2016 Summer Mentorship at ACRM Guidebook
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1. History of ACRM

The American Center for Reproductive Medicine is a research program of the Cleveland Clinic Glickman Urological & Kidney Institute (rated as No. 2 in the country by the US News and World Report). Our Center is rated as a leading center of excellence at the world-class Cleveland Clinic, which is recognized by U.S. News & World Report as one of the nation's best hospitals, ranked as No. 4 in the country. Over the past 23 years our Center has trained over 550 pre-med/medical students, physicians, scientists and biologists from more than 50 countries.

The Center's mission is to conduct cutting-edge research into the causes of human reproductive and sexual disorders, leading to the development of new treatments and cures, as well as training of physicians and scientists to advance the understanding of human reproduction, infertility and sexual function.
American Center for Reproductive Medicine

American Center for Reproductive Medicine (ACRM)

our vision
To be a premier center for researchers interested in human reproduction, providing them individualized mentoring and high quality training opportunities that lead to technical, analytical, and intellectual expertise in the field.

our mission
To conduct cutting-edge research in human reproduction and into the causes of infertility, and to train physicians and scientists to advance the understanding of reproductive sciences.

our values
We believe in integrity, excellence, innovation, accountability, commitment, perseverance, teamwork and collaboration.

Our Story
Founded in 1993, the ACRM offers research fellowships, hands-on training in human assisted reproduction, and summer mentorship opportunities. We also offer diagnostic services for male infertility and cancer patients. In the past 23 years, more than 1,000 scientists, physicians, researchers, reproductive medicine professionals and students from all over the world have trained at our Center.

The spermatozoa and oocyte represent the personalized, hands-on ART training course offered annually since 2003. Candidates from more than 41 countries have participated in this course.

The microscope and a hand holding the test tube represent the routine and advanced diagnostic testing offered to infertility patients at the Andrology Center and Reproductive Tissue Bank, one of the largest state-of-the-art facilities in the country. Our staff has more than 3 decades of experience in assisting patients with male infertility.

The DNA strand represents the essence of the research fellowship in human reproduction, andrology and male infertility, offered at the ACRM since 1993. More than 500 scientists/physicians from over 50 countries have trained at the ACRM. The Center is currently focusing on the use of proteomics and bioinformatics to elucidate biomarkers of male infertility.

The open book and beaker represent the Summer Internship program, offered annually since 2008. Nearly 170 interns have experienced bench research and scientific writing under the personalized mentorship of scientists/physicians and reproductive biologists worldwide.
2. Why the Summer Mentorship?

The Center's summer mentorship offers a unique opportunity for students interested in gaining a research experience in human fertility and reproductive biology and the opportunity of working with world-renowned scientists and researchers. Members of our staff publish frequently in top-rated international and national journals, are invited guest speakers at important scientific/medical conferences and courses around the world and are active in the leading professional societies in the field of human reproductive medicine.

The program's goal is to encourage students to consider a career in medicine, whether in reproductive medicine or any other specialty of their choosing. To this end, we have designed an exceptional summer mentorship program to provide students a wide range of experiences.

During this 7-week program, participants will:

- Work alongside reproductive scientists and clinicians on translational research and novel research projects in a real laboratory environment.
- Participate in the writing of book chapters and articles.
- Interact with reproductive endocrinologists, gynecologists, male infertility specialists and urologists.
- Participate in daily lectures, research meetings and group discussions.

Students will develop a strong understanding of how reproductive research is conducted. Participants will also learn how to:

- Present research results in departmental meetings
- Prepare and present PowerPoint talks
- Record laboratory results and conduct preliminary statistical analysis
- Hone their public speaking skills
3. Application Process

Our selection procedure for summer mentorship positions is highly competitive. Thirty-one students were selected to participate in our program in the summer of 2015. The number of students selected can vary from year to year.

After submitting the online application form, you will be informed when your application is received. You will later be notified once your application is status is complete. Following this, a Skype interview with the Program Director will be set.
4. Mandatory Documents

Interested applicants should submit the following documents on the online application portal:

- Recent curriculum vitae/resume
- University or School Official Transcript
- Passport size (Headshot) photo of the candidate
- At least two recent letters of recommendation from advisors, teachers, or persons who have a firsthand knowledge of the candidate.

The following is not acceptable: LORs sent as an e-mail and not printed on official letterhead, not carrying a signature, letters written more than 6-8 weeks before the date of submission. What is acceptable: LORs submitted via e-mail as scanned files either directly by the referee or a candidate

- Address and telephone number for a personal interview
- A 500-word personal statement
- Proof of medical insurance
- A letter stating that the participant has the necessary funds to support him/herself for the 7-week program (the mentorship is not funded and no financial support is available). This letter could be written by the candidate or the legal guardian of the candidate.
- Copy of Passport (only pertains to international applicants)
5. Fees

All Candidates:

- An application processing fee of USD 195.00 in the form of a money order or certified bank check only - payable to "2016 Internship in Reproductive Medicine" is required. This fee is non-refundable.
- A non-refundable course fee of USD 6500.00 will be required from candidates accepted for the internship. This fee may be submitted as a money order or certified bank check (no personal checks) made payable to "2016 Internship in Reproductive Medicine"
- A security deposit of USD 500.00 in the form of a US money order or cash will be required at the time of the Orientation. This deposit serves to cover any damage caused by the intern to lab instruments or any ACRM/ Cleveland Clinic property during the student’s stay. In case there was no damage, this amount will be refunded at the end of the program.

