

Frequently Asked Questions (FAQs):

A complete guide for applicants and awardees of the MD Anderson Summer Experience

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How to Apply

How do I apply for the summer experience?

Visit www.MDAnderson.org/Summer and select from any of the programs listed. Applications for all programs open after December 1.

What is the Slate system?

SLATE is a web-based on-line application system designed to streamline the appointment process for fellowship applicants of MD Anderson Cancer Center.

What information is required in the Slate application?

The Slate application is similar to an employment application. Applicants will be required to enter personal contact information, date of birth, citizenship status, demographics and education future plans information.

Who do I contact for technical difficulties with Slate?

Please email Discover_Support@mdanderson.org.

Why do you need to know my demographics?

MD Anderson Cancer Center promotes diversity, equity, and inclusion. We encourage applicants of all backgrounds including, but not limited to underrepresented minorities; first generation college students; economically disadvantaged and underserved backgrounds; LGBTQIA+ communities; and individuals with disabilities. The information provided is reported to the funding agency (e.g., The National Institute of Health) of the participating program. The data is never used in a discriminatory manner.

Why do you need to know my future degree plans?

This data helps our program determine your career trajectory and be better equipped to guide you during the summer experience. Many MD Anderson Summer Experience alumni pursue careers as research scientists, medical doctors, tenured faculty, teaching professors, and principal investigators, as well as non-traditional careers in policy and administration.

Why are you asking for my personal email address?

We contact alumni annually to track accomplishments, grant funding, and careers in cancer prevention research. Our program needs a personal email, not an institutional email, as many students do not check their institutional email daily and may not have access to the institutional email following graduation. The personal email address will be kept confidential and all emailed correspondence will be bcc (blind carbon copied).

If I want to apply to more than one MD Anderson Summer Experience program, will I need to set up a new Slate account?

Yes. Each participating program of the [MD Anderson Summer Experience](#) has its own application link. Applicants will be assigned a *unique* username and password for each application. It is the applicant's responsibility to track of all applications, unique Slate ID number, and the corresponding login credentials.

I made a mistake on my Slate application and I also uploaded the wrong document, what should I do?

Phase 1 of the new application has 2 steps: **Step 1** - Slate application (which cannot be edited, once submitted), and **Step 2** - Supporting documents. If you upload the wrong document in Step 2, simply upload the revised document in the same location. Any new document will replace the older document in the Slate system.

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COVID-19 Pandemic

How was the MD Anderson Summer Experience impacted by the COVID-19 Pandemic?

As of 2021, all participating MD Anderson summer programs now offer on-campus (in-person) or 100% remote experiences.

Can I work on-campus during the MD Anderson Summer Experience?

Check with your summer program. The appointment location is *usually* determined by the matched mentor. Some programs match students with faculty, while other programs allow students to interview potential faculty mentors.

If I work on-campus, do I need to be vaccinated?

Effective June 2022, **all remote and in-person students** must provide evidence that they have received two (2) doses of the COVID-19 vaccine or request a medical or religious exemption to MD Anderson.

What are the differences between *on-campus/in-person* students and *virtual/100% remote* students?

Effective January 1, 2023, **all remote and in-person students are required to:**

- Obtain immunization compliance with Castle Branch in Phase 2 of Slate
- Upload proof of COVID-19 vaccine or request a medical or religious exemption.
- Attend virtual onboarding session on June 2.

Effective January 1, 2023, ***in-person*** students ONLY, must:

- Visit MD Anderson HR to complete the I-9 section 2 process (i.e., show two forms of identification) and receive an ID badge.
- Schedule COVID testing (June 1 – June 6).

How do I upload my COVID-19 vaccine records or exemption documentation?

Summer experience awardees will be advised by their program to upload COVID-19 vaccination documents to the portal at <https://covidvaccine.mdanderson.org/Documentation> and email these items to medical-accommodations@mdanderson.org. Exemptions require the completion of the ***MD Anderson Medical Exemption Form*** (email the RTP-EAS@mdanderson.org for a copy of the form). The MD Anderson Vaccination Committee will review the documents and provide approval. NOTE: MD Anderson Employee health cannot provide a status.

Under what circumstances will I be required to quarantine?

Effective, April 4, 2022, only summer interns traveling internationally or returning from a cruise prior to the appointment start date are required to comply with the COVID-19 screening requirement (i.e., test at MD Anderson OR self-quarantine for 7 calendar days). Students traveling from outside of TX are no longer required to take a COVID-19 test at MD Anderson, as long as they are asymptomatic.

Can I use my previous Castle Branch account from my school?

No. You must create a new account and pay the administration fee.

How do I quarantine for 7-days during the summer program?

The Office of Research Trainee Programs (RTP) will determine the start date of the self-quarantine, which usually begins after arrival in Houston, Texas, unless you are local. Students may work remotely until the 7-day quarantine ends.

During the 7-day self-quarantine, students are instructed not to leave the state of Texas. Also, they must adhere to social distancing when coming into contact with others and notify the RTP if they experience any COVID-19 symptoms outlined by the Centers for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

What happens if I have to leave Texas during the 7-day quarantine?

You must report this to the RTP and the clock will start over. *In-person* students who opt for the quarantine, must remain in Texas for 7 consecutive days.

Is health insurance required for the COVID-19 testing at MD Anderson?

- **With** proof of insurance, there is no charge for the COVID-19 tests, as the fees are billed directly to the insurance carrier. Remember, MD Anderson does not offer health insurance to short-term summer students. Most students have health insurance coverage through their school, parent, or legal guardian.
- **Without** proof of insurance, students may pay out-of-pocket. As of May, 2021, the cost of the test ranges between \$622 and \$1,244. Contact

As an on-campus student, am I allowed to see patients with my mentor?

No. Due to current restrictions, summer trainees are not permitted entry into clinical or patient care locations.

How will we attend seminars and give our final presentations at the end of the summer?

All programmatic events and activities will be virtual. This includes all educational, professional, and scientific workshops, seminars, lectures, and symposiums.

As an on-campus student, can I get the vaccine through MD Anderson?

Contact the Program Manager.

May I communicate with a patient virtually?

Please consult the primary mentor.

May I work on-campus/in-person during the first half of the program and switch to virtual/100% remote during the last half?

Consult the program manager. In most cases, students allowed by their mentor to work a hybrid appointment (e.g., 80% on-campus, 20% remote) **will be required to be appointed as an on-campus/in-person student.** This means the intern will be required to complete the immunization process in the Castle Branch system (through Slate), in-person RTP orientation/check-in before the start of the program and must comply with institutional and department Personal Protective Equipment (PPE) and entry point screening guidelines per MD Anderson Research Trainee Programs (RTP).

What type of PPE does MD Anderson require?

All individuals visiting MD Anderson campus will be issued a medical-grade disposable mask upon entry. Additional PPE (e.g., eye protection, skin and body protection, protective gloves, and respirators) may be required depending on the lab. Please consult the primary mentor for specific PPE requirements or MD Anderson Environmental Safety at 713-792-2888.

What happens if the COVID cases in Houston rise?

