!* Program**

Congratulations!

You've carefully weighed some issues and decided that a cancer research leadership training program can fit into your organization.

Now you're ready to build your own *Éxito!* program.

Sections 3-8 of this manual provides an instructional overview and several tools you can use to help you implement the program.

Éxito! Program Components

Éxito! uses three elements — an annual summer institute, internships, and doctoral retreats — to increase the number of Latino master’s-degree students and master’s-trained health professionals who pursue a doctoral degree and a career in Latino health disparities and cancer control research.

Summer Institute

The program conducts a mandatory annual five-day Summer Institute to showcase the opportunities and need for Latino researchers in cancer health disparities research and provides participants with the



motivation, skills, and resources needed to apply to and succeed in a doctoral program. This is accomplished by blending a series of expert speakers and presenters who share their personal career paths, research interests, words of encouragement, and tools and tips for entering a doctoral program.

Paid internships

Each year, program applicants and *Éxito!* alumni are eligible to apply for one of several paid internships. Internships, which are optional, are designed to provide *Éxito!* alumni who aren’t currently enrolled in a doctoral program with an opportunity to gain research experience and improve their research skills.

Doctoral Retreat

Program alumni who subsequently apply for and are accepted into doctoral programs are eligible to participate in a biannual doctoral retreat. This two-day retreat provides in-person counseling, enables students to share challenges and success strategies with one another, and builds and solidifies the *Éxito!* network of students and faculty.



Laying the Foundation for an *Éxito!* program

1. Determine Program Capacity

The first conversation you should have with your team should determine program focus, capacity, and outcome evaluation.

What stage of educational attainment, career, and clarity of future goals should participants possess?

A program like *Éxito!* appeals to a diverse group of applicants. Internally you will need to determine your program's objectives and desired attributes of potential participants.

For *Éxito!*, we looked for:

- *Individuals currently enrolled in or graduated from a master's program.*
- *Interest in and/or currently working in a public health field (not necessarily cancer).*
- *Individuals who express a desire to pursue some form of higher education but are not certain how to proceed or in what field.*
- *Individuals who can communicate their research interest.*
- *Individuals who can communicate how cancer research can potentially align with the future goals.*



How many participants will you accept into the program each year?

Based on desired networking between participants, program staff and mentors, in addition to funding and staffing constraints, you will need to decide how many participants your program can support.

For *Éxito!*, 20 participants were recruited annually. This number was selected because of our desire to allow for maximum networking opportunities within our allotted budget.

How many internship will be offered? Will interns be compensated for their efforts?

The internship component of the *Éxito!* program is a function of availability of funding, mentors, proximity of participants to mentors and ability to provide a robust research opportunity to participants. Because participants of *Éxito!* are recruited from across the country, our interns identified their own mentors — but localized programs may be able to identify and match interns with mentors based on research interest. In addition, participants and mentors received nominal stipends. Nine interns were selected annually to allow *Éxito!* staff, interns and mentors to establish successful rapport throughout the internship experience.

Six steps to setting the stage for your *Éxito!* program:

1. Determine Program Capacity
2. Create a Timeline
3. Determine Eligibility
4. Develop Application Form
5. Recruit Applicants
6. Screen and select participants

2. Create a Timeline

Planning the *Éxito!* program is a year-round endeavor. Below is a quick timeline of the *Éxito!* program.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Identify Venue																
Invite Speakers																
Application Open																
Prog. Recruitment																
Alumni Survey																
Confirm Participants																
Summer Inst. Prep																
Annual Reporting																
Internship Conducted																

3. Determine Eligibility

You will need to consider the audience you are designing your program for.

The *Éxito!* program eligibility guidelines are:

- *Minority Hispanic/Latino* student in a master's-level health program** or master's-trained health professional. Current doctoral students or those already accepted into doctoral programs are ineligible.*
- *Good academic standing (minimum "B" average).*
- *Strong verbal, written, interpersonal, and organizational skills.*

Remember, altering the eligibility for your program will alter the type of support staff, personnel, and support materials needed to implement the program.

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* We define "minority Hispanic/Latino" as those communities who are underrepresented and experience an excess or unknown burden in the field of health disparities and cancer control research.

** Students must have completed, at minimum, the first semester of a master's program by the start of the Summer Institute.

4. Develop an Application Form

Éxito! requires an application process. This starts with an application form, which is the sole method for accepting participants into the program.

The application has two parts. Part A is the mandatory application for acceptance into the program and Summer Institute. Part B is the optional application to request to participate in an internship.