International Candidates:

- A non-refundable application fee of USD 500.00 in the form of a money order or certified bank check – payable to “Andrology Research” is required for international applicants. This fee is charged by the International Medical Education Department for processing the appointment of international observers.
- A non-refundable bank transfer fee of USD 50 is required from all international candidates. This will cover the fee for bank transfer plus late fees for applications received after the submission deadline as follows:
  - 1 Week after Deadline (March 2-8, 2016): USD 1,500.00
  - 2 Weeks after Deadline (March 9-15, 2016): USD 2,950.00
  - 3 or 4 Weeks after Deadline (March 16-29, 2016): USD 5,500.00

Note: Late applicants should first contact the program director at crm@ccf.org to verify availability of a position.
6. Payment Submission Details
   Please submit payment to the following address:

   **Program Director**
   American Center for Reproductive Medicine
   Cleveland Clinic
   10681 Carnegie Avenue, X11
   Cleveland, OH 44195 USA

   In case of questions or concerns, please contact:

   Tel: (216) 444-9485; Fax: (216) 445-6049
   E-mail: agarwaa@ccf.org

7. Registration Deadlines

   - Application Deadline: March 01, 2016
   - Late Application #1: March 2-8, 2016
   - Late Application #2: March 9-15, 2016
   - Late Application #3: March 16-29, 2016
   - **Summer Mentorship Dates: June 13, 2016 to July 29, 2016**
8. Location of the Course

The Cleveland Clinic is located at:
2049 E 100th St
Cleveland, Ohio 44195 USA

The American Center for Reproductive Medicine is located at:
10681 Carnegie Avenue, X-11
Cleveland, Ohio 44195 USA

The TT-Laboratory is located at:
2045 E 90th St
Cleveland, OH 44195 USA
9. Accommodations

A variety of affordable housing options are available for visitors and research students. They are within a short bus or bike ride distance in the eastern suburbs of the city and include apartment complexes, houses and rooms for rent.

The following services are made by appointment and are free of charge to utilize:

- **Cleveland Heights Housing Services:**
  Contact: Community Relation, 216.291.2323

- **Shaker Heights Communications and Outreach Department:**
  Contact: Judy Steehler, 216.491.1337

**Rental Units:**

A 1 bedroom unit in a residential building may rent for USD 550 to USD 750. The advantage of this rental is that there is no lease and security deposit. The units are fully furnished and come with all the basic amenities. Kitchen and family room are shared with other tenants. The lodgings below are within 0.5 to 5 miles from the Cleveland Clinic and are also connected by public transport (bus).

- Lodging: Shashi Sharma (Owner)
  3480, Norwood Road
  Cleveland OH-44122
  E-mail: ssnorwood04@gmail.com
  440-491-1073 (H)
  216-534-4404 (Cell)

- Lodging: Diana Marsilio (Owner)
  Clinical Risk Analyst, CCF
  13200 Fairhill Road
  Cleveland OH- 44120
  E-mail: Marsild@ccf.org
  440-605-0805 (H)
  216-789-4996 (Cell)

  [http://www.shakersquare.net/](http://www.shakersquare.net/)
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- **Lodging: Ann Nash and Harry Nash (Owner)**
  
  12757 Cedar Road  
  Cleveland Heights, Ohio 44106  
  Tel: 216-371-4442  
  E-mail: harrycnash@aol.com  
  anash@ameritech.net

**Larchmere House:**
This private residential facility has 2 separate living quarters with 7 bedrooms, 4 baths, and 3 fully furnished kitchens. Amenities are included. Located just 2 miles (~3.2 km) from ACRM, Larchmere is the ideal place to stay for a homey environment with a large group of friends. Contact: 866-735-5960 for more questions.

**CWRU Summer Dormitory Housing:**
Located just 5 minutes via the HealthLine, Case Western Reserve University is the perfect place to stay if you want to be close to the Cleveland Clinic. Surrounded by the bustling area of University Circle, CWRU Housing is quaint and accessible from ACRM, and is walking distance. Housing options include a dormitory style room, an apartment-style facility, or traditional residence halls. The rates are nightly, and are cheaper than a hotel room. Contact: 215-368-3890 or email conferencehousing@case.edu for more questions.

A wide array of hotels is available as well. Sublets can be found ahead of time, and are often an affordable method of accommodation. Please visit: http://www.clevelandclinic.org/ReproductiveResearchCenter/accodetails.html for more information.
10. Local Transportation
Depending on where you are staying during the mentorship, it may be necessary to utilize some mode of transportation to arrive at ACRM each day.

Cleveland has a great transit system, called the Rapid Transit Authority or RTA. More information about the RTA can be found at www.riderta.com. In addition, information for the train can also be found on the website.

HealthLine
The HealthLine is a free service that serves the Euclid Corridor, and is sponsored by the Cleveland Clinic. There are stops every block, and 4 stops on the Cleveland Clinic Campus, which are in walkable distance to ACRM. The bus comes every 5 minutes during peak hours, and every 8 minutes during non-peak hours. In addition, all information can be linked to the App "Google Maps," which is downloadable on the App store for smart phones.

Uber
Uber is a mobile cab company. Through the Uber App, one can request an Uber, or a car, that will essentially take one anywhere one may deem to go. The fee is cheaper than a normal taxi.
11. Places to Eat in Cleveland (Eastside)

**Aladdin's Eatery**  
12447 Cedar Rd., Cleveland Hts.  
☎ 216-932-4333  
Aladdin's serves reliable, health-conscious foods like freshly squeezed juices, vegetarian chili, and an assortment of pita and roll-up sandwiches. For dessert, some diners can't get enough of the crunchy, honey-soaked walnut baklava, which is some of the best around.

