



## CEDARS-SINAI RESEARCH INTERNSHIP PROGRAM

### Minors in Research Program

The Minors in Research is an initiative and a subset of the Research Internship Program that bridges the gap between classroom education and real-life experiences in an academic environment. The initiative is designed to provide an overview of biomedical research, access to faculty members as mentors, and an opportunity to enhance skills for college and career readiness.

A limited number of paid research internship opportunities funded by Cedars-Sinai are awarded to local high school students. For a period of seven weeks (June 22 – August 7, 2020; up to 40 hours per week\*), each participant will be mentored by a Cedars-Sinai faculty member, get hands-on training in a lab with diverse spectrum of leading-edge technology, and interact with multiple disciplines and projects. Internships *may* continue beyond the seven-week period at the discretion of the faculty mentor and approvals from the Minors in Research Program and the Safety Office. Research internship projects provide broad exposure to research fundamentals and cover a wide range of topics which may include:

- Principles and operations of academic research at an academic institution
- Elements of the scientific process and project design
- Basic biomedical research concepts and techniques
- Overview and understanding of scholarly literature
- Research discussions and presentation skills (lab meetings, journal clubs, etc.)
- Safety regulations and requirements for working in laboratory and research areas

In addition to activities in the lab, all research interns are expected to participate in the Knowledge Nosh speaker series designed for networking and exposure to topics in research. In addition, research interns and their mentors are asked to participate in and/or attend the annual Poster Day event currently scheduled for August 7, 2020.

*\*Weekly schedule is determined by the faculty mentor and the hours may fluctuate.*



## MINORS IN RESEARCH PROGRAM SUMMER 2020

**Program Dates:** June 22 – August 7, 2020

Monday–Friday; up to 40 hours per week; between the hours of 7am–6pm

**Deadline to Apply: **Friday, February 28, 2020****

**Eligibility:** Applicants must be at least 16 years of age by June 22, 2020 to be eligible to participate. No exceptions. Preference will be given to applicants currently enrolled in the 11<sup>th</sup> grade (*rising seniors*).

Link to apply is located on the website. **Please be sure to upload all of the following documents along with your application. Incomplete applications will not be considered.**

- ✓ **Cover letter:** a one-page essay describing your interests and why you want to participate in biomedical research at Cedars-Sinai. Include specific areas of research interests, extracurricular activities and hobbies including honors, awards, or applicable standardized test results.
- ✓ **High School Transcript:** (official or unofficial) transcript of all courses completed between 9-11 grades.

**Letters of Recommendation:** **TWO** letters of recommendations are required from math or science teachers, principal, advisor counselor, or work supervisor who can comment on your academic accomplishments, work habits, capacity for critical and analytical thinking, and behavior. NO personal references will be accepted.

Recommenders should submit a letter of support along with the recommendation form which can be found on the website. Both documents should be emailed to [ResearchInternships@cshs.org](mailto:ResearchInternships@cshs.org) by the deadline of **February 28, 2020**.

Please note that those applicants chosen to participate in the Research Internship Program will receive the 'Intent to Hire' work permit in the email confirming the Appointment (Offer). The school approved **Work Permit** is due to the Cedars- Sinai Academic Programs, HR Office by **May 29, 2020**. No late submissions will be accepted. The internship offer will be rescinded if the original work permit is not provided by the deadline.

Questions regarding the application process may be directed to the Research Internship Program at [ResearchInternships@cshs.org](mailto:ResearchInternships@cshs.org).

## EXPECTATIONS AND CODE OF CONDUCT

All participants in the Minors in Research of the Research Internship Program are required to adhere to and follow the Code of Conduct and expectations as outlined below:

### **Orientation Requirement**

Selected candidates will be required to attend two (2) days of orientation on Monday, June 22 and Tuesday, June 23, 2020. Included in the orientation is a mandated laboratory safety course for research.

### **Working with Laboratory Animals**

Parent and applicant understand that some research projects involve the use of laboratory animals, including mice, to advance biomedical research.

Note: All research at the Medical Center involving animals complies with government regulations and guidelines regarding the care and use of vertebrate animals in research and training.

### **Working with Stem Cells**

Parent and applicant understand that some research projects may involve the use of stem cells to advance biomedical research.