Part A: Program Application

Part A should include program information and detailed instructions for completing all sections of the application:

- *Section I: Application Form*
- *Section II: Verification of GPA*
- *Section III: Personal Statement*
- *Section IV: Letter of Recommendation Form*

[View Part A of the *Éxito!* Application](#)

Part B: Internship Application

This is an optional component of the *Éxito!* program. If individuals choose to apply for an internship, they are required to complete Parts A and B. Part B provides detailed instructions for submitting an internship work plan. The work plan is designed to describe the activities and defines the role for interns and mentors. See more in Section 6.

[View Part B of the *Éxito!* Application](#)

In addition, you may consider creating an application-oriented Frequently Asked Questions (FAQ) document to answer general questions related to the program, Summer Institute and internship opportunities.

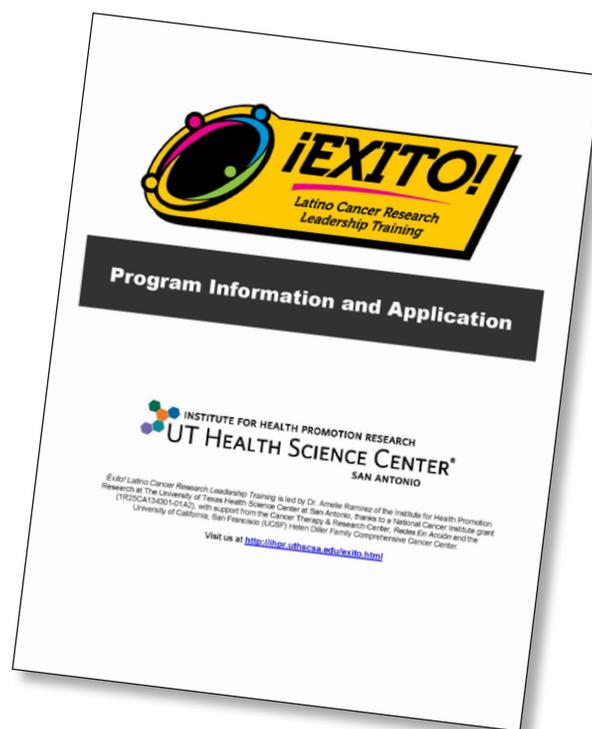
[View the *Éxito!* Application FAQ](#)

You may also consider making the application available for submission electronically. As the number of applications received increases you and your organization may prefer to receive application electronically. You can view our online summer institute applications by clicking the links below. Note, sections and instructional text may need to be modified to produce a more seamless electronic application.

View *Éxito!* Online Application for [Part A](#) and [Part B](#)

Six steps to setting the stage for your *Éxito!* program:

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5. Recruit Applicants

Promotional items

Promoting the program is critical for attracting applicants. With evolving digital media, reaching potential candidates can be fun, creative and very effective.

Basic promotional items — e-mails, brochures, flyers and PowerPoint slides — can be very informative. In addition, new media formats, such as videos, blogs and social media posts, can be very effective in reaching larger audiences.

For example, view our *Éxito!* promotional video [here](#) and some of our other promotional materials below.

[Brochure](#)

[Flyer](#)

[Informational Slides](#)

[Fact Sheet](#)

[Sample Blog Post](#)

Six steps to setting the stage for your *Éxito!* program:

1. Determine Program Capacity
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3. Determine Eligibility
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5. Recruit Applicants
6. Screen and select participants



5. Recruit Applicants, cont.

Recruitment Strategies

When you have determined eligibility, created an application, and readied promotional materials, recruiting applicants is the next step.

Here are some common recruitment/promotional methods:

Create a Listserv: A listserv will serve as your primary mechanism for spreading information about your program. This list should include university deans, chairs, faculty, student/health organizations.

As an example, the *Éxito!* application opens in October and closes in March. For the months of October, November and December, monthly e-mail blasts are sent to our listserv. In January, bimonthly emails are sent and in February, weekly. Creating this list will make the recruitment process much more seamless.