**Anatolia Cafe**  
2270 Lee Rd., Cleveland Hts.  
☎ 216-321-4400  
A little bit Greek, a little bit Middle Eastern and perhaps even slightly northern Indian, the names, ingredients and flavor notes of Anatolia's authentic Turkish cuisine will strike familiar chords for veteran tabletop travelers. "Don't-miss" dishes include sleek and smoky baba ghannouj, lamb-and-beef doner kebab and its yogurt-topped sibling, iskender. To drink, splurge on a bottle of Kalecik Karasi, a full-bodied red from Turkey's most prestigious vineyard.

**Bahama Breeze**  
3900 Orange Pl., Orange Village  
☎ 216-896-9081  
Although the kitchen at this Caribbean-themed restaurant (part of the Darden Restaurants chain) tends to keep the heat turned down, much of the food — such as pressed Cuban sandwiches, butterflied coconut prawns, pan-seared pork tenderloin in a rummy demiglace — is flavorful and attentively prepared. Still, the real draw is the bustling bar scene, fueled by shooters, beer, and boozy, fruity, and frozen concoctions designed to make every night feel like a week at the beach.

**BD's Mongolian Grill**  
1854 Coventry Rd., Cleveland Hts.  
☎ 216-932-1185  
BD's takes the salad-bar concept one step beyond: Rather than just assembling a plate of greens, you choose from an assortment of raw meats and vegetables, douse them with flavored oils and sauces, sprinkle on an assortment of spices, nuts, and seasonings, and hand the whole shebang over to cooks manning an enormous 600-degree steel grill. Recipe cards are provided for the unimaginative.
Bravo! Cucina Italiana
28889 Chagrin Blvd., Woodmere
216-360-0099
Reasonably priced, family-friendly dining inside an upscale, Disneyesque facsimile of ancient Roman ruins is this Columbus-based restaurant's claim to fame. The menu focuses on pasta, pizza, or wood-grilled meats; for dessert, the partially caramelized cheesecake, in a pool of crème anglaise, tastes like more.

Café Tandoor
2096 S. Taylor Rd., Cleveland Hts.
216-371-8500
Whether you are a meat-lover or vegetarian, there are many entrees from which to choose at this authentic Indian restaurant. Don't forget the tandoori breads, especially the garlic naan and onion kulcha.

California Pizza Kitchen
25365 Cedar Rd., Lyndhurst
216-382-4907
Clean, casual and family-friendly, this gourmet pizza parlor (part of a large, California-based chain) is the best bet for dining with the little ones while at Legacy Village.

Lemon Grass
2179 Lee Rd., Cleveland Hts.
216-321-0210
A longtime fave for moviegoers at the nearby Cedar Lee, Lemon Grass offers a large assortment of reliably prepared Thai dishes, including a solid assortment of meat-free fare, in a bright and pleasant space.

P.F. Chang’s China Bistro
26001 Chagrin Blvd., Beachwood
216-292-1411
The tastefully exotic decor at this national chain is almost more interesting than the food, an array of generally well-prepared Chinese cuisine with a Californian accent. Portions are large, prices are reasonable, and service is remarkably attentive. Further hooks are the sophisticated list of mostly West Coast wines (priced at a premium) and an assortment of good ol’ American desserts (think cheesecake and chocolate).
The Stone Oven
2267 Lee Rd., Cleveland Hts.
☎ 216-932-3003
Besides providing breads for some of Cleveland’s top restaurants, The Stone Oven sells a variety of European artisanal loaves for at-home enjoyment. If the sight of all those golden-crusted beauties leaves you famished, treat yourself to a fat sandwich (on your choice of fresh-baked bread, of course), a colorful salad, homemade soup, or a giant piece of fragrant Sicilian-style veggie pizza. Counter service, with plenty of tables.

Taza
28601 Chagrin Blvd., Woodmere
☎ 216-464-4000
A sort of grown-up version of the health-conscious, vegetarian-friendly Aladdin’s Eateries, Taza is all that — and a full bar too. Despite the handsome decor and upscale appointments, the casual attitude and big menu of Lebanese standards will strike a familiar note with Aladdin’s fans. Other upgrades include freshly baked pita, kebabs taken straight off the charcoal grill, and a big assortment of traditional Middle Eastern meze, just right for sharing around the table.
12. Security and Safety in Cleveland
   Cleveland is a safe city and the United States is a safe country. It is recommended to pay careful attention to your belongings in public, whether it is in airports, train stations, or on public transport.

   There are four major police stations in the area of the Cleveland Clinic: The Cleveland Clinic Police, The Case Western Reserve University Police, the Uptown Police, and the Cleveland Police. You can reach any of these departments if it is an emergency by dialing 911.

   In addition, you may see blue lights around the campus, along Euclid, and on the CWRU campus. By pressing this blue button, you will activate and send a signal to a nearby police station, and help will arrive immediately.
13. **Historical Districts/ Places in Cleveland**

**Downtown:**
Downtown offers attractive dining, nightlife, sightseeing, and shopping options. It is also home to several historical spots including Public Square, the Mall, Tower City, the Arcade, and the historic Renaissance Hotel. One of the highest points in Cleveland, Terminal Tower, is also located here and contains an observation deck great for taking in the Cleveland skyline.

**Warehouse District:**
The warehouse district served as Cleveland’s primary wholesale commercial area for one hundred years and in 1982 was added to the US National Register of Historic Places. It underwent major commercial renovation in the 1980’s with the purpose of renovating the area while preserving its architectural integrity. Today, the warehouse district boasts trendy nightlife venues, improvisational comedy clubs, restaurants’, and modern apartment complexes.

