SUMMER INTERNSHIP OPPORTUNITIES
FOR UNDERGRADUATE AND
GRADUATE STUDENTS

MAY 28 – AUGUST 3, 2007

- 10-Week Internship in Washington, DC
- Stipend
- Housing
- Round-trip Travel

INFORMATION AND APPLICATION PACKET

APPLICATION DEADLINE: Friday, January 26, 2007

DECISION NOTICE: Friday, March 30, 2007

Quality Education for Minorities (QEM) Network
1818 N Street, NW · Suite 350
Washington, DC 20036
Tel: 202/659-1818 · Fax: 202/659-5408
E-mail: qemnetwork@qem.org

Visit the QEM Website: http://qemnetwork.qem.org
This packet contains:

- A two-page Internship Program summary
- Eligibility and selection/placement criteria information sheets (2)
- An application form
- Two recommendation forms

IMPORTANT:

The completed application and recommendation forms, transcript, essay, and your resumé must be mailed to the QEM Network in a single package postmarked on or before Friday, January 26, 2007. Hand-delivered application packets will be accepted at the QEM Network office until 5:00pm on January 26, 2007. Transcripts may be mailed separately, if necessary, but must also be postmarked by the deadline date.

MAIL APPLICATIONS AND DIRECT INQUIRIES TO:

QEM Network
Internship Program
1818 N Street, NW • Suite 350
Washington, DC 20036
Tel: 202/659-1818
Fax: 202/659-5408
E-mail: qemnetwork@qem.org
The QEM Network

The Quality Education for Minorities (QEM) Network is a Washington, DC based non-profit organization dedicated to improving the education of minorities throughout the nation. It serves as a focal point for the implementation of strategies to help realize the vision and goals set forth in the 1990 QEM Project report: *Education That Works: An Action Plan for the Education of Minorities*.

The QEM Network serves as a national resource and catalyst to help unite and strengthen educational restructuring efforts to the benefit of minority children, youth, and adults, while advancing minority participation and leadership in the national debate on how best to ensure access to a quality education for all citizens. It seeks to put into practice the recommendations in the QEM Action Plan by working with minority and non-minority individuals, organizations, and agencies across the country to help coordinate and energize efforts to improve the education of minorities.

The QEM Network Internship Program

The QEM Network Internship Program is designed to: 1) enhance participating students’ ability to apply their knowledge to the internship assignment; 2) increase their understanding of the health and educational needs of minorities; and 3) instill a sense of responsibility in each intern to help others in their communities. The QEM Network Internship Program provides opportunities for students to: interact with individuals involved in policymaking positions; increase their awareness and knowledge of the circumstances that prevent most undergraduate minority students from receiving a quality education and underrepresented communities from receiving quality health care; become familiar with programs and strategies being implemented to address these issues; and become aware of policies and legislation that have an impact on the health and education of underserved groups.

In Summer 2007, the following internship opportunities will be available:

**Science Student Internships at NSF** that provide undergraduate and graduate students the opportunity to be mentored by program officers involved in making science policy and in implementing national programs focused on science and engineering. The experience is designed to increase the students’ understanding of how science policy is made as well as to further develop their potential for becoming leaders and proponents of increased participation in science and engineering by students from underrepresented minority groups. For science policy-oriented internships at the National Science Foundation, an applicant must be a rising junior or senior majoring in the sciences, mathematics, engineering, or technology at an accredited U.S. institution. Students enrolled at Historically Black Colleges and Universities, Hispanic-Serving Institutions, or Tribal Colleges and Universities who meet the eligibility criteria are particularly encouraged to apply.

**Health-focused Internships at QEM** that provide undergraduate students the opportunity to increase their knowledge and understanding of health disparities, particularly HIV/AIDS, that disproportionately affect underrepresented minority groups as well as to provide interns with the background necessary to design, develop, and lead outreach activities aimed at reducing such disparities. Students must be enrolled at an accredited Historically Black College or University and returning to school in the fall semester after the summer experience concludes. Applicants must be enrolled/majoring in one of the following: a pre-medical or pre-dental program, the biomedical sciences, life sciences, allied health, physical and occupational therapy, biomedical research, pharmacy, or public health. Health-focused Internships are supported by the Office of Minority Health in the U.S. Department of Health and Human Services.
Program Description

The ten-week internship includes a one-week pre-internship professional development session, a nine-week site assignment with a mentor/advisor, and a post-internship reflection session. Interns also participate in several special enrichment activities during the summer. NSF internship assignments are related to science policy and practice, while Health-focused internships concentrate on health disparities, particularly HIV/AIDS, disproportionately affecting underrepresented minority groups. Placements will be designed to allow students the best opportunity to apply their knowledge and skills and transfer the interns’ experiences to their college studies and communities. Since placements are based on information provided on the application, descriptions of actual assignments are available only after students have been selected for the program. Specific assignments will be based on research interests, program resources, and the areas in which mentors/advisors are working.

