SCIENCE EDUCATION OPPORTUNITIES

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. 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.

2. Define your availability as specifically as possible, including start and end dates and days/hours you are available during the week. 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.

3. Visit the OHSU web site at www.ohsu.edu to identify two – three specific areas of interest (a department, research program, specific lab, or specific scientist).

4. If before March 1, the Office of Science Education Opportunities can help you with steps 4-6. Send an e-mail with your resumé, specific areas of interest and your availability to the Office of Science Education Opportunities at scied@ohsu.edu. If after March 1, send your resume directing to the program manager and complete steps 5-7 on your own.

5. The Office of Science Education Opportunities will then contact the scientist or departments you have identified and inform them of your interest. If hosting an intern is a possibility for them, we will let them know that you will contact them soon by phone or email to discuss the possibility of working together.

6. Next, the Office of Science Education Opportunities will provide you with the contact information for those individuals or departments that indicated an interest in hosting an internship. You should then contact them directly to begin a dialogue. Send them your resumé, availability and a description of what you would like to do and when. Ask for an interview, by phone or in person, and let the scientist know that you will follow-up in one week.

7. 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.