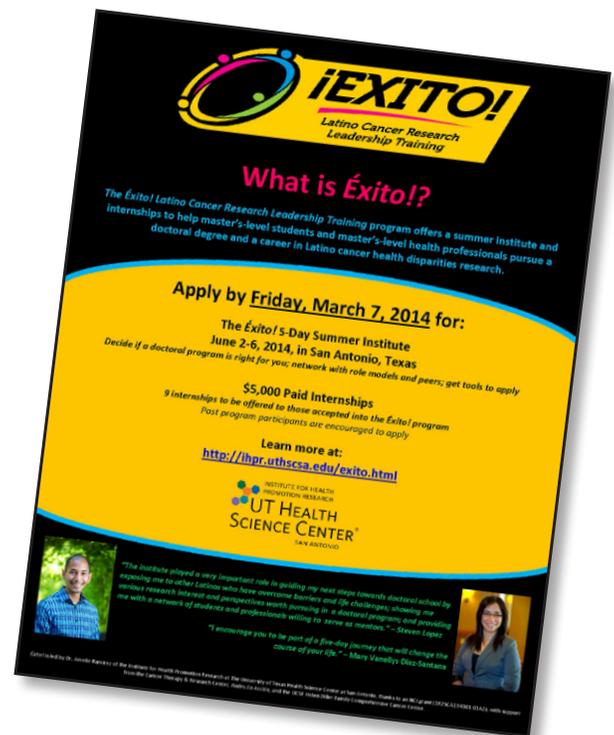
University Recruitment: For *Éxito!*, program staff send programmatic information and requests for applicants to deans, chairs, faculty, and departmental staff in charge of their listservs. Universities with large Latino student bodies offering master's- and doctoral-level public health and social science programs are targeted for our *Éxito!* program. Focused efforts are also made to identify faculty involved in cancer research because they may be more inclined to promote the program and know of eligible candidates.

Another strategy that may benefit your program would be to identify and create a relationship with known or identified faculty and student bodies and provide them with program information and resources to assist in “on the ground” recruitment on university campuses.

Student Organizations and Associations: *Éxito!* staff also distributes e-materials to student organizations and public health organizations and societies/associations with an interest in cancer and/or public health.

Social Media/Online: *Éxito!* capitalizes on the social media and online channels of its home base, the Institute for Health Promotion Research (IHPR) at the UT Health Science Center, to recruit applicants. *Éxito!* staff developed news releases, blog posts, videos, participant testimonials, and social media messages to distribute through the IHPR *SaludToday* [blog](#), [Facebook](#), [Twitter](#) and [YouTube](#) pages. *Éxito!* staff also created an [Éxito! group Facebook page](#) so *Éxito!* staff could share program information and additional educational, research and career opportunities with program alumni and other public health and cancer groups.

Éxito! Alumni: *Éxito!* program alumni were encouraged to share their experience with colleagues and mentors and asked to recruit individuals for future program participation. Alumni were given program flyers and brochures to distribute at their home institutions.



6. Screen and Select Applicants

Screen Applicants

The program should accept applications for about 4-6 months.

Be sure to put a firm time and date on the start and end of the application period, but keep in mind you'll get most applications a week or two before the deadline.

For *Éxito!*, only complete applications were reviewed. Incomplete applications were discarded.

Complete applications included: the Part A *Éxito!* application, a personal statement, two letters of recommendations, current academic transcript and, if applying for an internship, the Part B *Éxito!* application with an internship work plan.

[View the *Éxito!* Application Checklist](#)

Select Applicants

The overall quality of an application and potential to attain a doctoral degree in cancer control is determined by information and materials supplied by the applicant in the application packet.

The review process can take a week or two.

When reviewing applications it helps to create a database that allows you to track, score and rank participants during the review process. Reviewers should be qualified members of the team, including program directors and program coordinators.

[View the *Éxito!* Review/Score Sheet](#)

Six steps to setting the stage for your *Éxito!* program:

1. Determine Program Capacity
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6. Screen and select participants



Section 4:

Five-Day Summer Institute Curriculum



The five-day *Éxito!* Summer Institute is the “heart” of the program.

It focuses on the needs, opportunities, and resources that come with a career in research, particularly on Latino cancer health disparities.

The rest of this section provides instructions on Summer Institute purpose, logistics, and curriculum.

Summer Institute Purpose



The five-day *Éxito!* Summer Institute is a mandatory part of the program.

It provides:

1. *An overview of Latino cancer health disparities (i.e., epidemiology, behavioral research, surveillance trends, survivorship) and how these topics relate to different public health fields.*
2. *Exposure to the need and opportunities for Latino(a) researchers in cancer health disparities research.*
3. *Knowledge about the importance of cancer health disparities research and the potential to reduce health disparities and improve cancer related-health outcomes in Latino communities.*
4. *Opportunities to interact and establish networks with accomplished researchers and peers from diverse Latino backgrounds and disciplines.*
5. *Skills, resources, and support needed to apply to a doctoral program.*

[**View our *Éxito!* Summer Institute Introductory Video**](#)

Summer Institute Logistics

Once you select participants for the *Éxito!* program, you can contact those participants and plan logistics for the Summer Institute.