**Gateway District and East 4th Street:**
The Gateway district is comprised of several popular Cleveland attractions including Progressive Field (home of the Cleveland Indians baseball team), and Quicken Loans Arena (home of the Cleveland Cavaliers basketball team). East 4th street provides numerous nightlife and dining options, including comedy clubs and small concert venues like the House of Blues. Nearby on North Coast Harbor are the Cleveland Brown’s Stadium and the Rock and Roll Hall of Fame.

**Ohio City and Tremont:**
Ohio City and Tremont are two of Cleveland’s oldest and most ethnically diverse neighborhoods. They are home to several trendy restaurants, art galleries, and lounges. In addition, Ohio City is home to the West Side Market and Great Lakes Brewing Company. The West Side Market is the oldest marketplace in Cleveland and is part of the US National Register of Historic Places. It boasts more than 180 different vendors selling a variety of ethnically diverse goods.

**Edgewater Park:**
The park is divided into upper and lower areas connected by a bicycle path and fitness course. The upper area contains a renovated pavilion and playground, while the lower area has a swimming beach with picnic areas, fishing pier, and boat launch ramps. It is located at 870 Lakeshore Blvd., NE Cleveland, OH 44108-1069.
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**Little Italy:**
Little Italy is located at the bottom of Murray Hill in between University Circle and Cleveland Heights and is a densely packed area of fine Italian restaurants, bakeries, pizzerias, and art galleries. This is an especially popular destination in the summer and early fall months.

14. Cleveland – Sites to See and Weather

The weather in the summer months of June-August is generally 80°F or 27°C. The night temperature can reach as low as 60°F or 15°C. Light showers, or bursts or rain is not uncommon, and it is recommended that you bring good walking shoes that are comfortable.

Local climate and weather information can be found at http://www.weather.com. Local postal/Zip codes areas around Cleveland Clinic include 44195, 44106, and 44105. There is the option to search for weather by day, week or month as well as view in either Fahrenheit or Celsius.

Cleveland is a bustling city, with many sites to see. When you are not doing research work, it is highly recommended you take a tour of the city or visit some popular attractions Cleveland has to offer. The HealthLine and RTA System are great, in the sense that they take you to major attractions.

There are a large number of restaurants in Cleveland, and cater to all ethnic gastronomic tastes. Whether it is Little Italy, or eating dinner in the Flats, you are sure to find many places to treat yourself.

Cleveland is the second largest city in the state of Ohio, after Cincinnati. Located on the southern shores of Lake Erie, Cleveland lies at the outflow of the Cuyahoga River into Lake Erie. The main campus of Cleveland Clinic is situated 5 miles east of downtown Cleveland. Case Western Reserve University and University Hospitals are within one mile of Cleveland Clinic, Cleveland State University and John Carroll University are also within a short distance of the Cleveland Clinic main campus. Nearby the Cleveland Clinic is University Circle, which serves as the cultural, medical and education center of Cleveland and Northeast Ohio. Medical research in the University Circle institutions places Cleveland as one of the major medical research environments in the country.

University Circle is also the home to the Cleveland Museum of Art, the Cleveland Institute of Music, the Cleveland Institute of Art, and the Museum of Natural History. The Cleveland Museum of Art houses one of the country’s most highly acclaimed art collections. The world-famous Cleveland Orchestra performs regularly in the elegant Severance Hall. Playhouse Square is the home to several large theaters that host traveling Broadway plays and various other performances.

The University Circle area is walking distance from Cleveland’s historic Little Italy with its brick streets, a quaint and charming area of intimate Italian restaurants, antique and craft shops, and art galleries. The Coventry Village area is close to the Clinic’s main campus and popular with its shops and restaurants.

Cleveland hosts the Rock and Roll Hall of Fame and Museum, and the Great Lakes Science Center. Outdoor enthusiasts of all ages enjoy the ‘Emerald Necklace’, the Cleveland Metroparks network of parks that encircles the city, which offer a variety of recreational opportunities. When it comes to professional sports, Cleveland is the proud home to the Browns football, Cavaliers basketball, Indians baseball and Lake Erie Monsters hockey teams respectively. As the Great Lakes city on America’s North Coast, Cleveland offers abundant lakeshore for different activities.

Cleveland and its surrounding suburbs are home to nearly 3 million residents. A vibrant and versatile metropolitan area, Cleveland has nearly 80 residential communities. Fine residential areas are located within minutes of the Cleveland Clinic campus. Recognized as one of the best places to live and visit, Cleveland and North-East Ohio is bustling with exciting things to do for people of all ages.
15. **What to Bring**
Each student will be required to bring a laptop or portable device for the duration of the Mentorship. Stationary supplies will be provided, but it is recommended to bring a notebook, pens, pencils, highlighters, etc. A backpack and reusable water bottle for daily use is also recommended.

16. **Confidentiality Agreement**
Each student will sign the ACRM policy agreement stating their compliance with the policies of ACRM and Cleveland clinic and the code of conduct. Summer Interns who fail to follow the policies and guidelines of the American Center for Reproductive Medicine may have their appointment terminated.
17. **Dress Code During Internship**

The ID Badge must be worn at all times. A white coat should be worn at all times when talking through the Clinic (ex. Lunch, etc.).

