



HPN-SIP 2022: Hawaii Pacific Neuroscience Summer Internship

The Summer Research Program at Hawaii Pacific Neuroscience provides students the opportunity to spend 8 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 8th, 2022 – August 13th, 2022. 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. The majority of the internship will be virtual, but students will need to be on-campus for their data mining sessions with their research group (4 hour weekly time block).

All prospective students must submit their application via email no later than **29 APR 2022** and will be notified by **20 MAY 2022**. There is a nonrefundable application fee of \$25. Please pay on the website and email 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 GCP
<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://info.proservice.com/hipaa-compliance-on-demand>
You will be asked to provide your full name, email address, and company. Please put “Hawaii Pacific Neuroscience” for the company. Please take the “**HIPAA Compliance Online Exam**” after reviewing the webinar (link found in the Summary section).
 - iii. NIDA 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 are 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 **20 MAY 2022**.

HAWAII PACIFIC NEUROSCIENCE, LLC

Summer Internship Program (HPN-SIP) 2022 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:			
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

EMERGENCY CONTACT	
Name	
Phone Number	
Relation	

DISCLAIMER	
Do you foresee anything that would prevent you from attending all mandatory internship events? Or anything we need to be aware of? YES <input type="checkbox"/> NO <input type="checkbox"/>	
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 2022

Notes	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
* = virtual Lectures are from 5 - 6 pm	5	6	7	8 Orientation*	9	10	11
	12	13	14	15 Lecture*	16	17	18
	19	20	21	22 Lecture*	23	24	25
	26	27	28	29 Lecture*	30		
							3

July 2022

Notes	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
* = virtual Lectures are from 5 - 6 pm	3	4 CLOSED	5	6 Lecture*	7	8	9
	10	11	12	13 Midterms*	14	15	16
	17	18	19	20 Lecture*	21	22	23
	24	25	26	27 Lecture*	28	29	30
	31						4

August 2022

Notes	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
* = virtual		1	2	3 Lecture*	4	5 Final reflection, Abstract due	6
Lectures are from 5 - 6 pm	7	8	9	10	11	12	13 Final Symposium*
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
							5