

APPLICATION FOR WERNER H. KIRSTEN STUDENT INTERN PROGRAM (SIP)

Parental Consent and Acknowledgement

Three Page Form

Your signature at the bottom of this form is acknowledgement and consent to the following terms and conditions that will apply **if your daughter/son is selected** for the Werner H. Kirsten Student Intern Program:

1. I affirm that I am the parent, guardian, or other person legally authorized to give permission for this minor, (print student's full legal name) _____, hereto referred to as the "Applicant", to participate in the SIP program. My permission to apply and participate is given.

2. I acknowledge that the Applicant is obligating himself/herself to the substantial time commitment outlined in the included *Parent/Guardian Letter* and *Program Information* that can be found on the SIP web site, and that I have discussed the seriousness of this commitment with the applicant. Scientific interns will work 40 hour weeks (add ½ hour to each eight hour work day for lunch) for a mandatory eight consecutive weeks during the summer break between the junior and senior year. During the school year, ALL interns are required to commit a MINIMUM of three hours each day to their internship.

3. I acknowledge that the Applicant will receive safety training and will be supervised at all times, but that there are inherent risks in the research laboratory environment that could result in injury or death.

4. I acknowledge that the Applicant will be subject to a modified security background screening and will be fingerprinted as part of this screening.

5. I acknowledge that the Applicant will be required to undergo a general health assessment by NCI-Frederick Occupational Health Services medical professionals.

6. I acknowledge I have reviewed all the material contained in the SIP application package and that I consent to all the terms and provisions of the SIP. I understand that the Applicant can withdraw her/his application at any time prior to selection.. I further understand that any questions or concerns I have regarding the SIP can be address to the NCI-Frederick SIP Coordinator at 301-846- 7338.

7. I acknowledge that there will be administrative requirements necessary for processing the Cancer Research Training Award (CRTA) fellowship and/or the Special Volunteer appointments utilized by the SIP. Failure of the Applicant to respond to or meet the necessary requirements may result in removal from the SIP.

8. PHOTO PERMISSION

Throughout the Student Intern Program (SIP) year, your child will be involved in projects and activities which may be photographed or videotaped for a variety of official publications and/or productions of NCI-Frederick and may also be posted on official NCI and/or NIH Websites. Customarily, a group photograph of participating SIP students is also made. The photos and/or videos are made for the purposes of documenting and promoting the Student Intern Program and are used for non-commercial purposes only.

Your signature below authorizes NCI-Frederick to photograph your child and use the images in official publications and/or productions.

Please provide your approval below.

Check One:

Approve

Disapprove

Parent/Guardian Letter

Your daughter/son has expressed interest in applying to the National Cancer Institute's (NCI) Werner H. Kirsten Student Intern Program (SIP), offered by the NCI-Frederick and in partnership with the Frederick, Carroll or Washington County Public School Systems; Saint John's Catholic Prep (Frederick, MD); Frederick Christian Academy (Frederick, MD); Poolesville High School (Montgomery County, MD); Fairfield High School (Fairfield, PA) or Jefferson County Public School System (West Virginia). Students home schooled in the schools or counties participating in the SIP are eligible also. We encourage and welcome all students who are interested to apply. The objective of the SIP is to provide students the opportunity to work and learn in a research setting and to encourage them to pursue a career in a field related to biomedical research. The included Program Information Section describes the SIP in detail, including general information, eligibility requirements, application and selection process, and participant responsibilities. This introductory letter is to highlight and emphasize several key conditions regarding your daughter's/son's participation in the program if selected.

PROGRAM OVERVIEW

The SIP is a one-year program (June-May) and accepts scientific interns and a limited number of interns in support of science/research. Scientific internships have two components. First, scientific interns are awarded a Cancer Research Training Award (CRTA) fellowship during the summer prior to their senior year of high school. This fellowship requires working a mandatory eight consecutive 40-hour weeks for which the intern receives a stipend of approximately \$3,500 dollars. Second, when the school year begins, interns are converted to a Special Volunteer Appointment and will be required to volunteer at least three hours per day and may work either mornings or afternoons. However, the preference of the intern's SIP mentor will be taken into consideration with regard to morning or afternoon assignments. Interns are not compensated for their service during the school year, but they do receive four credits toward their high school diploma. Interns are required to reduce their school course load to a maximum of two classes per semester. Interns in support of science/research only participate in the volunteer portion of the program and are not required to work during the summer.

