



Feinstein Institute for Medical Research
Northwell HealthSM

Faculty Mentor and Student Internship Handbook

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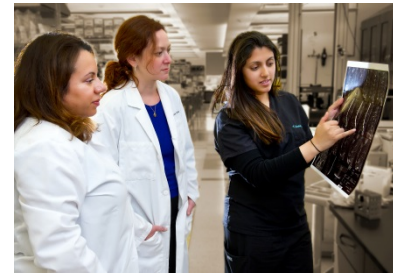
Introduction



The Feinstein Institute for Medical Research is the research arm of Northwell Health, the largest healthcare provider in New York. Home to 50 research laboratories and to clinical research throughout dozens of hospitals and outpatient facilities, the 2,000 researchers and staff of the Feinstein Institute are making breakthroughs in molecular medicine, genetics, oncology, brain research, mental health, autoimmunity, and bioelectronic medicine – a new field of science that has the potential to revolutionize medicine.

The Feinstein Institute for Medical Research is the collaboration of creative thinkers who share a singular focus of advancing sciences to prevent disease and cure patients. Only the Feinstein Institute for Medical Research empowers imagination, removes barriers to original thought, and supports pioneering discovery.

The Feinstein Institute Summer Intern program is a competitive mentored program designed to provide high school, college, and graduate students with hands-on experience in disease-oriented research and familiarize them with opportunities that exist for careers in medical research.



This handbook is meant to be a guide for everything the student intern and faculty mentor need to know in order to have a successful Feinstein Institute Summer Internship experience. The purpose of the handbook is to outline the requirements of the internship and the responsibilities of both the student intern and the faculty mentor.

Eligibility Requirements

This program requires a full 8-week commitment. Students need to be at least 16 years of age before July 1st, 2017 in order to apply. Students need to be at least 18 years of age before July 1st, 2017 in order to work in the Center for Comparative Physiology. Daily transportation and on-campus housing is not available. All students must have their own transportation and housing arrangements.

If selected to participate in the program, students must complete the following:

- Visiting Scholar Agreement
- Medical Clearance from Northwell Employee Health Services
- Background Investigation
- Confidentiality Agreement

How to Apply

Students interested in applying to the program need to submit a complete application [online](#), which includes the following:

- a short essay describing why you are interested in this research experience;
- a short essay describing your goals for the summer internship;
- your resume;
- 2 professional letters of recommendations.

A professional letter of recommendation can be from a previous or current teacher/professor, program director, guidance counselor, employer, mentor, etc.

Applicants need to rank 3 Feinstein faculty members they would like to work with for the program. A complete list of Feinstein Faculty can be found [here](#). In your application, be sure to specify why you are choosing to work with each mentor.

The Selection Process

Once the online application has officially closed, all complete applications will be routed to faculty mentors for review and selection. Faculty mentors who were indicated by the applicant will review the applications.

Mentors will choose the applicant(s) who are the best fit for their scientific program based on the complete application package.

All applicants will be notified by March 1st, 2017 regarding acceptance via email.

The Key to a Successful Internship



The key to a successful internship experience is setting expectations. Faculty mentors and student interns need to work together to set expectations at the beginning of the internship. Faculty mentors should clearly define intern responsibilities and the student interns should outline their goals and desired competencies for participating in the program.

Mentor/intern pairs that openly discuss goals and learning objectives at the start of the program consistently have better experiences.

The Student Intern's Responsibilities

Throughout the program, all student interns are expected to act in a professional manner which reflects their status as Feinstein Institute Summer Interns.

All interns must:

- Arrive to work on time and remain fully engaged throughout the day, as agreed with their mentors.
- Wear their Northwell Health identification badges at all times while on campus.
- Dress appropriately for the work being performed (i.e., closed toe shoes, personal protective equipment, as required, etc.).

It is the intern's responsibility to meet with his/her faculty mentor to discuss expectations, goals, and learning objectives for the internship at the start of the program. This discussion is for the benefit of the intern and the mentor and will help ensure a rewarding experience.

Unethical or undesirable conduct exhibited while on the internship may result in dismissal from the Feinstein Institute at any time.

All student interns are expected to present their work at the Feinstein Institute Summer Intern Poster Session at the end of the summer. After the program has ended, interns must also complete an electronic internship evaluation to evaluate their internship experience.

The Faculty Mentor's Responsibilities

All faculty mentors, or their designated staff, must mentor their interns.

The faculty mentor is responsible for defining job responsibilities and setting clear expectations for the student intern. All faculty mentors should meet with their intern(s) to discuss expectations, goals, and learning objectives for the internship at the start of the program.

The mentor must choose an appropriate project for the intern based on his/her age, experience, competencies, and desired goals. The faculty mentor is responsible for holding the student intern responsible for performing the assigned duties in a satisfactory manner and following relevant rules and regulations.

At the close of the program, faculty mentors must complete an electronic internship evaluation to evaluate their internship experience as a mentor for the summer internship program.

The Institute's Responsibilities

The Feinstein Institute for Medical Research is responsible for assisting the student intern and faculty mentor in fulfilling the objectives of the program. The intern or mentor can direct questions and deal with any issues by contacting site HR.

2017 Internship Timeline

- November 1st, 2016 – Online application opens
- January 15th, 2017 – Online application closes
- February 15th, 2017 – Mentors select students
- March 1st, 2017 – Students notified of acceptance
- May 1st, 2017 – All clearance documents required
- May 30th, 2017 – Orientation for college students
- June 29th, 2017 – Orientation for high school students
- August 16th, 2017 – Feinstein Institute Summer Intern Poster Session

Contact Information

The Feinstein Institute for Medical Research
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<http://www.feinsteininstitute.org/education-careers/education/student-intern-programs/>