You should send participants a pre-institute packet, which for *Éxito!* includes liability and authorization forms, consent to participate forms, travel information and a pre-institute survey.

[View our *Éxito!* Pre-Institute Packet](#)

A venue is needed to host your Summer Institute and coordinate lodging logistics for non-local participants (if there will be non-local participants).

Venue. The *Éxito!* program can be hosted in a variety of locations (campus settings, hotel meeting spaces, etc.). Things to consider when selecting your venue are room space, availability of equipment (projector, screen, podium, speaker system, etc.), and meal services.

Travel arrangements. Depending on your eligibility criteria and the reach of your program, it is possible you will need to make travel arrangements for participants and speakers. This includes, flight, transportation, and lodging.

Remember, based on your organizations funding, budget, institutional rules and regulations, you may be limited to what arrangements can be made for participants and speakers.

Select a date. Depending on your program's target audience, you will need to identify a date for your institute. For *Éxito!*, the first week of June served as a prime time to host the Summer Institute as it was the beginning of summer for most and a “dead week” for participants starting summer classes.



Summer Institute Speakers/Curriculum

Creating the Summer Institute agenda requires a significant amount of attention to detail regarding speakers and the agenda/topics.

Selecting Summer Institute Speakers

Speakers selected to talk during the Summer Institute should be experts in the field of research they represent and also, more importantly, be willing to share their personal and career path with participants.

In addition, these individuals should be willing to serve as mentors (answer questions, provide contact information) and provide advice to program participants.

Creating a Summer Institute Agenda

Replication of the *Éxito!* program should retain, in its entirety or very closely, these outlined topics and include speakers relevant to those topics.



Day 1: What's Going on in Health Disparities, Including Cancer Control Research, and Why We (Latino/Hispanics) Are Here.

Day 1 aims to pique participants' interest in cancer health disparities research and make a connection between their culture, personal history, and passion for research. Participants are presented with information on health disparities and cancer control research within the Latino/Hispanic population and the importance of conducting culturally relevant research.

Day 2: Reaching the "Hard-to-Reach": The Range & Reach of Health Disparities and Cancer Control. Day 2 aims to illustrate the spectrum of cancer health disparities research and its relevance to the Latino community. Participants hear from a series of speakers conducting cancer surveillance, preventative, clinical and survival research.

Day 3: Challenges to the Insider Researcher-Tools of the Trade: Why Culture Matters. Day 3 describes the potential and limitations of current research methods related to diverse communities, and why culture matters.

Day 4: Let's Consider a Doctorate. Day 4 provides participants with the resources needed to apply, get accepted and thrive in a doctoral program. Participants hear from recent doctoral graduates and admissions personnel.

Day 5: Stepping Out: Transition from Student to Researcher. Day 5 describes the components and advantages to networking, as well as honoring the participants for completing the Summer Institute.

[View our Éxito! Summer Institute Agenda](#)

Day 1

What's Going on in Health Disparities, Including Cancer Control Research, and Why We (Latino/Hispanics) Are Here

Learning Objectives:

1. Pique participant's interest in cancer health disparities research.
2. Convey a basic understanding of the cancer health disparities research field and career opportunities available.
3. Understand the need for increased numbers of Latino(a) researchers to improve the cultural appropriateness of research methods.

Activities:

Me and My Culture. All participants are required to bring a “cultural item” with personal family/cultural significance to them. This session welcomes students by honoring their culture and sets a unique tone for the rest of the Summer Institute

Reverse Jenga. No, it's not a yoga move. This activity actually allows participants to visually observe the challenges and considerations others have that serve as barriers or insecurities for pursuing a doctoral degree. The “tower of challenges” created by the participants allows them to see that their concerns are shared and allows *Éxito!* staff to ensure participants that all identified challenges will be addressed throughout the week.





Day 2

Reaching the “Hard-to-Reach”: The Range & Reach of Health Disparities and Cancer Control

Learning Objectives:

1. Understand the range of cancer health disparities research from clinical research to survivorship interventions.
2. Improve knowledge of Latino health disparities and cancer intervention research in underserved Latino communities.
3. Become familiar with Latino health disparities and cancer epidemiology.
4. Understand the potential limitations of current research methods as they relate to Latino communities.

Activities:

Envisioning the Possibilities of a Career in Cancer Research. This activity allows participants to reflect on their personal and professional “journey” to date.

Participants are asked to identify three key milestones that brought them to this point in their life at the *Éxito!* Summer Institute.

