

Cleveland Clinic Summer Internship: 2012 Frequently Asked Questions

1. What is the daily schedule of an intern? What are the work hours? Can we work after hours and on weekends?

The typical daily schedule for an intern includes lectures, tours, lunch, meetings, and unscheduled hours (research, reading, and writing). Normal work hours are Monday through Friday from 8 to 5pm. Working after hours and weekends is optional.

2. What is the proper attire?

Proper attire is business professional. For men, a dress shirt, dress pants and a tie are appropriate. It is not necessary to wear a suit. Examples of appropriate wear from women include clean, neat, non-wrinkled skirts, suits, dresses, tailored pants, slacks (ankle-length), blouses, shirts, sweaters, blazers, sports coats and turtlenecks. Dresses and skirts must be of sufficient length.

Jeans and denim material are not appropriate. Other inappropriate attire include revealing, form fitting or see-through clothing, T-shirts, sweat pants, jogging suits, tank tops, shorts, jeans, leggings, Capri style pants, overalls, sandals or shoes without backs, flip-flops, shoes worn without socks or hosiery, fishnet or patterned hosiery, and midriff shirts.

3. Are we provided any identity badges and lab coats?

Yes, you will have your picture taken for badges. A refundable deposit is required for the badges. Badges are to be worn above the waist. Lab coats will also be provided.

4. Are we expected to bring our lap tops? What if I do not have a laptop?

Yes, each intern is expected to bring their own laptop. If an intern does not have one, Dr. Agarwal should be notified in advance so that an order request for a desktop or laptop to the IT department can be placed prior to the start of the internship.

5. Do we need to bring any school supplies?

Pens, pencils, highlighters, paper, notepads, stapler, hole-punchers, and binders are provided. Students will also have access to printers and copiers.

6. Do we have lectures daily? If so how many?

Yes, lectures are scheduled on the first two days of each week. You will be provided with the daily schedule of speakers and their topics.

7. Will all the interns be seated and working in a single common area?

Yes, interns will be seated and working in a common area. Some will share a large conference table while others will be assigned open cubes.

8. Is lunch and dinner provided?

A week's worth of \$6 lunch voucher be issued by our Summer Internship Coordinators on each Monday. Dinner is not provided.

9. Am I required to attend all the lectures?

Yes, attendance is mandatory.

11. How are the projects assigned?

Each intern will rank three to four project topics from a list provided by Dr. Agarwal. Topics are randomly assigned to interns with priority given to first choice ranks. For specific details, contact Dr. Agarwal.

12. Can an intern work on more than one project? Can multiple interns work on the same project?

Yes, an intern may work on more than one project but it is optional. Usually a maximum of two interns may work on the same project.

13. What if I do not have any prior bench work experience?

No prior research experience is required. A mentor will teach the intern all the skills required to do complete the task.

14. How is the lead author on writing projects determined?

The lead author is the intern that has chosen the topic as a first choice and was assigned by random selection. He is responsible to take the project to completion, do all the revision and prepare in a format suitable for the selected journal for publication.

15. Are the writing projects completed before the conclusion of the internship?

Some of the writing projects will be completed. Interns with multiple topics are likely to continue working after the internship has ended.

16. Can we work on the writing projects after the internship?

Yes, some writing projects require more time than the allotted time in the internship. Interns who elect to do more than one topic are likely to continue the writing projects after the internship is over.

17. When and where will this work be published?

The work usually takes one to two years before it is published. However, there is no guarantee that a paper will be accepted for publication. The work is usually published in a book or high impact journal such as Fertility Sterility, Reproductive Biomedicine Online, Urology, Reproductive Biology and Endocrinology, etc.

18. I am more interested in observing surgeries; will I be able to see them?

There is limited opportunity to observe surgeries. Sometimes pre-recorded surgeries are played during lectures.

19. Are the interns expected to give presentations before the conclusion of the internship?

Yes, all interns are expected to create a presentation on a topic of their choice and present it to the group at the end of the internship to share what they have learned.

20. Explain more about the scientific presentations towards the end of internship.

Over the course of the internship, each intern will have a better understanding of in a particular topic of their choice, and the presentation is an opportunity for interns to share the knowledge with their peers.

21. May we invite family and friends to the presentation? Awards Dinner? What are the additional guest charges?

Yes, family and friends can be invited to the presentation and/or Awards Dinner. The additional guest charges are \$75/person for the presentation (includes breakfast, 2 coffee breaks/ refreshments and boxed lunch) and \$175/person for the evening reception and award ceremony.

22. Explain the awards: Best Intern and Best Presentation. Who selects the winner?

Both awards, Best Intern and Best Presentation, are voted (anonymously) by all interns and mentors at the end of the internship. Some of the criteria for selecting Best Intern include work ethic, public speaking, friendliness, organization, problem solving, time management, punctuality, professionalism, creativity, and enthusiasm.

23. May I do volunteer work during the internship?

No, there will be no time available for an intern to do volunteer work.

24. How do I find a place to stay? How do I find a roommate?

A list of hotels and local apartments with short term rentals will be provided. An intern may contact other interns to ask for interest in room share. Last year, most interns stayed in an apartment; some stayed alone while others shared apartments.