Note: All research at the Medical Center involving stem cells complies with government regulations and guidelines for stem cell research.

### **Photography**

On occasions, photographs may be taken of research intern participating in activities and may be used to promote the program and student participation. Cedars-Sinai Medical Center's use of the photographic materials will not be used to exploit and is protective of the student's rights and dignity.

"Photographs" as used in this document includes a recording through visual means, including but not limited to motion picture, still photography, videotape and any other mechanical, digital or computerized means of recording and reproducing images in whatever manner disseminated or published.

### **Dress Code**

Activities will take place in a professional work environment. Students should wear business casual attire and closed-toe shoes. Specifically prohibited clothing includes casual, recreational and provocative clothing. Examples of such clothing include, but are not limited to t-shirts (logos, offensive language, etc.), sweatshirts, athletic wear, leggings, shorts, cropped shirts showing midriffs, or flipflops and open-toed shoes.

### **Discharge Policy/Involuntary Separation**

Program participants are expected to behave ethically and conduct themselves in a manner consistent with Cedars-Sinai's mission and reputation in the community. Interactions with other participants, Cedars-Sinai's patients, visitors, staff and any other individual must be conducted with demonstrated respect, integrity and dignity.

**Participation in the program may be terminated at any time, with or without notice.**

## **Respectful Behavior**

Students must be respectful of one another and honor each other's point of view. At no time will students be allowed to threaten, intimidate, disparage, harass or discriminate against any other students participating in this event, patients, staff members or any other individuals with whom they may come in contact.

## **Confidentiality**

Any information about a patient, visitor or another employee is strictly confidential and must be treated with the utmost discretion. No personal or healthcare information may be discussed with any person, except as necessary in the care of the patients, or in the course of business necessity. Refer to Policy entitled: "Confidentiality of Patient, Health Business and Employee Information."

Dissemination of any written information or document from a patient chart or any discussion of any information gained from such a document is expressly prohibited. Inquiries regarding patients and employees, or from employees, should be referred to the appropriate department Director. All inquiries from the press must be referred to Public Relations. Requests for employment information should be referred to Personnel Records. Similarly, proprietary business information of Cedars-Sinai may not be discussed or released without prior authorization and/or approval.

Effective January 1, 2009, there is a new law in California – Senate Bill 541 (SB541) – that will require Cedars-Sinai to report to the California Department of Public Health (CDPH) any unauthorized access, disclosure or use of patient medical information. SB541 also authorizes CDPH to impose fines on hospitals for such breaches of patient privacy: fines begin at \$25,000 and may run as high as \$250,000.

Assembly Bill 211 (AB211). AB211 authorizes the newly formed Office of Health Information Integrity (OHII) to investigate the individuals reportedly involved in unauthorized accesses, disclosures or uses of patient medical information. AB211 also authorizes OHII to fine those individuals from \$25,000 for breaches of single records with more substantial fines of up to \$250,000 for incidents involving the disclosure for money of patient medical information.

## **English Proficiency and Usage**

English is the language spoken by most of our patients, visitors, employees, vendors, and physicians. The use of a common language minimizes the possibility of confusion and helps safeguard patients. Therefore, to support safety, promote courtesy, strengthen effective communications and teamwork and enhance the comfort of our patients and visitors to Cedars-Sinai, program participants must be able to read, write, speak and understand English sufficiently to receive and follow instructions and to communicate as necessary with staff, patients and visitors as appropriate.

## **No Electronic Devices**

Purpose: To ensure that patient safety and the right of privacy for patients and staff are maintained.

Photographing or filming of patients or Medical Center employees (including filming through digital cell phone cameras) and voice recording of patients and Medical Center employees ("Filming/Recording") is permitted only under specified circumstances or with the patient's or staff's prior written consent.

This policy does NOT cover Filming/Recording done at non-Medical Center sponsored events unless the Filming/Recording is done by Medical Center employees for use by the Medical Center. This policy does not cover patients' requests for Filming/Recording or Filming/Recording of patients by family members. Such requests should be referred to Nursing Administration. However, in no event shall such filming/recording be permitted if it will interfere with the Medical Center's operations, services to its patients, or patient privacy and security.