If the number of COVID-19 cases drastically increases in Houston, we may transition to 100% remote work per our institution's guidelines. MD Anderson is a comprehensive cancer center with a disproportionately high number of immunocompromised patients and more vulnerable than the general population.

As an *on-campus* student, am I allowed to see patients with my mentor?

Effective Friday, June 10, 2022, all MD Anderson researchers, students and trainees may travel between clinical and research areas (including the utilization of transition spaces such as skybridges and corridors) to support research business needs such as transporting biospecimens and collaborating with clinical counterparts.

Interns must use existing employee screening entrances and designated badge access entry points. If specific badge access is needed by an employee to support business activities, the department's administrative leadership must submit this request via Badge Access (BadgeAccess@mdanderson.org) detailing the specific point of entry being requested and the business justification for the additional access.

In addition, research designees requiring access to select clinical spaces (e.g., certain procedural suites, morgue) should coordinate directly with their clinical team(s).

All on-campus personnel (students and staff) should continue to follow COVID-19 protocols like wearing your MD Anderson-issued face mask and adhering to institutional guidelines for social distancing.

How will we attend seminars and give our final presentations at the end of the summer?

Effective June 1, 2022, all programmatic events and activities (e.g., educational, professional, and scientific workshops, seminars, and lectures) will be 100% virtual on ZOOM, except the **MD ANDERSON SUMMER POSTER EXHIBITION** ([read more](#)).

As an *on-campus* student, can I get the vaccine through MD Anderson?

Possibly. From an MD Anderson computer, visit the <https://ehcovidvaccine.mdanderson.edu> (log on with MD Anderson username and password).

May I communicate with a patient virtually?

Please consult the primary mentor.

May I work *on-campus/in-person* during the first half of the program and switch to *virtual/100% remote* during the last half?

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Eligibility Requirements

Who is eligible for the *MD Anderson Summer Experience*?

Please refer to the individual program page (www.mdanderson.org/summer) for the unique eligibility requirements.

What is the 'program year'?

The program year is the year of the summer program of which the applicant is applying. For example: Applicants of the 2023 MD Anderson Summer Experience will apply after December 1 and must upload proof of enrollment for the spring semester of 2023.

Are high school students eligible for the MD Anderson Summer Experience in Cancer Prevention?

High school applicants should apply to the **King Foundation High School Summer Program** at www.MDAnderson.org/Summer.

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College Admission Testing & Test Scores

I'm taking the MCAT this summer; can I take off a week to prepare?

No. Awardees of this summer experience are not eligible for any time off during the summer fellowship. Consult the individual program for details.

Are SAT/GRE/MCAT/ACT scores required for the MD Anderson Summer Experience?

No, but there is space provided on the Slate application to provide test scores.

Will the review committee evaluate my test scores?

Test scores will be considered, but not over-weighted.

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Program Duration

How long does the summer program last?

Up to 10 weeks depending on the program. Please refer to the individual program page www.MDAnderson.org/Summer.

I am unable to start the internship until June 15, can I still participate?

No. Consult the individual program. Partial, early or late participation is usually prohibited.

My family has planned vacation during August, can I still participate?

No. Consult the individual program. Time off, partial, early or late participation is usually prohibited.

Our school year ends after the appointment start date for the summer program, would I still be eligible to apply even if the earliest I could join the program is June 15th?

No. Early or late program start is not permitted. Please consult the individual program for details.

I need to end a week earlier than the August appointment end date for testing, can I still participate?

No. The program dates are set and all applicants must be available for the full 10 weeks of the program, no exceptions.

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Other MD Anderson Summer Programs

How many programs participate in the MD Anderson Summer Experience (SE)?

For a list of current programs, visit www.mdanderson.org/summer. As of 2022, the following summer programs are participating in the MD Anderson Summer Experience.

1. High School Summer Program
 2. CPRIT-CURE Summer Research Program
 3. Cancer Prevention Research Training Program (CP RTP) – Summer Research Experience
 4. ITERT - Undergraduate Summer Research Training Program
 5. Partnership for Careers in Cancer Science and Medicine
 6. SIRP - Summer Imaging Research Program
 7. Summer Program in Cancer Research (SPCR)
 8. Summer Undergraduate Research Program (SURP)
 9. U54 Partnership for Excellence in Cancer Research Summer Training Program
 10. University Outreach Summer Program
 11. Upwards Summer Program
 12. First-Year Medical School Student Program
 13. Medical Student Program in Radiation Oncology
 14. DACC PM Summer Research Program
 15. Pathology Summer Research Program
 16. Research Medical Library Internships
- Other programs as listed.

Can I apply to more than one MD Anderson Summer Program?

Yes, as long as eligibility requirements are met. You must track the *unique* application ID in Slate.

If I apply multiple times to the same MD Anderson program, will this increase my chances of acceptance?

No. Please apply only once. All programs will accept one application per student. Any duplicates or incomplete applications will be purged from the Slate system after the application deadline.

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Applying to Other MD Anderson Programs

To whom do I direct questions about other MD Anderson summer programs?

Direct inquiries to the program manager listed on the summer fellowship page.

If I have already accepted another federally funded fellowship at my university, can I also receive funding from the Summer Experience?

No. Trainees are typically not allowed to receive any additional federal funding from any other institution or mechanism during the MD Anderson Summer Experience. Please consult the individual program.

I want to apply to the MD Anderson Summer Experience, but I am also waiting to hear back about my medical internship. What should I do?

We understand that students will apply to multiple programs. Applicants are encouraged to decide which program is more important and please do not accept an offer from our program if you know you will accept another pending offer. If you receive an offer from our program, kindly let the program know you are waiting on another offer (provide the competing deadline) and the program will likely add you to the alternate acceptance list. This will

keep you in the running and allow our program to plan accordingly, as 95% of our alternates receive and accept an offer with our program.

May I participate in more than one summer internship, even if I am not being paid by the other internship?

No. Awardees of the MD Anderson Summer Experience are discouraged from participating in other activities during the summer including employment, courses, and other internships. This is a full-time, 40 hour per week experience.

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How to Submit a Successful Application

How can I increase my chances of getting a MD Anderson Summer Experience internship?

1. Make sure you meet the eligibility requirements.
2. **Do not wait until the last minute.** Upload all application components no less than two weeks prior to the deadline.
3. **Keep track of all Slate application submissions** if you apply to more than one MD Anderson summer program, and make sure your personal statement is unique to that program.
4. **Do not upload more than what is required** into the Slate system, it will not increase your chances. Extra documents will not be submitted to the review committee.
5. **Write a strong personal statement.** The personal statement must be two pages and should include a unique story about your experience. Many applicants choose to write about their personal experiences with cancer (such as losing a loved one or their own personal battle), while other applicant's write about a life-changing course, lecture, Ted talk or some other event which sparked an interest in cancer research. These experiences should tie in with your educational and career goals. **Consult the individual program page for specifics.**
6. **Make sure the letters of recommendation are strong.** A recommendation letter should have a minimum of 4 paragraphs, and be written by who knows you well, can attest to your academic training and professional goals. Always request letters from more than 2 individuals (in case one does not work out), and check the status of your letters in Slate. [Read these important tips about Letters of Recommendation.](#)

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Stipend/Salary, Taxes, Research Support, Pay Dates, Direct Deposit

What is a stipend?