**Required Clothing in the Lab**

**Required Dress Code: Do’s:**

1. Name (I.D.) badges should be worn at all times. Above the waist, face out.
2. Minimal jewelry including simple wristwatch.
3. Good personal/oral hygiene.
4. Hair should be neat, clean and styled with conservative hair accessories. For men: facial hair must be well-groomed at all times.
5. For women: Business casual dress. Shirts with trousers or skirts with business tops. Flat shoes or low heels are recommended for comfort.
6. Fingernails should be clean. Natural nails should be no longer than ¼-inch in length. Polish, if worn, may not be chipped.
7. For men: Button down dress shirts/trousers, dress shoes with laces. Wearing a tie is mandatory at all times.
8. Wearing of a white lab coat is compulsory at all times.

**Dress Code that is Not Permitted: Don’ts:**

1. Jeans, sneakers / flip-flops are not permitted. No open toed shoes.
2. Tight uniform that exposes the body while sitting or bending.
3. Any shoe worn without socks or stockings.
4. Strong perfumes, cologne or aftershave.
5. Hair or jewelry that interferes with research; excessive makeup.
6. Exposed tattoos. (Tattoos must be covered during working hours)
7. Body piercing jewelry (except on ear lobes). No more than two pairs of simple earrings per ear are to be worn in a patient care area.

The dress code in the Cleveland Clinic is business casual. For men, a tie, dress shirt (with collar), khakis/slacks, and dress shoes is mandatory. For women, a skirt no shorter than 3 inches above the knee, dress pants, appropriate blouse, and dress shoes are required. White coats are to be worn when you are on the Cleveland Clinic Campus, with your ID Badge showing at all times.
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The Banquet on the last day of the internship is formal black-tie attire. Appropriate dresses are recommended for women, and suites are recommended for men.

18. Job Description of an Intern

Basic Duties:
Under the direction of the Research Coordinator (Dr. Rakesh Sharma), the intern is expected to perform the following functions:

1. Communicate effectively, both in writing and through oral presentations
2. Participate in research meetings, in service seminars, and other academic activities

What is expected?
1. Demonstrate job knowledge, understanding, and meet the standards established for the position
2. Quality and quantity of work should be consistent, neat, and completed with few errors
3. Work should meet established departmental standards
4. Summer Interns are expected to provide their assistance as needed in executing the mission of the Summer Mentorship, and any other activity deemed necessary by the Research Coordinator (Dr. Rakesh Sharma) and Assistant Research Coordinator (Dr. Sajal Gupta).

Description of Work:
Candidates selected as a Summer Interns will be expected to work in a self-learning environment under the guidance of their mentor. Their work will include the following duties:

1. Support ongoing Scientific writing of research project, assist in conducting literature reviews
2. Present lectures of scientific writing or bench projects in mentorship meetings using PowerPoint
3. Prepare written research updates; participate in research meetings, journal clubs and didactic discussions
19. **Student Attendance**

- This is an intensive 7-week research-based mentorship program. There is no allowance for any time off for vacations, summer school programs, music or sports camp, or adjustment of hours to accommodate a second job. Only if absolutely necessary, such as an emergency situation, the Program Director may grant a time-off request.

- Students are expected to be in attendance for the full 7 weeks of the program, 5 days each week (Monday - Friday, no weekends), 8 hours each day. Students start times are the same as regular business hours in our center.

- Attendance at all lectures and bench project research days is mandatory. Attendance will be taken during each lecture and on each bench project research day. Daily attendance will be recorded, and tardiness will have consequences. Attendance is also an integral component of many awards given to interns at the culmination of the mentorship.

- On the day of Orientation, each student will receive an attendance card with his/her name and a unique ISBN. One must bring this card to the clinic every day, and must have it at all times, as this is how attendance will be taken. The attendance application will only be accessible through a coordinator or mentor's phone, and if one is not present, he/she will be marked absent.
20. Daily Routine
A snapshot of what a daily routine will resemble is as follows:

The students will arrive to ACRM (or the designated room) no later than 8am (unless otherwise indicated). Attendance will be taken each morning and will be recorded. The day will either be a Bench Research Day or will consist of lectures and workshops. Typically, one hour will be allotted for a lunch break, and students will receive meal tickets for lunch at the start of every week.

Students may have “Self-Study” times, where they are permitted to study at the library and use the computers, or study in the TT Laboratory or Andrology Center conference room. Students may NOT leave campus at this time. Each day will generally end around 5pm, unless otherwise noted.

An hour-by-hour daily schedule will be given to the students at the time of their orientation. This is subject to change, and a WhatsApp Group Message will communicate changes.

<table>
<thead>
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<th>Topics</th>
<th>Lectures</th>
<th>Workshop / Mini-Symposium</th>
<th>Practical / Hands-On Training / Mentoring &amp; Research Work</th>
<th>Total Hours</th>
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<td>-</td>
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<td>2 Female Fertility</td>
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<td>3 Human Fertility and Others</td>
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<td><strong>10</strong></td>
<td><strong>227</strong></td>
<td><strong>280</strong></td>
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21. First Week Schedule (Subject to Change)
   - Day 1: Orientation, getting to know ACRM, Andrology Center, the Course Faculty and each other (Student Mixer)
   - Day 2: Internship Checklist and Review of ACRM Policies
     Presentation of Projects (Writing and Bench)
   - Day 3: Full Lecture Day begins

22. Orientation Process
   The Orientation Process can seem daunting at first, if this is the first time a student is coming to the Cleveland Clinic Campus. It is recommended that each student come to campus a day or two prior to the start of Orientation, and familiarize yourself with the location of several buildings.

   International students will go through an appointment procedure with the International Center in the Lerner Building. Each student is required to bring several documents, which will be outlined during the Teleconference. These include the official letter of invitation, passport with Visa, and Health clearance certificate. Students will be issued an ID Badge, and will precede to pick-up a white coat.

   Domestic students will be directly taken to pick-up their ID Badge in the JJ Building and then pick-up a white coat.