The Individual Development Plan (IDP) is a feature of the Internship Program that results from joint planning for the internship experience by the student and the mentor/advisor. The IDP specifies the intern’s learning objectives as well as the training experiences and timetable required for the attainment of the objectives. Interns will be expected to submit written mid-term and final reports on their internship experiences. These reports are to outline the individual intern’s activities and document progress during the internship as well as explain specific details of the experience. As part of their professional development during the summer, interns receive both mid-term and final evaluations from their mentors/advisors as well as ongoing feedback from Program staff.

In addition to the ten-week summer internship, Health-focused interns are expected to implement outreach activities during the academic year at their home institutions or neighboring communities upon returning to school in the fall. Each intern must prepare a written description of his/her academic year project, an interim progress report, and a final report on the outcome of the academic year project to be eligible to receive an academic-year stipend.

Benefits

• One round-trip ticket will be provided between home or school and Washington, DC.
• Taxable stipends will be available for full-time participation in the entire ten-week program. Undergraduate students will receive taxable stipends of $3,000. Health-focused interns who successfully complete at least six outreach activities (three per semester) will be eligible to receive an additional stipend of $1,000/semester.
• Housing will be provided for all interns who are not from the Washington, DC metropolitan area. The provision of housing is viewed by the IRS as income and is, therefore, taxable.
• In keeping with federal regulations, both stipends and campus housing are taxable and FICA taxes will be deducted.

Application Process

The completed application and recommendation forms, transcript, essay, and a resumé must be mailed to QEM Network in a single package postmarked on or before Friday, January 26, 2007. Hand-delivered application packages will be accepted at the QEM Network office until 5:00pm on January 26, 2007. Transcripts may be mailed separately, if necessary, but must also be postmarked by the deadline date.

Applicants must provide the following documents:
1. A completed Internship Application Form
2. A current resumé that includes any volunteer/service-learning activities
3. A current transcript (an unofficial photocopy is acceptable). Graduate student applicants also must submit a copy of their undergraduate transcript.
4. A 500-word, double-spaced, typed essay describing:
   a. Career objectives
   b. How participation in the internship will add to your personal and academic development
   c. A particular challenge you faced/are facing and how you overcame/are overcoming it
5. Two Recommendation Forms (use the forms included in this packet) with supporting narratives
   (one recommendation must be from a faculty member in the applicant’s major department)
Eligibility

Applicants for internships must meet each of the following eligibility conditions:

• Must be a citizen or national of the United States. (Note: A “national of the United States” is a citizen of the United States or a native resident of a possession of the United States such as Guam or American Samoa. It does not refer to a citizen of another country who is a U.S. permanent resident. U.S. permanent residents are not eligible for Science Student Internships at federal agencies.)

• Must be a currently enrolled student and have successfully completed at least the sophomore year at an accredited, degree-granting institution by the start of the program. (or at least the freshman year, if enrolled at a two-year institution.)

• Must be returning to a degree-granting institution the following academic year, either at the undergraduate or graduate level. (Note: Graduating seniors must be already admitted to and planning to enter graduate school in the fall in order to be eligible.)

• Must have a significant interest in working to improve the education of minorities; participating in community outreach activities that are educational in nature and that involve minority students from low-income families; and assuming a leadership role at his/her college or university.

• Must be committed to participating in the Program for the full ten-week period.

• Must be willing to participate in a telephone interview if chosen as a finalist.

• To be competitive, applicants should have an overall grade point average of at least a “B” and a grade point average in their major field of at least a “B.”

Specific Eligibility Requirements

Applicants for the Science Student Internships at NSF must meet the following additional eligibility condition:

• Must be majoring in one of the following fields: mathematics, science (life or physical sciences, computer science, behavioral sciences, or social sciences), technology, or engineering.

Applicants for the Health-Focused Internships at QEM must meet the following additional eligibility conditions:

• Must be pre-med, pre-dentistry, or majoring in one of the following fields: biomedical sciences, life sciences, allied health, physical and occupational therapy, biomedical research, pharmacy, or public health.

• Must have a significant interest in raising the level of awareness about health disparities, particularly HIV/AIDS, and wellness strategies in low-income and/or underserved communities.

