

## **Diversity Summer Internship Program Expectations**

### **Goals of the JHSPH Diversity Summer Internship Program**

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The goals of DSIP include providing interns with:

- A graduate level research experience at the Bloomberg School of Public Health.
- A better understanding of research protocols.
- A means to explore academic advancement and career opportunities in public health.
- Opportunities for professional growth and access to resources.

### **Faculty Mentor Expectations**

#### **Diversity Summer Internship Program**

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#### **Faculty Mentor Guidelines**

The Faculty Mentor will assume the role of supervising and evaluating an intern for the Diversity Summer Internship Program (DSIP). Additional responsibilities include:

- Orienting the intern to the research department, including history, safety rules, policies, staff and priorities.
- Providing the intern with adequate work space and necessary support systems (i.e. copying, computing, essential data, and clerical assistance).
- Establishing learning goals/objectives and work schedule with intern.
- Referring to the DSIP calendar of events and support the intern's expected attendance to seminars, professional development experiences and other associated events.
- Serving as the Abstract and Poster Referee for the preparation of the closing Poster Presentation Session.
- Providing ongoing performance feedback and support. An evaluation form will be provided.
- Providing a co-mentor if primary mentor will be absent from intern site for time exceeding five consecutive business days.
- Consulting with Jessica Harrington or Penny White if you have DSIP administrative questions or concerns regarding an intern.

**Intern Expectations**  
**Diversity Summer Internship Program**

DSIP Interns are expected to perform according to the following standards:

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- Full compliance with DSIP and JHU policies.
- Interns are responsible for working with their mentor to establish their own personal learning objectives.
- Attending all events listed on DSIP calendar. Scheduled events are mandatory unless noted otherwise.
- Communicating professionally, effectively, and clearly regarding projects, needs, absences, etc.
- Punctuality for all sessions.
- Participation is not optional; interns are expected to participate in seminars throughout their project.
- Consulting with mentor regarding lab hours and requirements.
- Completing and submitting all internship assignments (research, leadership, and program assignments) on time.
- Interns are expected to exercise the highest integrity in collecting, analyzing, and presenting research data.
- Social media regarding DSIP should be professional and mature.
- In the event an intern fails to meet expectations and/or disregards any of DSIP's policies, we reserve the right to terminate the internship and stipend at any time.
- Consult with Jessica Harrington or Penny White if you have DSIP questions or concerns.