

**2024 JJ VANCE MEMORIAL SUMMER INTERNSHIP  
in the Biological and Computational Sciences**

**IMPORTANT NOTICE**  
Please read carefully!

**No phone calls will be accepted for this internship.**  
**All communication MUST be through email at [hihg-jivance@med.miami.edu](mailto:hihg-jivance@med.miami.edu).**  
**No paper, photo, or hand written submissions will be accepted.**

Students: pages 1-4 provide important information for you and parents/guardians. Please distribute page 5 to the teachers from whom you have requested recommendations.

The JJ Vance Memorial Summer Internship in Biological and Computational Sciences is a National Institutes of Health (NIH) funded, **paid** internship awarded to juniors in good standing from high schools in South Florida. The recipients of the internship will participate in an exciting and challenging eight-week research course at the University of Miami Miller School of Medicine. Regarding travel expenses, reimbursement for a Miami-Dade Metro-rail monthly student pass (student is responsible for obtaining Miami Dade Metro Student ID card) – **OR** – a UM Medical Campus Monthly Parking Pass will be provided for the eight-week period. All other transportation costs must be covered by the student. After the application deadline, finalists will be selected for in-person interviews before offers are made.

**Requirements for Eligibility:**

- ◆ Must be a current junior in high school who will be a rising senior during the internship program. No exceptions.
- ◆ Must excel in the biological and/or computational sciences.
- ◆ The NIH grant requires that students must be eligible to work in the United States. Proof of eligibility is required at the interview date. More details will be provided to students who are selected as finalists.
- ◆ Must be available to attend UM employee onboarding, including a background check, drug testing, and a TB test with parental accompaniment, which requires a follow-up appointment 48 hours later.
- ◆ Interns must be present and on time, Monday through Friday, 9:00 AM to 5:00 PM, excluding July 4, for the duration of the 8 week internship, which will take place at the University of Miami Miller School of Medicine campus, Biomedical Research Building, 1501 NW 10 Ave. Miami, Florida 33136. On the first day, they will need to arrive one hour early (at 8:00 AM). There will be no remote work or overtime hours allowed for this internship. One hour must be taken for lunch. No exceptions.
- ◆ Interns and parents will be required to sign a code of conduct after acceptance into the program.
- ◆ At the end of the 8-week period, interns must give a short oral presentation describing their work over the summer at a research luncheon attended by faculty, staff, local education administrators, friends, family, and fellow interns.

## APPLICATION CHECKLIST

ALL SUBMISSIONS MATERIALS (BESIDES TRANSCRIPTS) MUST BE EMAILED TO  
[hihg-jivance@med.miami.edu](mailto:hihg-jivance@med.miami.edu).

### Key Dates:

- ◆ Application deadline: **January 31, 2024, 5:00 PM EST**. ~ No late submissions accepted ~
- ◆ First Day of Internship: **June 17, 2024 (TENTATIVE)**
- ◆ Last Day of Internship: **August 9, 2024 (TENTATIVE)**

Please consult [www.hihg.org/jivance](http://www.hihg.org/jivance) for more information.

Application materials must be in Microsoft Word or Adobe PDF formats and include the applicant's full name. We will acknowledge that documents have been received. Students are responsible for following up if they do not receive acknowledgement within 24 hours. The following are required for a complete application:

### 1. High School Transcripts

- a. Transcripts for Grades 9, 10, and 11 only. All others will not be accepted.
- b. Must be submitted by the student's school (other delivery methods will not be accepted). We are not responsible for replying to an incorrect submission.
- c. Submissions may be made by email from the registrar's school email address to [hihg-jivance@med.miami.edu](mailto:hihg-jivance@med.miami.edu) in *PDF format only* or to: JJ Vance Internship Program, 1501 NW 10<sup>th</sup> Ave, BRB 324 (M-860), Miami, Florida 33136.
- d. Transcripts must be received by application deadline. Students are responsible for requesting transcripts from their schools in a timely manner.

### 2. Completed application questions 1-4 (see online application form).

### 3. Personal Statement Essay (see online application form)

### 4. Two letters of recommendation

- a. Letters must be at least one page in length (a maximum of two pages).
- b. ONLY TWO LETTERS, maximum, no exceptions.
- c. One letter **MUST** be from a science teacher.
- d. Recommendation letters **MUST** be from student's own high school / AP college teachers. Letters from other grade levels, from teachers for which the student was not enrolled in their class, or from teachers for programs not affiliated with the student's school, will not be accepted. Counselors, coaches, employers, family friends, and other school personnel letters will not be accepted.
- e. Letters of recommendation will only be accepted by email from the teacher's **SCHOOL EMAIL address in a signed PDF or Microsoft Word document attachment**.
- f. Students should provide teachers with their email addresses so they may be copied on confirmation of receipt, which will be sent within 24 hours. If teachers do not receive confirmation, it is their responsibility and the student's responsibility to follow-up or re-submit the letter.