The word "Stipend" is the same as "Salary" or "Pay", within MD Anderson. These terms are synonymous and are interchangeable. Per MD Anderson's payroll department, taxes will be withheld from the pay checks of all employees and students who receive a salary or stipend.

Are taxes withheld from my paycheck?

Yes, however, the amount taxed depends on the designated allowances on the federal tax form completed by the student during the onboarding process.

How much is the stipend?

Up to \$15.00 per hour (less taxes). This rate is non-negotiable and determined by the National Cancer Institute R25E grant (R25-CA056452). **The stipend is subject to change.**

When are paychecks distributed?

In-person/on-campus students will receive paychecks the 5th and 20th of each month. **Direct deposit is mandatory.** Paper checks are **not** distributed to MD Anderson. Remote students will be set up as contingent workers. Consult the program for more information.

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Work Hours and Schedule

May I work part-time?

No, the summer program is a full-time, 10 week experience. Consult the individual program manager for more information.

How many hours per week are students expected to work during the summer program?

Forty (40) hours per week, Monday-Friday, 8:00am – 5:00pm with 1 hour for lunch.

Is my schedule flexible?

Students typically work 8am to 5pm. Consult the program for more information.

Will I need to use a time clock?

No. The timekeeper of the mentor's department will keep record of all employee's time via a computer-based system, and all timecards will be submitted each week. Summer students will not be paid for missed days.

Will I receive overtime if I work evenings or on weekends?

Trainees will not receive overtime pay for working late or weekends and are free to work after business hours as long as permission is granted from the supervisor.

Is it okay if I work part-time or take some classes during my summer fellowship?

We do not recommend that interns take concurrent courses or other employment in conjunction with the MD Anderson Summer Experience. If you are considering taking summer courses, you must contact the program **before** enrolling in summer school. The summer experience is an intensive 10-week program and does not allow flexibility to attend classes.

I have obligations to my school during the last week of the program, may I depart right after the Summer Trainee Exposition on Tuesday?

No. Students must participate in activities up until the last day of the summer program. The MD Anderson Summer Experience fellowship start and end dates are set and cannot be modified. This means you will not be able to start or end the fellowship early; take days off and make them up later; or work a modified schedule. If you are unable to commit to the full 10 weeks of the program, please do not apply.

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Benefits, Time-off, Holiday Pay

Do I have health insurance?

No. Because this is a short-term fellowship, awardees of the MD Anderson Summer Experience are not benefits eligible. Summer students will not receive any type of health insurance (medical, dental, etc.), retirement benefits, life insurance, paid time off, or reimbursement for parking, transportation, or moving expenses.

My family takes a 2-week vacation every summer; will I be allowed to take this time off?

No. Time off is usually not allowed. Please consult the individual program for their attendance policy.

May I use the MD Anderson Fitness Center?

No. Because trainees are appointed for less than six months, they are ineligible for gym membership.

Since Independence Day occurs during the summer program, will I receive holiday pay?

No. If a holiday occurs on a work day, the campus will be closed, you will not work nor receive pay for that day.

Can you reimburse me for the parking during the first few days of the program?

No.

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Housing

Is housing available?

Contact the individual program for housing information.

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Inquiry and Application Process

How do I access the application?

The application link will be available on our web page at www.cancerpreventiontraining.org/Summer after December 1 of each year.

How many phases make up the summer application?

1. Inquiry Form ← *All applicants will complete this phase.*
2. Application ← *All applicants will complete this phase.*
3. Appointment (Long Form Application, Onboarding, Appointment)+- ← ***Only awardees*** will complete this phase.

What does the application process entail?

1. **Launch the Application:** Click the 'apply here' link at the top of this web page after December 1 to launch the Summer Experience Inquiry Form.
2. **Read the required three (3) sections before completing the inquiry form:** 1) Please Read Before You Apply, 2) Additional Documents Required If Selected As A Final Candidate, and 3) Onboarding Contingencies That Require Early Action.
3. **Complete the Inquiry Form** and upload the required documentation:

1. Personal Information (e.g., name, email, etc.)
2. Current Enrollment (i.e., your current school and enrollment dates)
3. Upload Resume/CV
4. Upload Proof of Enrollment
5. Statement of Research Experience and Interest (i.e., Personal Statement). Character limit: 700 words.
6. Select the SUBMIT button.

4. Create your Slate Account. After clicking the SUBMIT button, you will receive an email from MD Anderson Education & Training (trainee@mdanderson.org), subject line: "Complete your Trainee Position Inquiry Request". Follow the instructions and click the hyperlink in the email to create a Slate account and request your letters of recommendation.

5. Complete the Application:

1. Read the Application Instructions
2. In the Recommendations screen, enter the contact information for both individuals who will write your letters of recommendation. The recommender will receive an email notification from trainee@mdanderson.org, subject line "Recommendation Request from YOUR NAME for MD Anderson Cancer Center" and a link to upload the letter of recommendation to your account. You will receive an email when the letter has been successfully uploaded.
3. Complete the Additional Demographics and Future Plans form
4. Complete the Internship or Graduation Requirement form
5. Complete the Academic Awards and Honors form
6. NOTE: There is no submit button in the application stage. To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

Can I submit my application if I have not completed my inquiry form?

No. In the Slate system, the **Inquiry Form** must be completed before advancing to the **Application**.

How can I tell if all of my documents have been submitted?

To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

Why was a document returned to me in Slate?

A document can be returned in Slate for several reasons:

1. Only the 2nd page of a required document was signed and uploaded in the Slate account. **All pages of a required document must be uploaded including the signature page.**
2. The signature was typed instead of written by hand.
3. An electronic signature was used, all documents must be signed by hand.
4. The document was blank.
5. The wrong document was uploaded.

What if I accidentally upload the wrong document or need to make changes to a document?

Upload a newer version in the Slate system.

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Personal Statement

How many words are required for the personal statement of the Summer Research Experience application?

The word limit is 700. Please try to get as close to 700 words as possible.

What areas should I address in the personal statement?

1. *Refer to the program page for personal statement criteria.*
2. Why are you interested in cancer research?
3. What are you hoping to gain or achieve from this experience?
4. How would you benefit from this experience?
5. What are your educational goals?
6. Describe your research interests and be specific (e.g. tobacco cessation, HPV, colon cancer).
7. Include any specific information about prior research, goals for future research and investigation.

I would like to include references, is this included in the word limit?

Please do not include references.

Who will read my personal statement?

All materials will be reviewed by the program and review committee.

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How to Find a Summer Mentor

Do I need to have a mentor before I apply?

No.

How do I find a mentor?

Consult the individual program's web page for the mentor matching process.

When will I receive my MD Anderson email address and have access to the MD Anderson network?

Usually by day 3 or 4. See [Laptops and Accessing the MD Anderson network](#).

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Proof of Enrollment

When do I upload proof of enrollment?

After completing the inquiry form, you will be invited to complete an application. Proof of enrollment is required with the application.

What are acceptable forms of proof of enrollment?