SUMMER INTERNSHIP IN A NUTSHELL

From: 2011 Interns

Bench projects:

This year was the first year where bench work was conducted as part of the internship. This was an optional experience that most of us interns chose to take part in. You are in no way required to take part in bench experiments; it is completely up to you. Some things you should know:

-No previous lab experience is required. Of course, it will be to your advantage if you have already worked in a lab but most of the projects require techniques that you most probably have never learned before. Do not be stressed about not having worked in a lab before, every last detail will be taught to you.

-Three days are delegated solely to bench work every week. Depending on the project you will be working on you may or may not have free time slots. TAKE ADVANTAGE! Use this time to work on your writing projects, instead of fooling around. You will appreciate this later on.

-You may be required to stay past 5 pm to work on your bench projects, and weekend time may also be required. This, again, is dependent upon the type of project you choose, and the amount of time needed to complete the task required of you.

Writing Projects:

In terms of the writing projects, this year we were given the freedom to choose as many projects as we liked, and to some of us that turned out to be to our own detriment. Recommendations:

-Choose only ONE LEAD AND ONE SUPPORT writing projects at the very beginning and as time goes, you will be able to better judge your capabilities and then you may feel free to add on more projects.

- Do not expect to be working on your writing papers solely during the work day and be free to enjoy your evenings. Writing a paper is hard work and consumes most of your time. You will be required to put in extra hours outside of the 9-5 in order to properly complete your paper.

-Don't stress if your preceptor is not physically at the clinic with you. Many of us thought that that would be a stressful and difficult situation, but it turned out to have worked very well. They are always available, through phone or email, to answer any questions you may have.

Below is a typical day of an intern here at the clinic, and below that is a breakdown of how your weeks should go:

A Day in the Life of a CRM Intern

By David Benjamin

- 5:45am – Wakeup
- 6:10am to 7:30am – Workout at the gym
- 8:00am – Arrive at the Cleveland Clinic
- 8:00am to 9:00am – First lecture
- 9:00am to 10:00am – Second lecture
- 10:30am to 11:30am – Open slot to work on writing projects or bench research
- 12:00pm to 1:00pm – Lunch break
- 1:15pm to 2:15pm – Third lecture
- 2:30pm to 4:00pm – Open slot to work on writing projects or bench research
- 4:00pm to 5:00pm – Fourth and final scheduled lecture
- 5:00pm to 6:00pm – Finish up working on writing projects with partner interns
- 6:30pm – Leave Clinic to get dinner with fellow interns
- 9:00pm – 1:00am – Work on writing projects at home

CRM Summer Internship: Weekly Break Down

- Week 1 & 2:
The first two weeks consist of mostly lectures and orientation meetings. You will get acquainted with the Cleveland Clinic, its daily operations and protocols, and learn the fundamental material that will be discussed throughout the internship. During this time, you will also begin searching databases such as PubMed and Ovid for articles on your writing topics. You will then read the numerous articles you found on your topic. Finally, you will begin to get acquainted with your respective mentors and fellow interns. This time period can be overwhelming, but IT'S OK! You will get to know the rules, the Clinic, and the people in no time!
- Week 3 & 4:
During this time, bench research training begins, and you will learn all the techniques required for your respective lab projects. Also, a timeline should be designed with your mentors concerning the deadlines for the various checkpoints in the writing process for

your project(s). Usually, this is the time when reading and researching articles ends, while drafting outlines that are to be turned into your mentors are completed. Likewise, during these weeks is when the final call is announced for adding/dropping a writing topic. Meanwhile, daily lectures still occur and must be attended in conjunction with your writing and bench work.

- Week 5 & 6:

While lectures begin to become less frequent, writing projects and bench research begin to pick up. You will begin to write your paper/article, and soon be submitting your rough drafts to your mentors for the first round of edits. Figures, tables, and diagrams for your papers must be submitted to the art department in order to receive them in a timely manner for the submission of your paper. Also, you will be working longer hours in the lab for your bench projects collecting the core of your data.

- Week 7 & 8:

You will begin to finish up your bench experiments, as well as begin to prepare for your final presentation that will occur at the end of the eighth week. There are very few lectures these last weeks, so there is more time to complete your work. You will complete final versions of your writing projects and prepare them for submission. Likewise, you will finish exit procedures and establish communications with your mentors for when you leave the Clinic. Most importantly, you will have to say goodbye to the friends you have made and become so close to over the last eight weeks.

- After the internship:

Some the interns last year decided to stay an extra week to finish up bench projects or writing projects. However, when you do leave the Clinic, you will have to maintain contact with your mentors and fellow interns, make the revisions suggested by the peer reviewers and see the project(s) through until publication. Finally, after a long process and hours of hard work, hopefully you will be officially A PUBLISHED AUTHOR!

I know that this can seem overwhelming and daunting to complete in eight weeks. However, my advice is just to take things slow and only start out with one or two writing projects. Try to work a little every day, but take time to enjoy the experiences offered to you as well. Explore Cleveland, observe surgeries, and get to know your fellow interns and mentors. They will be your biggest support and will be going through every step of this process with you. You should never worry that you are going through the internship alone. This is a once in a lifetime experience and I recommend that you work hard, but also enjoy

all the other life experiences the internship has to offer. Best of luck to you in all that you do!