   Exact timings and meeting locations will be outlined during the Teleconference, and in the weeks leading up to Orientation. Next, all students will be directed to Room NA5-08 in the Lerner Building. This is where supply packets, meal tickets, syllabi, flash drives, and binders will be distributed.
### Places to Eat on Campus

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Style</th>
<th>Location</th>
<th>Hours/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Au Bon Pain</td>
<td>French-inspired artisan breads, pastries, sandwiches, soups, salads.</td>
<td>Building J &amp; Building A</td>
<td>Building J location: 24 hours a day/7 days a week 216.721.6473 Building A location: Mon. - Fri., 6 a.m. - 6 p.m. 216.421.8672</td>
</tr>
<tr>
<td>Bikur Cholim</td>
<td>Kosher pantry (kept locked). Jewish community members can receive access from Bikur Cholim at 216.320.1771 or Sora Shapiro at 216.406.6608.</td>
<td>Building M - Room M1-006</td>
<td>24 hours a day/7 days a week.</td>
</tr>
<tr>
<td>C2 Cultural Cuisine</td>
<td>Cultural cuisine inspired by the bountiful European, North African and Middle Eastern countries surrounding the Mediterranean</td>
<td>InterContinental Hotel Suites Restaurant</td>
<td>Restaurant Hours: Daily, 6:30 a.m. - 11 p.m. Bar Hours: Daily, 11 a.m. - 11 p.m. 216.707.4054 Lunch Specials Happy Hour Specials</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Style</td>
<td>Location</td>
<td>Hours/Phone</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Grab &amp; Go, homemade soups, salads, desserts and bottled beverages.</td>
<td>Building H</td>
<td>Daily, 6:30 a.m. - 7 p.m.</td>
</tr>
<tr>
<td>Four Corners' Cafe</td>
<td>Lunch and dinner including four stations: carving, grill, pasta and salad bar.</td>
<td>Building H near the ATM machine, formerly the Doctor's Dining Room</td>
<td>Mon. - Fri., 10:30 a.m. - 2:30 p.m.</td>
</tr>
<tr>
<td>Garden Café</td>
<td>Fresh pastries, coffee and hot cereal for breakfast. Omelets available Tues. - Fri. Deli sandwiches, soups, fruit cups, yogurt, available for lunch.</td>
<td>Building P, Floor 1</td>
<td>Mon. - Fri., 7:30 a.m. - 2:30 p.m. 216.445.3869</td>
</tr>
<tr>
<td>Mocé Cafe and Bar (Opening May 2016)</td>
<td>Fast casual, modern comfort. Open for breakfast, lunch and dinner with a menu featuring pizzas,</td>
<td>Holiday Inn Cleveland Clinic</td>
<td>Breakfast: 6:30 a.m. - 10:30 a.m. Lunch: 11 a.m. - 3 p.m. Dinner: 4 p.m. - 10 p.m. Bar: 3 p.m. - 11 p.m. 216.707.4200</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Style</td>
<td>Location</td>
<td>Hours/Phone</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Moe's Southwest Grille</td>
<td>Burritos, quesadillas, tacos, quesadilla bowls and salads.</td>
<td>Building H</td>
<td>Daily, 10:30 a.m. - 8 p.m. 216.444.9691</td>
</tr>
<tr>
<td>North Coast Café</td>
<td>Appetizers, salads, entrees, and buffet including carving station. Reservations encouraged and valet service available.</td>
<td>InterContinental Hotel Main Entrance</td>
<td>Breakfast: 6:30 a.m. - 10:30 a.m. Lunch: 11 a.m. - 2:30 p.m. 216.707.4051</td>
</tr>
<tr>
<td>R Bistro</td>
<td>Pastry and coffee in the morning. Lunches include hot entrees, salad bar, grab-and-go sandwiches and soups.</td>
<td>Building R, Floor 1</td>
<td>Daily, 7:30 a.m. - 2 p.m. 216.445.3869</td>
</tr>
</tbody>
</table>
# American Center for Reproductive Medicine

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Style</th>
<th>Location</th>
<th>Hours/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starbucks</td>
<td>Large, modern location with seating. Specialty coffee drinks, snacks and gift items.</td>
<td>Building H</td>
<td>Open 24 hours a day, 7 days a week</td>
</tr>
<tr>
<td>Subway</td>
<td>Breakfast flatbreads, subs and salads.</td>
<td>Building H</td>
<td>Sun. - Fri., 7 a.m.- 11 p.m. Sat., 7 a.m. - 8 p.m. 216.444.9845</td>
</tr>
<tr>
<td>Table 45</td>
<td>Chef Zachary Bruell offers a cross-cultural blend of cooking styles from North Africa, South America, Europe and Asia.</td>
<td>InterContinental Hotel</td>
<td>Lunch: 11 a.m. - 2:30 p.m. Dinner: 3 p.m. - 11 p.m. 216.707.4045</td>
</tr>
</tbody>
</table>
24. **Library**

There will be times for Self Study included in the schedule for the Summer Mentorship. Many students will usually utilize Library services during these times.

As an observer or visitor, each student will have full access to library services. This includes computer and internet access. The Alumni Library is located on the third floor of the Education Wing in the Lerner Research Institute (NA).

<table>
<thead>
<tr>
<th>Library Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>7:30am-6:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30am- 4:30pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

25. **Worship and Prayer Facilities**

Cleveland Clinic provides worship services in the Meditation Chapel located in the Glickman Tower (Q) right off the (Q) elevators. It is open at all times for use by persons needing a place of quiet for prayer, meditation, and personal reflection. Additionally, there are three Islamic prayer rooms; one is the Sheikh Maktoum prayer room adjacent to the Meditation Chapel by the Glickman Tower (Q), one on the fifth floor of the InterContinental Hotel and Conference Center, and one on the second floor of the Surgical Building (P). A list of nearby places of worship is located on the last page of this resource kit.