They are required to illustrate their journey and, as the week progresses, begin envisioning their future personal and professional path.

Day 3

Challenges to the Insider Researcher – Tools of the Trade: Why Culture Matters

Learning Objectives:

1. *Recognize the social-cultural distinctions Latino patients encounter.*
2. *Discuss the need to increase the number of public health practitioners to provide culturally appropriate services and representation.*
3. *Receive first-hand advice and motivation from Éxito! alumni about applying to, enrolling and completing a doctoral program and/or Éxito! internship.*
4. *Receive effective writing feedback from a writing specialist to develop quality doctoral admission materials.*



Activities:

Collage. This activity aims to promote self-pride and group cohesiveness. It promotes the idea that, together, the group represents a single community of individuals who want to not only make a difference in people’s lives, but to save lives through research. To highlight this point, participants are asked to share with the group the name of someone from their community/culture that they admire and a personal trait they are most proud of. This activity brings out the unique and valuable perspective each participant offers to their community and the great potential each has to offer Latino cancer health disparities research.

BBQ Dinner Skit. Hosting an after-hours event can provide important relationship-building and networking opportunities. To that end, the *Éxito!* program hosts an evening BBQ social event and provides a comical, yet accurate depiction of the “life of a researcher.” This is done by having staff and participants participate in a skit.

[**View our Éxito! BBQ Skit**](#)

Day 4

Let's Consider a Doctorate

Learning Objectives:

1. Obtain professional information, tips, and feedback on how to prepare a quality doctoral application, prepare for admissions, and thrive in a doctoral program.
2. Acquire effective professional development skills to enhance rapport with mentors, faculty, peers, and potential future funders and employers.
3. Acquire necessary skills and information to develop a quality research/scholastic portfolio.



Activities:

Putting on Your Researcher's Hat. To encourage participants to start thinking about their role in research, the *Éxito!* program staff ask them to share with the group the research they are currently involved with, their current research interest, and the type of research they think they may pursue in the future.

Walking and Talking. Walking and talking sessions provide participants additional opportunities to network. This activity allows participants to discuss their current understanding of cancer and share personal experiences with cancer. Participants are then asked to discuss potential strategies to demystify cancer in their communities and among Latinos.

Day 5

Stepping Out: Transition from Student to Researcher

Learning Objectives:

1. Understand the components and advantages of networking and self-representation.
2. Apply the skills learned throughout the Summer Institute to effectively convey a personal career path and future goals.

Activities

Goal Setting. *Éxito!* program staff assist participants in goal setting and attainment by engaging them in an interactive activity where they identify where they are currently and what their future plans are — and whether those plans include pursuing a doctorate and/or a career in cancer control research.

Graduation Ceremony. At the end of the Summer Institute, participants go through a special ceremony commencing their time and effort. The ceremony provides participants the opportunity to share their drawing from earlier in the week (envisioning the possibilities of a career in cancer research activity), and they are given a completion certificate.



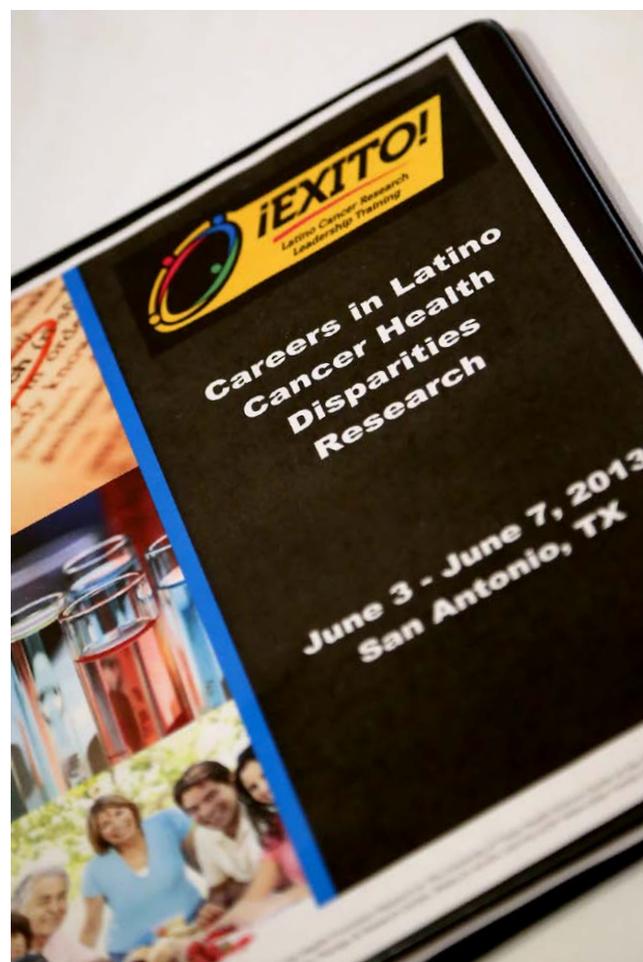
Other Summer Institute Components

Program Binder

A program binder should be created and provided to participants the first day of the Summer Institute. The content should include program overviews and important documents.