1. Official transcripts confirming current enrollment.

2. An unexpired Verification of Enrollment Form (VOE)
3. National Clearinghouse Verification Certificate
4. A letter from a school official such as the Registrar, Student Affairs Office, or Dean's Office that includes the following:
 - a. Written on institutional letterhead;
 - b. Includes the date the document/verification was issued;
 - c. Includes an original signature, name, title, and contact information of the writer;
 - d. Includes an attestation that the applicant is currently a student at the institution;
 - e. Identifies the academic program/academic level, and;
 - f. Includes dates of enrollment – Dates of enrollment must match the duration of the MD Anderson Summer Experience appointment (defer to the web page of the summer program for the exact program dates).

What items are not accepted as proof of enrollment?

1. Computer print outs
2. Class schedules
3. Fee/Payment Receipts
4. Screenshot of documents

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Letters of Recommendation

How many letters of recommendation (LOR) are required for the Summer Research Experience?

Two (2) letters of recommendation are required for the Summer Experience. If more than two letters of recommendation are uploaded into Slate the program will randomly select two letters and include these letters in the application documents sent to the Review Committee. If you want a specific letter reviewed, please contact the program.

What are the Letter of Recommendation requirements?

1. Letters must be dated no earlier than one year prior to the application date.
2. Letters must be sent directly from faculty, mentors, or others who are in a position to comment on the ability and qualifications relevant to the type of position sought. Applicants may not personally forward the recommendation letters.
3. Letters must be on institutional letterhead.
4. Letters must be addressed to program director/manager.
5. Must be manually or digitally signed by the referee.

May I use the same letters written for me, but for another program?

No. Letters must be specific to the MD Anderson Summer Experience.

Who should write my letters of recommendation?

This letter needs to come from someone who can attest to your educational training and professional goals. The stronger the letter, the stronger the application will be. Preferred recommenders are:

- Professors
- Academic Advisors
- Teachers/Instructors
- Research Lab Managers/Supervisor
- Lab or Research Colleagues

What should be the length of the letters of recommendation?

A successful letter will include a minimum of 4 paragraphs and as long as 2 pages. If you or the referee are short on time, check to see if they will accept a draft of the letter you desire (in other words, draft your own letter), as this will save time.

I'm not sure if my recommender will submit a letter in time, what should I do?

If you are not sure whether your recommender will provide you with a letter by the deadline, identify another recommender. If we receive more than the required two letters, we will randomly select which letters to be included in the review, unless you tell us otherwise via email at apply@cancerpreventiontraining.org.

How do I check the status of my letters of recommendation in Slate?

Logon to your Slate account and from the LEFT menu select **Request Letters of Recommendation**. You will see a list of recommenders and a column in the middle titled, **Letter Status**. If the status is **Submitted**, we have received the letter. If the status is **Requested**, we have not received the letter of recommendation.

What should I do if my letter is in Requested status?

Follow up with the recommender. After entering your recommender's information, the recommender will receive an email link to upload their letter directly to your application. You will not be able to see the letter, but you will be able to see that the recommender submitted the letter. If the recommender tells you they did not receive the email link, follow these steps:

- 1) Confirm that you entered the correct email address in Slate. If you entered the wrong email address, from your Slate account, go to **Request Letters of Recommendation** (LEFT menu) and select **Delete** next to the recommenders name, re-enter the information and submit another request.
- 2) Login to your Slate account, click **Request Letters of Recommendation** from the left menu, and select **Send Reminder**.
- 3) Tell the recommender that the email notification will come from SLATE_Support@mdanderson.org and to check their bulk/spam/junk folder. If this does not work, see if the recommender will give you their personal email address (e.g. gmail or yahoo).
- 4) Inform the recommender that the link was emailed from SLATE_Support@mdanderson.org and have them check their spam/bulk/junk folder.

Can I have the letters of recommendation sent to the program via email?

No. Letters of recommendation must be sent through the Slate system, per [the diagram below](#).

How do I request letters of recommendation from recommenders for the summer program?

- Contact the two individuals that you have in mind, prior to requesting letters of recommendation.
- Log on to the Slate account, select "Request Letters of Recommendation" from the left menu, select "Add Provider" and enter all of the required information. The Slate System will automatically send the recommender an e-mail with a link to submit their Letter of Recommendation directly to the Slate account. It is the responsibility of the applicant to request letters via Slate and check the status of the letter submission via their Slate account and by following up with the individual recommender. **Please inform the recommender that they will receive an e-mail notification to upload their letter and to check their spam folder if the e-mail notification is not received.**

Are all documents and Letters of Recommendation letters due by the application deadline?

Yes, the application and ALL documents INCLUDING the required two (2) letters of recommendation are due by application deadline.

What information will I need about the recommender to enter in Slate (to request my Letter of Recommendation from them)?

1. First Name
2. Last Name
3. E-mail (**MAKE SURE THIS IS VALID AND CORRECT**)
4. Phone
5. Country
6. Professional Title
7. Institution
8. Relationship to the applicant

The screenshot shows the 'Add a New Recommendation Provider' form in the Slate system. A red circle highlights the form fields, and a red arrow points to the 'I agree' checkbox. The form includes the following fields:

- * Required Field
- * Provider's First Name:
- * Provider's Family/Surname:
- * Provider's Email:
- * Confirm Provider's Email:
- * Provider's Phone:
- * Provider's Country: Choose a Country
- * Provider's Professional Title:
- * Provider's Institution:
- * Provider's Relationship To You:

I hereby authorize all hospitals, schools, physicians, employers, individuals, agencies or other organizations to provide MD Anderson (or its designee) with information requested by MD Anderson to verify the information I have provided in this application and to determine my qualifications and eligibility for appointment and training. I further agree not to hold such organizations (the individuals employed by such organizations) liable for furnishing same.

I understand that I will not be able to view letters of recommendation submitted on my behalf in the DISCOVER System™.

☐ I agree

I want to make sure my recommender writes this letter. Should I send them an email before I put their information in Slate? What should the letter say?

Dear Recommender,

*Recently, you should have received an email from the "MD Anderson Slate System" at The University of Texas MD Anderson Cancer Center requesting a letter of recommendation on my behalf. I am applying to the **Cancer Prevention Research Training Program (CPRPT) - Summer Research Experience** (www.cancerpreventiontraining.org/summer).*

Please check this Slate email (and your bulk/spam folder), as it contains instructions for providing a letter of recommendation directly to the Slate application system. When you read the email you will see instructions and a link to log in to Slate and upload a recommendation letter.

As an applicant to this program, I need your letter in the Slate system as soon as you are able and no later than January 1. Please use your institutional letter head and sign and date the letter. Electronic signatures with name, date and time are also acceptable. Letters must be uploaded into the Slate system in order to be reviewed.

Thank you for assisting me in participating in this research opportunity for the summer.

How do I check status of the letters of recommendation?

The status of each letter of recommendation may be viewed when after logging on to the Slate account and navigate to the recommendation letter page.

Will I be able to see copies of the letters submitted by my recommender?

No. Letters of recommendation submitted on the applicant's behalf will not be viewable by the applicant.

If a letter has not been received, how do I remind the recommender?

In the event that the provider has not sent a letter of recommendation, and the applicant may send him or her a reminder by clicking the "Resend E-mail" button next to the recommendation provider's name.