26. **International Long Distance Calls**

Calling home countries from the hotel can become very expensive. Therefore, we recommend to buy calling cards. They can be purchased from the Gift Shop locations. Likewise, one can find them in any drugstore such as Rite Aid, CVS Pharmacy, Walgreen’s, etc. Please note there is a Rite Aid in the intersection of Euclid Avenue and E. 101st (five minutes away from the entrance of the “J” building).
Bench Research Information

Prior to the start of the mentorship, a technical proficiency questionnaire will be sent to each student. This questionnaire serves the purpose of gauging how proficient or knowledgeable a student is in a particular technique or method, such as pipetting, etc.

Using the results of this questionnaire, each student will be placed in a bench research group, where their skills are best fitted. Thus, bench research projects will be assigned by our team for each student, but the student can select his or her own writing project.

With the exception of Weeks 1 and 7, students will be engaged in at least three days of Bench Research per week. Interns will work on a research project alongside a team of other Summer Interns under the direction and discretion of a reproductive scientist. Students will learn various skills ranging from sample preparation to data recording and analysis. At the culmination of the internship, each group will present their work and interns should be able to show an overall understanding of the project. Groups will be given the opportunity to practice their PowerPoint presentation throughout the internship, both in front of their mentor and in front of their colleagues. Grading for bench research work can be seen in Section 30 on page 37. Based on the results, each project has the opportunity to be published in a scientific journal, if it meets the standards for publication after the Internship.
28. **Scientific Writing Guidelines**

During the 7 Week Summer Mentorship Program, students will have the unique opportunity to learn from world-renowned published scientists the ropes behind scientific writing. Each scientific writing mentor will have a group of 5-6 interns. Each group will be assigned a common writing topic, and each intern will work individually under the supervision of a mentor and/or an assistant mentor to write a “mini review” on an assigned topic.

These writing projects will be assigned during the first week of the internship. Each mentor will provide a brief overview on his/her topic. Students will then have the opportunity to rank their preferences by topic from #’s 1-6 via SurveyMonkey. The students’ names will be randomly generated into a list, and this list will be utilized to match topics with students’ preferences. Once the matching has been completed, interns will have a preliminary meeting with his/her group and respective mentor and assistant mentor.

The respective mentors will evaluate the progress of each intern weekly. Each intern under the discretion of a mentor and assistant mentor must meet deadlines for outlines, drafts, and figures of the mini review. During Weeks 2, 4, and 6, each mentor will evaluate the intern without grading. This includes productivity thus far and how well the intern is showing improvement based upon the suggestions made by the mentor or assistant mentor. During Weeks 3 and 5, each respective mentor will grade the interns. During Week 7, grading will be conducted by a group of experts and all mentors. Please see Section 30 - Continuous Assessment and Grading to see an example of evaluations throughout the internship. Throughout this seven-week process, each group will practice giving a PowerPoint presentation with their respective mentors. This is to ensure each intern has sufficient practice for the Final Presentations held at the culmination of the internship.

Grading will be conducted on a scale of 1-10 (with 10 being the highest). The criteria for evaluation of the scientific writing project will include 1) a simple, clearly developed outline and 2) a write up of 1500 words comprising of the following sections: Unstructured Abstract, Introduction, Main Body Text, and a Summary/Conclusion with 1 Table and 1 Figure and references. The number of references section should be limited to 25 and should be from the past 5 years only. Prior to writing, interns will meet with their mentor and create a suitable outline.
Grading certificates will encompass the total scores received throughout the internship. Students who earn the highest cumulative score from each group will be awarded a Mentor’s Choice Award for Best Scientific Writing. During the Final Presentations for Scientific Writing, each group will present as a team, and a panel of experts will determine the Judge’s Choice Award for Best Scientific Writing Group. In addition, the top two highest scoring groups will receive an award for Best Presentation for first and second place, respectively.

Each intern’s mini review has the opportunity for publication on the leading research publication database, ResearchGate. If the review is completed in a timely manner, meets the necessary standards of the program, and is found to be suitable by the scientific mentors, it will be considered for publication on the site.

The intern who scores a cumulative grade of 7 or more AND/OR is the highest scoring intern from a particular group will have the opportunity to participate in a full length writing project upon the completion of the internship and continue with his/her mentor in developing this writing project for publication in a scientific journal. Each intern will be provided with all the tools necessary to write a good quality manuscript, but must demonstrate throughout the six weeks that he/she is capable and qualified to collaborate on a scientific writing project.
29. Responsible Use of Lab Equipment and Safety Deposit

Upon arrival, laboratory staff will explain the ACRM policy with regards to the proper handling and care of lab equipment and instruments. Each student will learn how to become familiar with the function and operation of the equipment / instrument. If a student is unsure of the correct use and safety precautions, which need to be exercised in its correct handing, he/she will be expected to ask a Research Coordinator or the laboratory supervisor before using it. The $500 security deposit collected at the time of Orientation is to cover any possible damage to laboratory equipment while it is in the care of a student. If the Laboratory Director determines that no damage occurred during the mentorship, the student will receive the full deposit upon departure from the ACRM.
30. Continuous Assessment and Grading

Students will be expected to fulfill the learning objectives of the Mentorship Program in order to achieve successful participation in the Program. The criteria that will be evaluated are available here.