Interns participating in the CRTA are not considered Federal employees for any purpose other than injury compensation and tort claims. Training is not credible for leave accrual or any other employee benefits. As a minor under the age of 18, your daughter/son will need your approval to participate in the SIP.

TIME COMMITMENT

We hope you and your daughter/son will consider the commitment this program requires before applying. The time commitment is a non-negotiable point. It is imperative that applicants understand this is a full immersion internship in a working Federal government scientific laboratory, and student interns might have to forego a significant portion of their time spent on other interests or activities if those activities interfere with the requirements of the internship. For example, if students plan to play on a sports team, practices and games cannot infringe on the requirements of this internship. There are times when accommodation by a SIP mentor is possible, but it is not the norm, and any missed time will have to be made up. Each SIP mentor will work with the intern to establish a work schedule and duties prior to the start of the internship.

Scientific interns selected for SIP will work 40 hours a week for a mandatory eight consecutive weeks during the summer break between their junior and senior year of school; this is a requirement of the internship, and the intern cannot decide to work less time and take a pay reduction. Interns are strongly urged to take vacations prior to or after internships to permit continuous training. If, selected for an interview(s), students aware of planned vacation time should inform the SIP mentor(s)

During the school year, when interns are required to volunteer at least three hours per day, the normal school calendar will be in effect. Interns may be excused from their NCI-Frederick responsibilities on all days when the school system is closed (including inclement weather) after consultation with their SIP mentor, and on federal holidays when the NCI-Frederick is closed (also including closure due to inclement weather). Interns must realize that their projects may require them to be at the NCI-Frederick on days that school is not in session.

Because of the nature of the work in a laboratory, time needed to complete an experiment might impact the interns' schedule adversely, and the intern must be available to complete an ongoing project or portion thereof. The length of a work day in a scientific laboratory can fluctuate depending on the work being done, and the intern must be available to put in the time necessary to bring a project or portion of a project to a conclusion or point where it can be resumed at a later time; the intern has a responsibility to be available if the work requires their presence. This holds true for the summer internship as well as the school-year internship.

THE PROCESS

After the student applies, all required documents (electronic and paper) will be forwarded to the NCI-Frederick. Because the majority of the application is now online, only the required paper documents will be forwarded by the school systems. Home schooled students will submit required application documents directly to the NCI-Frederick. All other students will work through their appropriate schools/school systems for document submission. Incomplete applications will be returned. The names and application packages of all students meeting eligibility requirements will be provided to the SIP mentors, and the SIP mentors will select the students to be interviewed. Students will be responsible for arranging their interview appointments with the SIP mentors once they have been notified and will receive more information on this process at a later date. Scientific intern applicants can learn about the laboratories and programs of SIP mentors on-line at http://web.ncifcrf.gov/careers/student_programs/internships/SIP.asp The school will notify students of their acceptance/non-acceptance into the SIP when interviews and the matching process have been completed; home schooled students will be contacted directly by NCI-Frederick staff. NCI-Frederick administrative personnel will contact accepted students about internship processing procedures and requirements.

Students willing to make the substantial commitment of time and energy required will be rewarded with the unique opportunity to work side-by-side with NCI-Frederick researchers and associated staff performing “cutting edge” work. We look forward to receiving applications from tomorrow’s research leaders.

Your signatures below indicate that you (parent/guardian and student) have read this document and understand its terms and conditions.

Signature of Parent or Guardian Date
(Signature indicates acknowledgement and consent
of the above terms and conditions.)

Signature of Applicant Date
(Signature indicates acknowledgement and consent
of the above terms and conditions contained in this Parental Consent form.)