If the program rejects my letter of recommendation, what should I do?

A letter may be returned if the letter is not on letterhead or if the letter is unsigned. A notification will be sent to the applicant's e-mail address on file. It is the responsibility of the applicant to contact the provider to request that he or she resubmit the document.

What if the recommender has problems uploading their letter of recommendation to my Slate account or claims they never received the link?

1. Verify the recommender's email address and check your Slate account to make sure the email address was entered correctly.
2. Direct the recommender to their BULK, SPAM or JUNK mail folder, as many mail servers automatically mark e-mails from the Slate system spam.
3. If you continue to have problems, have the recommender e-mail their letter to apply@cancerpreventiontraining.org with the applicant name in the subject line.

I believe my application was denied because I was missing one letter of recommendation, may I have an extension?

Application extensions are not granted for those missing letters of recommendation. It is your responsibility to check the status of your letters using the instructions outlined in this document.

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How Submit the Application

How do I submit my application?

1. Launch the Application: Click the 'apply here' link at the top of the individual program page after December 1 to launch the Summer Experience Inquiry Form.

2. Read the required three (3) sections before completing the inquiry form: 1) Please Read Before You Apply, 2) Additional Documents Required If Selected As A Final Candidate, and 3) Onboarding Contingencies That Require Early Action.

3. Complete the Inquiry Form and upload the required documentation:

1. Personal Information (e.g., name, email, etc.)
2. Current Enrollment (i.e., your current school and enrollment dates)
3. Upload Resume/CV
4. Upload Proof of Enrollment
5. Statement of Research Experience and Interest (i.e., Personal Statement). Character limit: 700 words.
6. Select the SUBMIT button.

4. Create your Slate Account. After clicking the SUBMIT button, you will receive an email from MD Anderson Education & Training (trainee@mdanderson.org), subject line: "Complete your Trainee Position Inquiry Request". Follow the instructions and click the hyperlink in the email to create a Slate account and request your letters of recommendation.

5. Complete the Application:

1. Read the Application Instructions
2. In the Recommendations screen, enter the contact information for both individuals who will write your letters of recommendation. The recommender will receive an email notification from trainee@mdanderson.org, subject line "Recommendation Request from YOUR NAME for MD Anderson Cancer Center" and a link to upload the letter of recommendation to your account. You will receive an email when the letter has been successfully uploaded.
3. Complete the Additional Demographics and Future Plans form
4. Complete the Internship or Graduation Requirement form
5. Complete the Academic Awards and Honors form
6. NOTE: There is no submit button in the application stage. To check the status of your application, log on to your Slate account and select 'Status' from the menu. Your application is complete when all sections are complete and both letters of recommendation have been uploaded to your account.

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Application Status

Will the program contact me with my application status?

The Slate system will recognize if a required document in Step 2 has not been uploaded. If a required document is not uploaded in Step 2, the application is considered incomplete. All incomplete applications will be purged from the Slate system and the Slate accounts will be disabled. The program should email the status of the application. Defer to the web page for notification deadlines.

Why didn't I receive a confirmation e-mail that my pre-application was submitted?

Check the "Bulk Mail" or "Spam" folder.

Will the program notify me if I am missing any documents or if my application is incomplete?

No. It is the applicant's responsibility to make sure their application is complete and properly submitted through the Slate portal, as well as all supporting documents (e.g. letters of recommendation). Refer to the program page for more information.

If my application is declined, will a reason be provided?

No. Applications are declined for a number of reasons including preset criteria established by the program. Consult the program for more information.

When will I be notified about my application status?

Refer to the schedule on the individual program page.

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Application Review Process

What happens after I submit my application?

Within 5 **business** days (Monday through Friday, not counting weekends or holidays) of the application deadline, the program will conduct a pre-review of all applications to check for completeness. Incomplete applications will be purged from the Slate system and those with incomplete applications will receive a decline email. Supporting documents are not accepted after the application deadline. See the **Deadlines & Important Dates** section of the program page.

What is the application review process?

Check the individual program page or the program's FAQs.

When will I receive notification that I made it to the next round or stage?

Email notifications will be sent to applicants at each stage of decline or acceptance to the next stage. If your application was selected for the next stage, your email will also include the decision date of that stage. These dates are not published on the website since they are frequently subject to change.

If I am selected as an alternate, how likely am I to be awarded a summer internship?

Sometimes alternates are awarded fellowships, so do not be discouraged if you are not selected. An applicant is categorized as an alternate simply because there aren't enough positions available.

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Grades/ GPA / Pass/Fail

Will the review committee evaluate my GPA or test scores?

GPA, test scores, and the prestige of the institution are considered, but not over-weighted.

My program does not provide grades, only a pass/fail, so I do not have a GPA. What should I do?

Enter N/A on the application when prompted to enter a GPA. After uploading the transcript of highest degree, we will review your transcript accordingly to determine whether your academic record is satisfactory.

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Frequently Asked Questions of **awardees of the MD Anderson Summer Experience.**

Application Phase 2: Recommendation

What happens after I am awarded this summer internship?

Within one week of acceptance confirmation, trainees will receive an email notification from both Slate and the program with instructions for completing the recommendation for internship appointment paperwork, known as **Phase 2**. These documents will be submitted to the Office of Research Trainee Programs (RTP) for approval.

Who is the RTP?

From this point forward, you will be interacting with 3 additional entities during this process:

- 1) **The Office of Research Trainee Programs-RTP** is similar to a Registrar's Office and serves as the institutional resource for processing educational appointments for trainees & students. RTP conducts new trainee onboarding and ensures educational programs and departments are in compliance with guidelines & policies from the UT System, the State of Texas, & Federal and other external agencies.
- 2) **MD Anderson Employee Health and Well Being** processes mandatory health procedures for trainees and employees.
- 3) **Castle Branch** is a compliance management company that has partnered with MD Anderson Cancer Center to provide a secure account to manage time-sensitive immunization requirements. There is a \$20 non-refundable, non-reimbursable, processing fee required to use this system.

What documents are required in Phase 2?

The following items are subject to change:

1. [Proof of Enrollment](#) for the spring semester of the program year must be uploaded into Slate.
2. [Notification of Personal and Criminal History Background Check Form](#) (This is an electronic form. Awardees will receive a link and instructions to complete & submit this form electronically).
3. [Proof of Selective Service](#): Both males and females will need to sign this form. Eligible males will need to upload proof in addition to completing this form.
4. [Release of Liability Form](#).
5. [Summer Experience Immunization Compliance Form](#). This must be uploaded after all health documents are uploaded and approved in the Castle Branch system. See [Immunizations](#).

How can I prevent my documents from being returned?

Make sure: 1) all pages of the documents are uploaded, not just the signature page, 2) signatures are handwritten, not typed in a cursive font or entered electronically, and 3) handwritten data is clear and legible.

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Immunizations

I'm not sure if I am working on-campus (in-person) or virtual (100% remotely), should I complete immunization steps in Slate?

The appointment location is determined by the matched mentor. If you are opposed to working on-campus/in-person, make sure the top-ranked mentors on the submitted **Ranking Form** are complementary. In other words, do not select/top-ranked a mentor who requires their students to be on-campus (in-person), when you want to be virtual (i.e., work 100% remotely).