Students will be assessed throughout the course of the Mentorship on both Bench Research and Writing Skills.

The student’s scores in the main components of the Mentorship course, namely Scientific Writing, Bench Research and Presentation Skills, will be recorded in a Grading Certificate which will be presented to the student at the end of the Mentorship program.

### ASSESSMENT COMPONENT

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>SCIENTIFIC WRITING</th>
<th>BENCH RESEARCH</th>
<th>PRESENTATION SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Evaluation</td>
<td>Week 3</td>
<td>End of Week 2</td>
<td>Week 4</td>
</tr>
<tr>
<td>(20% goes towards the Final Score)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Criteria:**

**1. Keywords**

2. Literature search, reading list, review of key articles

3. Outline

4. Writing progress

5. Regular written updates to Mentor

**1. Number of techniques trained in and completed (15m)**

2. Number of repeats performed per technique (15m)

3. Accuracy of results obtained (20m)

4. Reporting of results (15m)

5. Initiative and dedication (15m)

6. Understanding of the project and general impression (20m)

1. Delivery Style

2. Organization

3. Clarity & Knowledge

4. Responses to Questions

5. Time Management
## 2nd Evaluation
(30% goes towards the Final Score)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Week 5</th>
<th>Week 5</th>
<th>Weeks 5 &amp; 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keywords, literature search, outline, review of key articles</td>
<td>1. Skills and Accuracy</td>
<td>1. Delivery Style</td>
<td></td>
</tr>
<tr>
<td>2. Writing progress</td>
<td>2. Project Knowledge</td>
<td>2. Organization</td>
<td></td>
</tr>
<tr>
<td>3. Figures and diagrams</td>
<td>3. Teamwork</td>
<td>3. Clarity &amp; Knowledge</td>
<td></td>
</tr>
<tr>
<td>4. EndNote library citations</td>
<td>4. Data Entry</td>
<td>4. Slide Quality</td>
<td></td>
</tr>
<tr>
<td>5. Regular written updates to Mentor</td>
<td>5. Interpretation of Data</td>
<td>5. Time Management</td>
<td></td>
</tr>
</tbody>
</table>

## Final Evaluation
(50% goes towards the Final Score)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Early Week 7</th>
<th>Early Week 7</th>
<th>End of Week 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of 1st draft &amp; Plagiarism report</td>
<td>1. Skills and Accuracy</td>
<td>1. Delivery Style</td>
<td></td>
</tr>
<tr>
<td>2. Figures/Tables/Flow diagram</td>
<td>2. Project Knowledge</td>
<td>2. Organization</td>
<td></td>
</tr>
<tr>
<td>3. Complete References &amp; Endnote library</td>
<td>3. Teamwork</td>
<td>3. Clarity &amp; Knowledge</td>
<td></td>
</tr>
<tr>
<td>5. Quality of Article</td>
<td>5. Interpretation of Data</td>
<td>5. Time Management</td>
<td></td>
</tr>
</tbody>
</table>

**Grading Scale:**
- A+ (>96%), A (91-95%), A- (86-90%), B+ (81-85%), B (76-80%), B- (71-75%), C (<70% is a fail)
American Center for Reproductive Medicine

8th Annual Summer Internship in Reproductive Medicine

This document reflects the performance of the intern during the Summer Internship from June 15 to July 31, 2015.

This is to attest that the intern,

Carolina Minelli Martines

has successfully completed the course work prescribed by the Cleveland Clinic’s American Center for Reproductive Medicine and is therefore recommended for the award of the Internship Graduation Certificate.

### Grading Report

<table>
<thead>
<tr>
<th>Scientific Writing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of 1st Draft/Plagiarism Report</td>
<td>A+</td>
</tr>
<tr>
<td>Figures/Tables/Flow Diagram</td>
<td>A+</td>
</tr>
<tr>
<td>Complete References &amp; Endnote library</td>
<td>A+</td>
</tr>
<tr>
<td>Innovative Writing Skills</td>
<td>A+</td>
</tr>
<tr>
<td>Quality of Article</td>
<td>A+</td>
</tr>
<tr>
<td>Overall Grade</td>
<td>A+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bench Research</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Skills</td>
<td>A+</td>
</tr>
<tr>
<td>Project Knowledge</td>
<td>A+</td>
</tr>
<tr>
<td>Teamwork</td>
<td>A+</td>
</tr>
<tr>
<td>Data Entry</td>
<td>A+</td>
</tr>
<tr>
<td>Interpretation of Data</td>
<td>A+</td>
</tr>
<tr>
<td>Overall Grade</td>
<td>A+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation Skills</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Style</td>
<td>A-</td>
</tr>
<tr>
<td>Organization</td>
<td>A-</td>
</tr>
<tr>
<td>Clarity/Knowledge</td>
<td>A</td>
</tr>
<tr>
<td>Slide Quality</td>
<td>A-</td>
</tr>
<tr>
<td>Time Management</td>
<td>A+</td>
</tr>
<tr>
<td>Overall Grade</td>
<td>A</td>
</tr>
</tbody>
</table>

Grading Scale: A+ (> 95%), A (91-95%), A- (86-90%), B+ (81-85%), B (76-80%), B- (71-75%), C (< 70% is a fail)

---

Dr. Sajal Gupta  
Mentor, Scientific Research

Dr. Ashok Agarwal, Program Director

Dr. Rakesh Sharma  
Mentor, Bench Research

August 18, 2015  
Date
31. Graduation Certificates
In order to be awarded the Internship Graduation Certificate, interns should score the equivalent of a pass, pass with honors or pass with distinction. Read more about the criteria that will be evaluated here.