The *Éxito!* binder contains:

- *Welcome letter*
- *Éxito! Summer Institute Agenda*
- *IHPR & Éxito! Program Information*
- *Presenter Contact Information and Bios*
- *Participant Contact Information and Bios*
- *Tips for Applying to and Completing a Doctoral Program*
- *Day 1 handout materials (if applicable) and daily evaluation*
- *Day 2 handout materials (if applicable) and daily evaluation*
- *Day 3 handout materials (if applicable) and daily evaluation*
- *Day 4 handout materials (if applicable) and daily evaluation*
- *Day 5 handout materials (if applicable) and daily evaluation*



Daily Group Physical Activity Sessions

To promote physical activity, participants are randomly placed in groups and asked to lead a 15-minute group physical activity session after lunch each day. Participants are encouraged to be creative, and group sessions span from Tai-Chi sessions to salsa-dancing sessions.

Alumni Stories

At the conclusion of every Summer Institute, *Éxito!* staff write alumni stories — or biographies — for the *Éxito!* [website](#). These stories serve as testimonials for the program, provide an overview of the types of participants selected for the program, and offer role models for their peers.

Summer Institute Evaluation

Evaluation of the Summer Institute curriculum will be discussed in Section 8 of this manual.

Section 5:

Éxito! Internships



Internships are an important means of reinforcing the concepts and motivation drawn from the Summer Institute.

So, each year, program applicants and Éxito! alumni are eligible to apply for one of several paid internships.

Internships

Purpose and Eligibility

Éxito! offers several paid internships a year to offer those not yet enrolled in a doctoral program an opportunity to gain research experience and improve their research skills. All *Éxito!* participants and alumni are eligible to apply.

Selecting a Mentor

Intern candidates first must identify a mentor at their home institution or local cancer research center. The mentor is responsible for ensuring the work plan submitted by the applicant is complete and feasible based on both the mentor's and applicant's ability and expertise. Mentors are required to meet with their intern at minimum, once a week for at least 30 minutes. In most cases however, mentors have very regular interaction with their interns.

Example: This story highlights an *Exito!* intern's experience.



Cristina Valdovinos *Éxito!* Alumni 2012

Cristina Valdovinos is originally from California but is working on her MPH at Columbia University's Mailman School of Public Health. Valdovino is currently a research assistant and is examining the behavioral factors of breast cancer survivors using the New York Metropolitan breast cancer registry data.

Valdovinos' *Éxito!* internship focused on determining whether perceived discrimination was associated with Latinos' adherence to breast, cervical, colorectal and prostate cancer screening testing. It was determined that screening behaviors among Latino men and women were different among age groups and type of screening test. Lack of health insurance and acculturation to U.S. culture were predictors of low cancer screening adherence, and individuals with higher perceived levels of discrimination were less likely to adhere to screening recommendations.

Valdovinos' internship allowed her to improve her statistical analysis skills and work with complex data sets. She learned the importance of effective communication when working closely with large research teams.

Work Plan Development

Internships must focus on the Latino population and can cover topics across the cancer health disparities research continuum, such as:

- *Community intervention research*
- *Behavioral science research*
- *Health communication*
- *Epidemiology*
- *Biostatistics*

Internship Timeframe

Interns are asked to complete 360 hours over a 6-month period (for *Éxito!* that lasted from June to November).

Internship Evaluation

Internship evaluation is described in Section 8 of this manual.

Section 6:

Éxito! Doctoral Retreat



If your *Éxito!* program is successful, it will mean that minority students are entering doctoral programs.

But your support doesn't have to end there.

To provide doctoral students ongoing support, an annual doctoral retreat offers in-person, group or individual counseling to program alumni to help them complete their degree.

Doctoral Retreat

Purpose and Eligibility

Doctoral retreats aim to provide in-person, group and individual counseling to *Éxito!* alumni enrolled in doctoral programs.

The two-day retreat allows a select number of alumni to share challenges and success strategies with one another, as well as build and solidify the network of doctoral students and faculty for the ongoing informal provision of support. A limited amount of travel openings are available.