Why do I need to provide health records?

The University of Texas MD Anderson Cancer Center's Department of Employee Health and Well-Being requires all **on-campus/in-person educational trainees** to provide documentation of immunizations or serological proof (blood test) of immunity. Castle Branch is an online screening service utilized by **MD Anderson Employee Health**.

When should I get a TB test and gather my shot records?

As soon as you are accepted into the program, schedule an appointment with your family physician/school/community clinic to receive your TB test **and** contact your parents/guardians for shot records. You will receive an email from the Program Manager with detailed Phase 2 instructions and the deadline. All MD Anderson employees are required to have a TB test performed before starting work.

How do I submit immunization records?

Logon to Slate and next to Summer Experience Immunization Compliance Report, select view form to read the instructions. You must create an account in the Castle Branch system, after paying the \$20 processing fee, and upload the required documents into the Castle Branch system, **not** Slate?

What health documents will I need to upload?

1. **Demographics and Health Questionnaire form** (4 pages)
2. **Minor Consent Form** (if trainee is 18 years or younger)
3. **Privacy Practices**
4. **Required immunization vaccination records:**
 - **Measles, Mumps & Rubella (MMR):**
 - 2 vaccinations
 - Positive antibody titers for all 3 components (lab reports required)
 - **Varicella (Chicken Pox):**
 - 2 vaccinations
 - Positive antibody titer (lab report required)
 - Medical documentation of history of Chicken Pox
 - **TB Skin Test:**
 - A negative PPD skin test AND Respiratory Query within 3 months of Castle Branch's account initiation.
 - If PPD skin test is Positive, submit positive PPD skin test AND a Negative Chest X-Ray dated on or after the positive PPD skin test result, but within the past 10 years AND Respiratory Query within 3 months of Castle Branch's account initiation.
 - **Tetanus, Diphtheria & Pertussis (Tdap):**
 - Must be documentation of a Tdap booster within the past 10 years

Who should I contact if I need a waiver or have issues with my health records?

Contact MD Anderson Employee Health at EHOCCHealth@MDAnderson.org. In most cases, EHOCC can override Castle Branch and grant waivers or exceptions.

What happens if I am unable to upload the immunizations by the deadline?

Uploading health documents and obtaining approval from MD Anderson Employee Health is a lengthy process and failure to upload your immunization forms by the deadlines can result in the forfeiture of your summer fellowship.

How do I check the status of my immunizations in Castle Branch?

Check the Castle Branch account daily for health document status. The system will not automatically send notifications of missing documents. *Rejected* items must be addressed and *Compliant* are accepted with no further action required.

Why were my health documents rejected?

All health documents must be legible and signed by a licensed physician or healthcare provider. Screen prints are not acceptable. If any of these requirements are not met, the document will be returned.

At what point can I upload the *Immunization Compliance Report*?

After all documents are marked compliant, see the *To Do List Summary* in the left menu, save and upload the *Immunization Compliance Report* to your Slate account. The Immunization Compliance Report must be labeled **Compliant** in green letters. If the report is not identified as compliant, your immunizations are incomplete. Do not upload an incomplete compliance report to Slate. The program cannot submit the paperwork for employment until the immunization compliance document has been uploaded.

Phase 3 (Appointment Contract)

What happens after Phase 2 documents are submitted?

The Program will submit phase 2 documents to the MD Anderson Office of Research Trainee Programs (RTP) to process the employment paperwork. Once these items are approved, Phase 3 documents will become available.

What documents are required in Phase 3?

For on-campus students:

- 1) **Appointment Letter Signature Requested for your Appointment** will be the subject line of an email arriving from MD Anderson Slate. Once you receive this email, logon to your Slate account and select GET FORM next to appointment letter and download these (3) items:
 - 1a) Applicant's Contract/Letter:** 1) Download and read this letter in its entirety, 2) sign and date the 2nd page, and 3) upload both pages into your Slate account. Bring a printed copy with you on your first day.
 - 1b) Campus Map:** Review these maps to familiarize yourself with MD Anderson campus before arrival.
 - 1c) SE E-verify:** This document explains the process to verify employment eligibility.
 - 2) **Media Release Form**
 - 3) **Photograph:** Follow the instructions to upload a photograph used for your MD Anderson ID badge.
- You will receive an email to complete these additional tasks outside the Slate system:**
- 4) **Background check via Pre-Check system**
 - 5) **Online orientation**
 - 6) **Electronic I-9 form**

For virtual (100% remote students):

- 1) **Appointment Letter Signature Requested for your Appointment** will be the subject line of an email arriving from MD Anderson Slate. Once you receive this email, logon to your Slate account and select GET FORM next to appointment letter and download these (3) items:
 - 1a) Applicant's Contract/Letter:** 1) Download and read this letter in its entirety, 2) sign and date the 2nd page, and 3) upload both pages into your Slate account. Bring a printed copy with you on your first day.
 - 1b) Campus Map:** Review these maps to familiarize yourself with MD Anderson campus before arrival.
 - 1c) SE E-verify:** This document explains the process to verify employment eligibility.
- 2) **Media Release Form**
- 3) **Background check via Pre-Check system**
- 4) **Online orientation**
- 5) **Electronic I-9 form**

I am a permanent resident and received an email from the MD Anderson Visa Dept. What should I do?

Follow the instructions provided to schedule a check-in with the MD Anderson Visa Administration prior to RTP check-in. Direct all questions to the Visa department at 713-792-1112.

Parking

(FOR ON-CAMPUS/IN-PERSON STUDENTS ONLY)

Where will I park during my first day?

During the onboarding process (I-9 clearance, COVID-19 testing, and ID badge pickup), **on-campus/in-person** students will park in the Mid-Campus (1MC) Garage located at 1400 South Braeswood, Houston, TX 77030. The

cost is \$12 per day and payable via debit or credit card using the cash machine upon exit. Parking costs accrue each hour and you must pay anytime you exit the garage. Lost tickets will result in paying the full fare of \$12 upon exit.

How do I sign up for a parking contract?

On-campus/in-person students must visit the MD Anderson Parking Department at Pressler Garage, PGA4.2000, Phone: 713-563-7275 (6 a.m. to 5 p.m., Monday through Friday), Email: parking@mdanderson.org and initiate a parking contract. Most summer students will park at the Armory Lot and take the bus or shuttle to MD Anderson campus.

How much does it cost to initiate a parking contract with MD Anderson?

It varies by parking lot and ranges from \$30 to \$120 per month. The 1st month's parking fees are pro-rated and must be paid up front via personal check or debit card, while future monthly fees will be deducted from each paycheck. To avoid parking fees, students are encouraged to car pool or utilize public transportation.

Can I park somewhere else on or near MD Anderson Campus?

Yes. Visit the Texas Medical Center (non-MD Anderson) contract parking <http://www.texasmedicalcenter.org/parking/contract-parking/>.

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Public Transportation

Can I ride the bus or rail to MD Anderson campus?

Yes. Many faculty and staff utilize the Metro Bus. We recommend using Google maps to track your trip from your home address to the address of your MD Anderson office, and google will tell you which bus to take.

