For Students Interested in Summer Internships/Research Opportunities

Thank you for contacting OHSU regarding an internship. Start with the K-12 and Higher Ed lists on the previous webpage. If you are interested in any of the programs listed there, please visit that program web site or contact the individual listed for a complete description, including application due dates and requirements. We recommend that you talk with a teacher or counselor about these programs before applying, then contact the program manager listed.

If none of these programs work for you, we encourage you to explore possible research opportunities on your own. We suggest that you follow the steps below to find a suitable internship.

1. Visit these OHSU web sites to identify 2 - 3 specific areas of interest (a department, research program, specific lab, or specific scientist):
   - www.ohsu.edu
   - http://www.ohsu.edu/xd/research/index.cfm
   - http://www.ohsu.edu/xd/research/centers-institutes/index.cfm

2. Prepare an electronic resumé in Word format. The resumé should include your academic achievements (especially science and mathematics coursework), GPA, any research or scientific experience, and your academic and career goals.

3. Define your availability as specifically as possible, including start and end dates and days/hours you are available during the week. Most departments expect summer interns to work 8 – 10 weeks for 40 hours/week. It is typically acceptable to have 1 – 2 weeks off during the summer for family vacations or camp.

4. Determine whether or not you must have a paid position. While some paid positions may be available, please note that most internships are not paid.

5. If before March 1, e-mail your resumé, specific areas of interest and your availability to the Office of Science Education Opportunities at scied@ohsu.edu. Let us know if you must have a paid position, or if you can work as a volunteer. We will then contact the scientist or departments you have identified on your behalf and inform them of your interest. If hosting an intern is a possibility for them, they will contact you for next steps (likely a phone or in person interview).

6. If after March 1*, the Office of Science Education Opportunities will provide you with the email contacts for the department(s) you identify. You should then contact them directly to begin a dialogue. Send them your resumé, specific availability, whether or not you must have a paid position, and a description of what you would like to do. Ask for an interview, by phone or in person, and let them know that you will follow-up in one week. If you have not been contacted by anyone one week later, follow up with a call or email confirming that your materials were received. Please notify the Office of Science Education Opportunities (scied@ohsu.edu) of your progress.

*Please note that most summer internship opportunities have been filled by March 1. We suggest that you begin the search for a summer internship in November or December, prior to the summer in which you wish to intern.