Like the [Summer Institute planning](#), the doctoral retreat requires logistical planning, speakers, and an agenda.

Retreat Speakers

Speakers invited to speak during the retreat should be experts in the field of research they represent and, more importantly, be willing to share their personal and career path with participants. In addition, these individuals should be willing to serve as mentors (answer questions, provide contact information) and provide advice to program participants.

Identifying a Retreat Venue and Travel Arrangements

If you choose to host doctoral retreats, you will have to identify a venue and consider lodging logistics for non-local participants.

Retreat Agenda

The agenda generally should reinforce the concepts from the Summer Institute and help build new skills in these areas:

Day 1: Completing Your Mission — Safely Navigating the Mine Field of the Doctoral Program. Day 1 aims to provide participants with confidence and professional advice to build skills and knowledge to succeed as a doctoral graduate.

Day 2: Everyone is a Mentor. Day 2 provides participants with practical financial advice on funding a doctoral program and builds unity among participants by engaging in large-group discussions on balancing personal and professional lives.

[View a Sample Doctoral Retreat Agenda](#)

Section 7:

Éxito! Alumni Communication

To continue flaming the fire of program alums' interest in seeking a doctoral degree and a career in cancer health disparities research, ongoing communication is needed.

This communication doesn't have to cost a lot of time and money.

In fact, the *Éxito!* program maintains ongoing communication with alumni through a website, quarterly emails, a Facebook group page, and an annual E-newsletter.



Alumni Communication

To ensure constant contact without a hefty price tag, the *Éxito!* program maintains ongoing communication with alumni via several electronic means.

Maintaining this communication is critical for continued encouragement and support for alumni.

Website

At the [Éxito! website](#), prospective participants and alumni alike can access participant testimonials and the latest news on Latino cancer health disparities.

Quarterly Emails

Alumni are very hungry for research, training and funding opportunities. After completing the *Éxito!* Summer Institute, alumni are signed up to receive monthly news E-alerts (via the IHPR's National Cancer Institute-funded cancer research network for Latinos, called *Redes En Acción*) that include the latest Latino cancer research, reports, news, training and career opportunities, calls for grant proposals, and much more. *Éxito!* staff also send alumni periodic emails with research and training opportunities.

Alumni Network

To ensure participants remain connected with fellow alumni, participants are provided with each other's emails and are invited to join the *Éxito!* alumni [Facebook group page](#). This space serves as a great area for sharing words of encouragement — and new training, research, and employment opportunities — with each other.

Annual E-newsletters

For those alumni who don't have Facebook, the *Éxito!* program developed an annual E-newsletter, another easy way to keep them tied into the program and learning about fellow alumni.