- METRO bus and rail is \$1.25 each way. Drivers cannot provide change.
- Fares are deducted from a Metro Q card or must be paid in cash in exact change.
- The METRO Q Fare Card acts like a "digital wallet" and fares are automatically deducted each time you 'tap' the card to ride.

How can I obtain a Q-Card?

- **Download the Metro Q Card app (from Google Play or the App Store) and purchase a digital single or full pass.** <https://www.ridemetro.org/Pages/MobileTicketing.aspx>
- Q Cards can also be obtained at any grocery store (e.g. HEB, Randalls, or Kroger) or tickets can be purchased from your smartphone. Visit the Ride Metro website for more information.

Can I purchase a metro card on the bus or rail?

- No. Cash not accepted on the rail. Fares must be paid prior to boarding the rail.
- Metro tickets can be purchased at self-serve TVM on the metro rail platform via debit, credit or cash.
- Metro Q Cards can be reloaded at the TVM on the metro rail platform using debit, credit or cash.
- *Metro Q Cards and Single Ride Rail Tickets* provide FREE transfers up to 3 hours after purchase in the same direction. The expiration time is printed on the single ride rail ticket. Bus transfers are not available when paying with cash.

What cab or taxi services are available in the Texas Medical Center?

- Uber (visit your mobile application store to download these free apps). A major credit or debit card or PayPal account is required.
- Fiesta Cab Company (713) 225-2666

- Liberty Cab Company (713) 695-6700
- Square Deal Cab Company (713) 659-7236
- United Cab Company (713) 699-0000
- Yellow Cab Company (713) 236-1111, Request a yellow cab: www.yellowcabhouston.com/order.aspx

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MD Anderson Shuttle

When and how can I use the MD Anderson shuttle?

The shuttles run between 7:30am and 6:30pm. Access the shuttle schedule by visiting www.mdabus.com.

Do I need to pay to use the shuttle?

No. The shuttle is free to all MD Anderson students and employees. Passengers must show their MD Anderson ID badge when boarding.

My building is not on the shuttle route. What should I do?

Call a “By-Request” MD Anderson shuttle at (713) 792-2338 or walk to the nearest building on the shuttle route.

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Dress Code, Event Attire & What to Pack

What is the dress code?

MD Anderson daily dress code is business casual. Clothing does not need to be formal.

Acceptable

- Trousers/Slacks/Khakis
- Knee-Length Skirts
- Casual Dresses
- Polo or Button-down shirts/Blouses
- Blazers/Sweaters, Pashminas, Jackets

Unacceptable attire

- Shorts, Torn or Frayed Jeans
- T-shirts with slogans or advertising
- Flip-Flops, Hats
- Mini-skirts
- Revealing or bare midriff tops

Can I wear scrubs?

MD Anderson attire is business casual and scrubs are permitted in clinical and patient areas. Consult your mentor to determine if scrubs are appropriate.

What is the temperature inside MD Anderson buildings? Will I need a sweater or jacket indoors?

Most thermostats within the buildings are set at 73 degrees, but will seem much cooler. Sweaters, pashminas or jackets can be kept at your desk, in case you are cold while indoors. Be sure to lock up all personal items, even if you are stepping away from your desk to go to the restroom or printer. Consult your mentor regarding any additional dress code requirements set by the department, including casual Fridays (some departments allow jeans on Fridays, while others do not).

Can I wear jeans?

No. Business casual attire is preferred.

What should I wear to the presentations during the last week of the fellowship?

Wear professional clothing similar to what you would wear to a job interview.

- **Options for Men:** Suits; long sleeve dress shirt, slacks & tie, bow ties, vests, dress shoes.
- **Options for Women:** Suits (pants or knee length skirts); dresses (knee length, long or A-line); skirts and blouses (long or short sleeve).

What should I pack for the duration of the summer?

Umbrella, rain boots, rain coat or poncho, light jacket, walking shoes/sneakers, and other essentials for wet and hot weather conditions. Also plan for going from very hot outside weather to very cool indoor temperatures. Be sure to watch the weather forecast daily and always keep an umbrella at your desk.

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Houston Weather

How is the weather in Houston during the summer?

Typical Houston summers are hot, humid, rainy and range from 91 to 95 degrees (see chart on the next page courtesy of www.VisitHoustonTexas.com). The summer program takes place during hurricane season which means there may be frequent rain storms and flash floods.

What should I do if there is a flood or severe weather?

In the event of severe weather, always check MD Anderson's operational status at www3.mdanderson.org/emergencyalert or call 2-RING (713-792-7464). In the event of extreme flooding or other weather events, do not travel to MD Anderson campus and stay home. Your safety is our top priority.

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About MD Anderson Campus

What is MD Anderson culture?

MD Anderson Cancer Center is located in the Texas Medical Center with over 20,000 employees. Our institution is a uniquely diverse and inclusive community of clinical, research, academic, and workforce professionals from diverse backgrounds. Our campus is comprised of over 17 buildings over several miles. Some buildings are not within walking distance and will require transportation.

Why do some buildings have more than one name?

Because some buildings have been renamed after distinguished donors, they may be referred to by two names.

Example: The **Cancer Prevention Building (CPB)** and The Division of Cancer Prevention & Population Sciences (DCPPS) at 1155 Pressler, Houston, TX 77030, is also known as the **Duncan Building** due to the 2008 donation of \$35 million by the Dan L. Duncan Family Foundation, to boost the ongoing efforts to help people reduce their risk of cancer and take preventive measures against disease. The CPB building was renamed, the "Dan L. Duncan Family Institute Building". Both names are combined and used interchangeably by employees as "The Duncan CPB building" or "The Cancer Prevention Building". This applies to many buildings on MD Anderson campus and can create confusion to newcomers.

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Summer Program – Week One

What happens during the first day of the internship?

The RTP plans to check-in students prior to the start of the program. Check with your program to see if they will offer a program orientation.

I am working on-campus/in-person, what should I bring to onboarding/check-in?

1. Social Security Card: This is a MANDATORY document and must be the original, not a photocopy.
2. An original, unexpired photo ID or any document in List A or List B of the I-9 document list (emailed from RTP) that establishes identity. The most common are a U.S. Passport, Permanent Resident Card, State issued photo identification (I.D.), or Driver's License. Certified copies are not accepted.
3. Bank routing and account number, and mailing address to setup your direct deposit online in the MD Anderson myHR/PeopleSoft system.
4. A minimum of \$24 on a debit or credit card for full-day parking during the first 2 days. Parking fees are \$12 per day for a full-day. See [Parking](#).

What happens after check-in/onboarding?

As mentioned above, RTP intends to complete onboarding and check-in prior to the start of the program. If any items are pending, you will be notified.

How do I get to my department from check-in at 1MC?

Take the escalator to the 1st floor lobby and take the MD Anderson shuttle to the appropriate building. Be sure to confer with the primary mentor, mentor's Administrative Assistant, Supervisor, or Office Manager for the office location, recommended parking lot, and how to gain access to the office suite.

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Laptops and Accessing the MD Anderson network

When will I receive my laptop?

Consult the individual program.