### **Parents and Students – Please read carefully!**

1. The official resource for this internship is: [www.hihg.org/jivance](http://www.hihg.org/jivance). Please consult the website and this packet before contacting us. No phone calls will be accepted.

### **Interview Information**

2. Students will receive an invitation to interview on/around the week of **February 19<sup>th</sup> (TENTATIVE)** and must schedule their appointments immediately. If a student does not respond to the invitation within 24 hours, the invitation is void.
3. In-person interviews are **tentatively** scheduled to take place the week(s) of **February 26<sup>th</sup>, March 18<sup>th</sup> & March 25<sup>th</sup> from 4:00-6:00 PM** in the Biomedical Research Building at the UM Medical School, located at 1501 NW 10<sup>th</sup> Ave, Miami, Florida 33136. This is the same building in which students will work if accepted into the program. Parking instructions will be provided.
4. Dress code for the interview is business formal. Please arrive 15 minutes early. Parent/guardians may not attend the interview. Students will be interviewed by a panel of ~9 faculty members. Information about these faculty members will be provided with the interview invitation.

### **Offer Information**

5. Final internship offers will be made on/around **April 1<sup>st</sup> (TENTATIVE)**. Students must accept within 24 hours or the offer is void. To officially accept the offer, students must send background check consent documents signed by a parent/guardian and a code of conduct form that they and a parent/guardian have signed.
6. If accepted, students will be required to pass a background check. After the signed consent documents have been processed, students will receive an invitation by email to fill out background information.
7. If accepted, the students and a parent/guardian must be available to attend UM employee onboarding. This includes:
  - a. Drug testing (urine and blood sample)
  - b. TB test (skin prick reaction test)
    - i. PARENTS/GUARDIANS MUST ACCOMPANY STUDENTS TO THE FIRST TB APPOINTMENT. The initial test will likely be on a Monday, Tuesday, or Wednesday.
    - ii. The test requires a follow-up appointment 48 hours later (which parents/guardians do not need to attend). Follow-up appointments usually occur Wednesday, Thursday, and Friday.
    - iii. The drug and TB tests usually take place at the University of Miami Hospital (UMH). UMH is located in the same medical complex as the building in which the students will be working. Detailed instructions will be provided.

### **General Information**

8. Students will need to report to work at 1501 NW 10<sup>th</sup> Ave, Miami, FL 33136. A map will be provided to those who receive a final offer and are accepted into the program.

9. The **approximate** hourly rate for this internship is \$15 per hour.
10. Students will be reimbursed for a Miami-Dade Metro Rail Student Monthly Pass obtained by the student – OR – the cost of monthly parking at UM Medical School (not both). The Metro stop for this internship is the Civic Center stop.
11. Students must report every day, Monday through Friday, 9:00 AM to 5:00 PM, excluding July 4. On the first day, they will be required to report from 8:00 AM to 5:00 PM. Students will have a mandatory one hour lunch, during which time they must clock out. Overtime hours are not available for this program.
12. Students are responsible for their own lunches. Fridges and microwaves are available for students who wish to bring a lunch. For those who wish to purchase lunch, a description of options will be provided at orientation.

## A Message for Teachers

Dear Educator:

The student who has requested your recommendation is applying to the JJ Vance Memorial Internship for the Biological and Computational Sciences in the John P. Hussman Institute for Human Genomics at the University of Miami Miller School of Medicine.

This internship is highly competitive. We typically receive more than 200 applications for 12 spots. Students who are accepted into the program have the unique opportunity to be directly involved in scientific research and collaborate with faculty members, research scientists, and administrators in a university setting.

The quality of your letter greatly affects the student's chances of acceptance into the program. Letters from teachers are one of the most closely examined portions of a student's application. The faculty members on the interview committee look to you for an opinion on the student's potential as a leader in science. Your role in the application process is very important.

***Therefore, it is imperative that you are honest with your student about the quality of the recommendation you are able to provide. Letters must be detailed, compelling, and at least one page in length. Letters under one full page will be rejected.***

The letter should focus on the student's performance in your class, role in the school/ community, character, and academic potential.

If you are unable to provide the student with a positive recommendation or cannot dedicate the time needed to write a one-page letter that contains this level of detail, please respectfully decline the student's request.

We sincerely appreciate that you have chosen to dedicate your life to educating future leaders in science. Should you have questions, please direct them to [hihg-jjvance@med.miami.edu](mailto:hihg-jjvance@med.miami.edu). We look forward to hearing from you.

Sincerely,

The JJ Vance Memorial Internship Admissions Committee