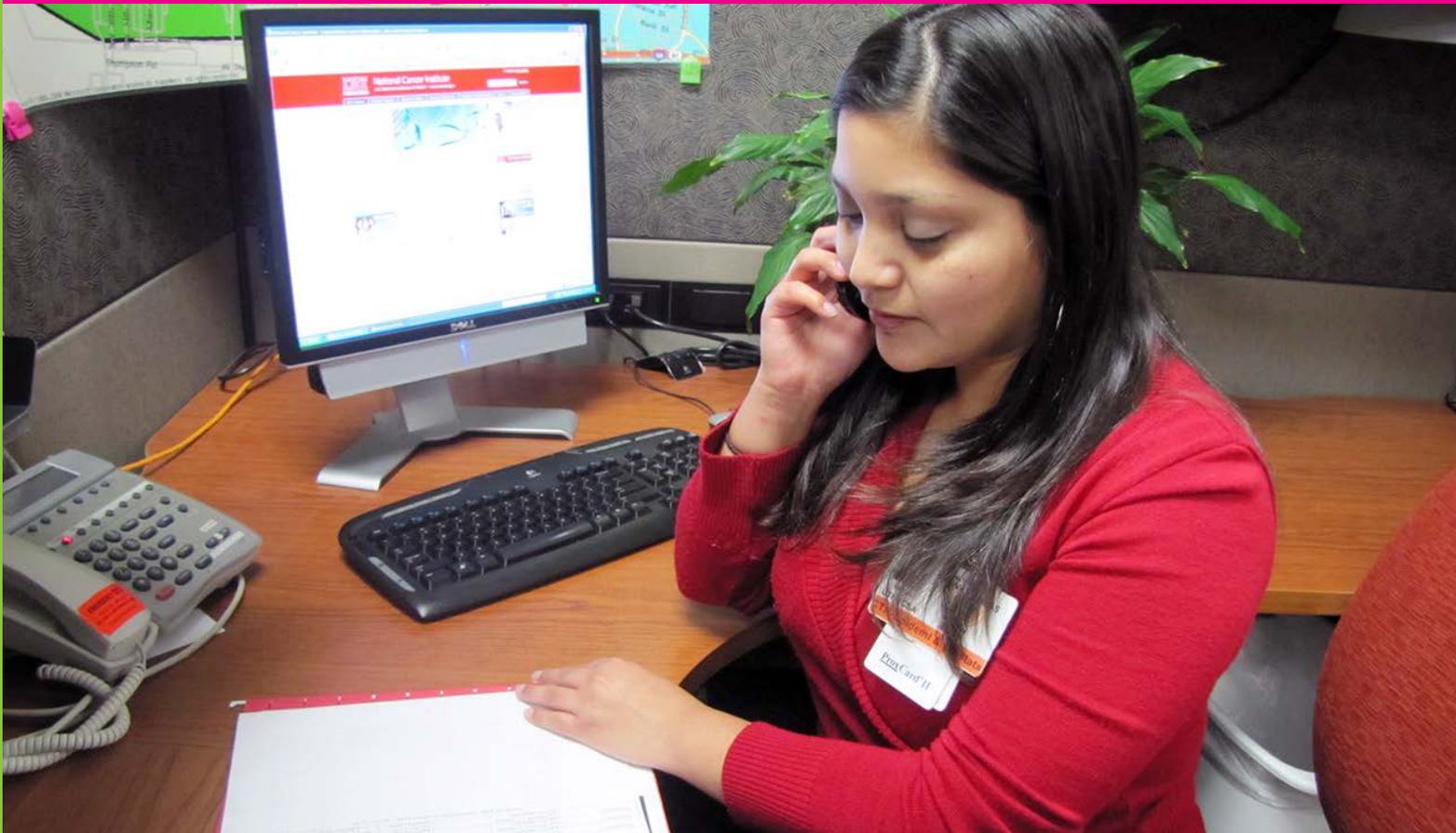
E-newsletter content is written by *Éxito!* staff over about a month or two and features the latest news about alumni. To get the latest news from alumni, staff emails alumni asking certain questions about doctoral degree and research progress, new life experiences, etc.

An example of our annual newsletter can be found [here](#).



Section 8:

Éxito! Program Evaluation & Reporting



So you installed an *Éxito!* program at your organization.

Great!

But how do you know if the program was successful?

You will need a system of data collection that can measure program impact, quality of services, and tracking of participants during and after the Summer Institute.

Evaluation and Reporting

Replication of the *Éxito!* program should include a system of collecting data that reflects the quality of services provided and the programs' impact on participants' matriculation into a doctoral program and career in cancer research.

Pre-Institute Evaluation

Prior to attending the Summer Institute, participants are required to complete a pre-Summer Institute survey collecting information on demographics, academics, perception of barriers, perception of facilitators and academic self-efficacy. The survey should also ask about participants' likelihood to pursue a doctoral degree and a career in cancer health disparities research.

[*View our Éxito! Pre-Institute Survey*](#)

On-Site Summer Institute Evaluation

To ensure the Summer Institute provides participants with information relevant to their success in applying to and completing a doctoral degree, participants are asked to evaluate the presenters, activities, and overall logistics (program length, pace, etc.) for each day of the Summer Institute.

[*View our Éxito! Daily Evaluations*](#)

Post-Institute Evaluation

After attending the Summer Institute, participants are required to complete a post-Summer Institute survey which again asks participants to evaluate their academic self-efficacy and likelihood to pursue a doctoral degree and a career in cancer health disparities research.

[*View our Éxito! Post-Institute Survey*](#)

Alumni Evaluations

The alumni survey is distributed annually and collects up-to-date contact information and asks questions related to their progress toward applying for doctoral programs, doctoral program acceptance, current academic and employment status, and intention to pursue a career in Latino cancer health disparities research.

[*View our Éxito! Annual Alumni Survey*](#)

Internship Evaluation

Interns are asked to assess their research skills before and after their internship, and are also asked to evaluate the intention and the impact the internship had on their plans to pursue a doctoral degree and career in Latino cancer health disparities research.

[*View our Éxito! Internship Survey*](#)

Reporting

An annual comprehensive report should be created to showcase the results of all program components. This 10-15-page report can be shared with program stakeholders and others interested in program outcomes.

[*View our Éxito! Annual Report*](#)