

August 2010

MEMORANDUM

TO: All Cancer Prevention Fellows 3- 6 Month Fellows
FROM: Dee Tello
Academic Coordinator
Cancer Prevention Education and Teaching Program
SUBJECT: Fellowship Requirements

Drs. Shine Chang and Robert Chamberlain are awarded education allowance and monies for supplies for our 3-month fellowships under the R25E Cancer Prevention Research Training Program. The following are requirements under the R25E Educational Training Program:

- 1) Required attendance in the GSBS courses during the Spring and Fall, Topics in Cancer Prevention I and II. For information regarding the course, contact, Kava Lewis at (713) 563-9670 or Victoria Rosella at (713) 563-0640. Tuition for only these two courses will be provided.
- 2) **For 3-month fellowship**, submit a 2-4 paragraph progress report at the end of your first 30 days and end of 60 days of the fellowship and a final report at the end of the 3-month appointment.
- 3) **For 6-month fellowship**, submit a one page progress report at the end of your second month and end of your fourth month of the fellowship and a final report at the end of your 6-month appointment.
- 4) A 30 minute presentation at the Trainee Brown Bag seminar series is required from each of our 3-month fellows on the project he or she is working on. Please contact Kava Lewis within two weeks after your appointment at (713) 563-9670 for date, time and title of your presentation, your mentor's Administrative Assistant and phone number. This is an informal Brown Bag Seminar that is attended by faculty, staff and students in the Division of Cancer Prevention and Population Sciences, your mentor and any other guests you would like to invite.
- 5) You are required to attend the Cancer Prevention Grand Rounds held on Fridays, 8:30 – 9:30am and Trainee Brown Bag Seminars, Tuesdays or Thursdays, 12:00 – 1:00pm, as well, as your departmental seminars.
- 6) You are also required to attend the Trainee Forum scheduled twice a year.
- 7) Your final report and evaluation forms are due two weeks prior to your termination date.
- 8) Your exit interview with Drs. Shine Chang and Robert Chamberlain will be at the end of your Brown Bag presentation.

If you have any questions, regarding the above, please feel free to contact me at (713) 745-2495.

Please sign acknowledging these requirements:

Print Name

Signature

Date

Mentor's

Date