



HPN-SIP 2020: Hawaii Pacific Neuroscience Summer Internship

The Summer Research Program at Hawaii Pacific Neuroscience provides students the opportunity to spend 9 weeks working side-by-side with leading neuroscientists and researchers in Hawaii in groundbreaking studies in Alzheimer's disease, Epilepsy, Parkinson's disease, Multiple Sclerosis and other neurodegenerative diseases.

This internship will be from June 10th, 2020 – August 15th, 2020. Students must be enrolled in an accredited college or university as undergraduate, graduate, or professional status. A small cohort of individuals in their senior year at an approved High School will be considered under "exceptional circumstances".

This internship is time-intensive with mandatory lectures built into the program. Please reference the "Calendar of Events" on page 3 for more information. Do not apply for HPN-SIP if you are unable to make these mandatory events. The calendar does not include your time in the clinic and your time with your research group.

All prospective students must submit their application via email no later than **24 APR 2020** and will be notified by **22 MAY 2020**. **Send your completed application packet to:**

Catherine Mitchell at cmitchell@hawaiiineuroscience.com

- 1) Application (found on page 2)
- 2) Curriculum Vitae
- 3) Cover Letter
 - a. No more than 2 pages
 - b. Must address the following questions:
 - i. Why do you want to participate in this specific program?
 - ii. How do your skills and experiences make you the perfect match for the program?
 - iii. What are your realistic expectations for this program?
 - iv. What are your long-term educational goals?
 - v. How is your summer schedule planned to accommodate this internship?
- 4) GCP and HIPAA certificates
 - a. GCP & HIPAA links for students (FREE)
 - i. CITI
<https://about.citiprogram.org/en/homepage/>
Must specify your university for free access. Ex) University of Hawaii, you only need to complete **GCP ICH**.
 - ii. HIPAA
https://hawaii.statecenter.nrc.org/LinkClick.aspx?fileticket=QesKS_auNYU%3d&portalid=8
HIPAA post-test
<https://www.surveymonkey.com/r/?sm=XPPFTwegg5EooUQRjMmX%2bnD4ConStB6bndF9ACWjkJo%3d>
 - iii. GCP (This website is an alternative to CITI)
<https://gcp.nidatraining.org/>
- 5) (OPTIONAL) Team Leader Consideration
 - a. Those interested in serving as a team leader must provide an additional cover letter
 - b. Must address the following questions:
 - i. Why do you want to be a team leader?
 - ii. What leadership qualities can you offer the program?
 - c. Prospective team leaders will be required to conduct a formal phone interview
- 6) "Exceptional Student Consideration"
 - a. All incoming high school seniors must complete an additional cover letter
 - b. Must address the following questions:
 - i. What makes you stand out as an "Exceptional Student" in the professional world of medicine?
 - c. Must submit a personal video addressing the following questions:
 - i. What are you looking forward to in this internship?
 - ii. What do you like to do for fun?

Applicants will be notified of their selection via email no later than **22 MAY 2020**.

HAWAII PACIFIC NEUROSCIENCE, LLC

Summer Internship Program (HPN-SIP) 2020 Application



APPLICANT INFORMATION

Last Name		First		M.I.	DOB
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available			Date Back to School		
List any date conflicts from 06/10/20 – 08/15/20					
Have you ever interned for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain					
Do you have transportation? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain					

EDUCATION

High School					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Graduate					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

MILITARY SERVICE NOT APPLICABLE

Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER

Do you foresee anything that would prevent you from attending all mandatory internship events? Or anything we need to be aware of? YES NO

Explain:

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to internship, I understand that false or misleading information in my application or interview may result in my release.

Signature Date

JUNE 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 Orientation	11 OH	12	13
14	15	16	17 Lecture	18 OH	19	20
21	22	23	24 Lecture	25	26	27
28	29	30				
June Holidays Flag Day - 14 Father's Day - 21 Summer Begins - 21 ** OH = Office half-hour (4:45 - 5:15 PM)						

NOTES

06/10/20: HPN-SIP Orientation from 4 - 6:30 PM

06/17/20: Mandatory Lecture from 5-6 PM

06/24/20: Mandatory Lecture from 5-6 PM

06/11/20 and 06/18/20: Optional Investigator office half-hour from 4:45 - 5:15 PM

*Groups will also meet with their faculty advisor 3 times throughout the internship.

JULY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Lecture	2 OH	3	4
5	6	7	8 Lecture	9 OH	10	11
12	13	14	15 Lecture	16 OH	17	18
19	20	21 Midterms	22	23 OH	24	25
26	27	28	29 Lecture	30	31	
July Holidays Independence Day - 4 ** OH = Office half-hour (4:45 - 5:15 PM)						

07/01/20: Mandatory Lecture from 5-6 PM

07/02/20, 07/09/20, 07/16/20, 07/23/20 : Optional Investigator office half - hour from 4:45 - 5:15 PM

07/08/20: Mandatory Lecture from 5-6 PM

07/15/20: Mandatory Lecture from 5-6 PM

07/21/20: Mandatory Midterms @ Castle from 12:30 - 1:30 PM

07/29/20: Mandatory Lecture from 5-6 PM

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Lecture	6 OH	7 Final Reflection poster, & Abstract due	8
9	10	11	12	13	14	15 Final Symposium
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	** OH = Office half-hour (4:45 - 5:15 PM)				

08/05/20: Mandatory Lecture from 5-6 PM

08/06/20 : Optional Investigator office half - hour from 4:45 - 5:15 PM

08/07/20: Final Reflection Due by 4 PM

08/15/20: Final Symposium at HPN from 9 AM - 2 PM