• Must be enrolled at a Historically Black College or University.
Selection and Placement

Finalists will be selected and interviewed by members of the QEM Network’s professional staff. Final selections will be made by matching applicants' qualifications and backgrounds with the overall goals of the Internship Program and the available assignments. Applicants will be selected to participate without regard to color, race, gender, sexual orientation, national or ethnic origin, age, religion, or physical handicap. The QEM Network will officially notify all applicants in writing of the final outcome of their applications.

After completing your application, please check below the type of internship for which you are applying (check only one) and attach this cover sheet to your application:

Science-Student Internship at NSF
Goal: To increase the students' understanding of how science policy is made and how national programs are implemented as well as to further develop their potential for becoming leaders and proponents of increased participation in science and engineering by students from underrepresented minority groups.

Health-Focused Internship at QEM
Goal: To increase the knowledge and understanding of students at HBCUs about major health disparities, particularly HIV/AIDS, that disproportionately affect minority groups, with a focus on African Americans.

Name: _____________________________
(Please type)  

Name ____________________________  
First ______  
M.I. ______  
Last ______  
Date of Birth ______

Home Address  
City ____________________________  
State ____________________________  
Zip ______  
Telephone ______  
(incl. area code)

Temporary College Address  
City ____________________________  
State ____________________________  
Zip ______  
Telephone ______  
(incl. area code)

E-mail ____________________________  

College/University ____________________________  
Department ____________________________

• Are you a citizen or national of the United States? (Note: The term "national" refers to a citizen of the United States or a native resident of a U.S. possession. It does not refer to a citizen of another country who is a permanent resident of the United States.)

Yes ___  No ___

Undergraduate Applicant:  
Sophomore ___  Major ____________________________
Freshman ___  Minor ____________________________
Junior ___  ______
Senior ___  ______

Grade Point Average:  
Overall: ______  Major: ______  Overall Grade Point Average (graduate): ______

Graduate Applicant: (degree program in which graduate work is being done)  
MA/MS/MAT ______  Ph.D. ______  Other ______

Major: ____________________________  

• A current transcript (an unofficial photocopy is acceptable) is required.

• A current résumé is required. Be sure your résumé reflects all of your work including volunteer/service-learning activities as well as computer/technology skills.

• Prepare and attach a 500-word, double-spaced, typed essay addressing the following:
  - Career objectives
  - How participation in the internship will add to your personal and academic development
  - A particular challenge you faced/are facing and how you overcame/are overcoming it

• A complete application must include two recommendations (at least one from a departmental faculty member in your major). Please use the forms included in this application packet.

List below the names, departmental addresses, and phone numbers of the individuals from whom you are requesting recommendations for this application.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

How did you learn about the QEM Network Internship Program?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature  
I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE INFORMATION ON THIS APPLICATION COULD DISQUALIFY ME FROM PARTICIPATION IN THIS PROGRAM.

THE QEM NETWORK INTERNSHIP PROGRAM  
INTERNSHIP APPLICATION FORM  
Application Deadline: January 26, 2007
To be completed by the Applicant

Applicant's Name: ____________________________________________________________

Last

First

M.I.

College or University: __________________________________________________________

To be completed by the Recommender

Mr.

Ms.

Dr.

Name and Title: _________________________________________________________________

Organization: __________________________ Department: _____________________________

Telephone: __________________________ E-mail: ________________________________

(incl. area code)

How long have you known the applicant and in what capacity?

_______________________________________________________________________________

_______________________________________________________________________________

How would you rate the applicant in the following areas?

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<th>Below Average</th>
<th>Average</th>
<th>Very Good</th>
<th>Excellent</th>
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On a separate sheet, please tell us in narrative form why you endorse this student for the Internship Program. Be sure to address what you know about the student's academic and professional experience; participation in extra-curricular activities; and work in school, government, and community service.

Signature: __________________________ Date: __________________________

Please return the completed form to the applicant in a sealed envelope so that it can be included in the student's application package which must reach QEM by the deadline stated above. If this is not possible, please mail before the deadline date to:

QEM Network
Internship Program
1818 N Street, NW, Suite 350
Washington, DC 20036
202/659-1818
To be completed by the Applicant

Applicant’s Name: ____________________________________________________________

College or University: __________________________________________________________

To be completed by the Recommender

Mr.
Ms.
Dr.

Name and Title: _________________________________________________________________

Organization: __________________________

Department: _____________________________

Telephone: ____________________________

E-mail: __________________________________

(incl. area code)

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