What happens after orientation and during the remainder of the first week?

Ideally, you should have already been communicating with your mentor to discuss expectations, how to conduct your research project, day-to-day activities, project ideas, work schedule, potential workshops, upcoming conferences, future research, publishing opportunities, and future check-in meetings. Interns will be invited to a ***Summer Experience Welcome Event***. In short, week one will be busy!

Will I get the opportunity to see other MD Anderson Summer Experience students?

Yes, virtually and in-person if you are working on campus. Use your MS Outlook calendar to organize your schedule and required events. Unless otherwise notified by the program, all events will take place on Zoom.

Will I get an MD Anderson T-Shirt?

Yes. Consult your program for details.

What is a typical day?

Busy! Most work days will begin at 8am and end at 5pm. Students will report directly to a supervisor (virtually or in-person) which could be the faculty mentor, a postdoctoral fellow, research manager, or other team member designated by the mentor.

Students are encouraged to take a 'driver's seat' in the research and play an active role in the project by communicating their ideas and knowledge, as this will enhance the summer experience.

How will I balance the work between my summer research project and MD Anderson Summer Experience activities?

Students will manage their daily schedule using MS Outlook. Be sure to meet with your mentor within the first few days of your internship to discuss expectations and scheduling frequent check-in meetings with your supervisor and/or mentor. You are expected to schedule your research project activities around any mandatory career development activities and prioritize accordingly.

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Summer Internship Activities

When will I be required to *virtually* attend MD Anderson Summer Experience Activities?

Immediately. Consult your program for an activities calendar or list of events. Activities are subject to change.

Is attendance mandatory?

Yes. Trainees are expected to attend all mandatory activities and complete assignments/projects required by the program by the due date.

What if I have a conflict and cannot attend an event?

Contact your program manager or refer to the program's attendance policies.

Can I volunteer at MD Anderson or around the Texas Medical Center?

Of course! For opportunities, contact MD Anderson Volunteer Services at 713-792-5646 or at Volunteering@MDAnderson.org. For volunteering opportunities in Houston, visit <https://volunteerhouston.org/> or google keywords: *Volunteering in Texas Medical Center*.

What are some fun things to do in Houston?

For events, restaurants, or to learn about Houston, visit <https://www.visithoustontexas.com/things-to-do/>.

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MD Anderson Signature Block

How do I create a signature in MS Outlook?

Open Microsoft Outlook, Select File -> Options -> Mail -> Signatures, add the text below and select OK. The MD Anderson graphic is optional. The format should be:

Jane Doe, M.P.H.
MD Anderson Title (e.g., Graduate Research Assistant)
Department of _____
Summer Program Name
Phone: 713-555-0000
Email: JDoe@mdanderson.org



I prefer to use my name and my school, along with my major in the signature block, is this okay?

Please use only the format listed above. It is important to use a professional and concise signature block that properly explains who you are, when communicating with MD Anderson faculty and staff.

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Surveys and Evaluations

How often will I have to complete a survey during the summer program and why?

Summer Experience interns will be evaluated three times during the program (week 1, week 5, and week 10). The success of the MD Anderson Summer Experience is measured by trainee feedback and subsequent career choices of alumni. MD Anderson collects data to conduct research in areas including, but not limited to imposter syndrome, self-efficacy, career interest, scientist identity, and scientific communication. We also evaluate the intern's experiences with the mentor(s) and the program, to make program improvements.

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Final Summer Presentation Events

When do we get to present the results of our research?

Many programs host their own final presentation event. Consult your program for specifics.

Do I need final results before I present?

No. You only need to report your findings during the summer.

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Poster Awards

How are the Poster Awards organized?

Each program will receive funding to host a poster contest. Consult your program for details.

Will I be required to present a poster on Zoom?

No. Your program will provide details to interns about the poster contest, requirements, criteria, award amounts, judging, and deadlines.

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MD Anderson Summer Experience - Elevator Speech (ES) Competition

When is the Elevator Speech (ES) Competition?

MD Anderson Summer Experience Elevator Speech Competition is held during Week 10 on Wednesday on ZOOM. Check MS Outlook for details.

Who hosts the ES competition?

The Elevator Speech competition is organized and hosted by the Cancer Prevention Research Training Program (CP RTP). Cash prizes are awarded by MD Anderson Education and Training.

How long is this the ES Competition?

This event is roughly 30 to 45 minutes.

Is the ES Competition in-person or virtual?

The ES Competition will take place on ZOOM.

Are all Summer Experience interns required to enter the Elevator Speech competition?

No. Competition entry is voluntary and registration details will be provided during the summer.

How can I enter the Elevator Speech competition?

All SE students will receive an email with instructions for registering for the competition via a Qualtrics survey link. Within 2 business days of registration, students will receive a confirmation email.

How are ES finalists selected?

After registration, students will receive a link to the cloud folder to upload their 90-second audition video and a deadline. The event host will identify a panel of preliminary judges to review and score audition videos. Preliminary judges are usually MD Anderson summer and postdoc alumni and former Elevator Speech competition finalists and winners. Nine (9) to 12 individuals with the highest scores are considered finalists and will compete LIVE in the competition on Zoom.

Is there a poster competition too?

Consult your program for poster competition details.

What is the Elevator Speech competition prize?

Prize amounts vary each year. Best Speech prize may be up to \$600 and People's Choice may be up to \$400. The Best Speech is determined by a panel of judges and the People's Choice award is selected by the attendees (utilizing an electronic voting system). Finalists will also receive a certificate of participation via email.

Can I invite my family and friends to this event?

Yes. You may forward the Zoom invitation to family and friends. The Elevator Speech competition is open to the entire MD Anderson campus, as well as family and friends of the summer students. [Visit the MD Anderson SE Final Event web page.](#)

How should I dress for this event?

Dress in professional attire (as if you were going on a job interview). See [Dress Code](#).

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MD Anderson Summer Experience Poster Exhibition (Poster Presentations)

When is the Poster Exhibition?

Week 10 on Thursday at Cancer Prevention (Duncan) Building, 1155 Pressler St., Floor 8, Rooms 1-8, Houston, TX 77030. Check www.mdanderson.org/summer or your program manager for details.

Who hosts the Poster Exhibition?

The MD Anderson Summer Experience (Dept. of Education and Training).

How long is this the Poster Exhibition?

Two hours. Due to the COVID-19 pandemic, programs will not present at the same time. One group will present posters from 9-11am, and the next group will present Noon-2pm. Check your Outlook calendar for details.

Is Poster Exhibition in-person or virtual?

For 2022, the exhibition will be in-person/on-campus. Cancer Prevention (Duncan) Building, 1155 Pressler St., Floor 8, Rooms 1-8, Houston, TX 77030.

Are in-person summer students required to present posters?

Yes. If you are unable to present, contact your program manager.

Is there a poster competition too?

Consult your program.

Can I invite my family and friends to this event?

Guests may be limited due to the COVID-19 pandemic. Contact SummerExperience@mdanderson.org for details.

How should I dress for this event?

Dress in professional attire (as if you were going on a job interview). See [Dress Code](#).

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MD Anderson Summer Experience Elevator Speech Competition

When is the Elevator Speech competition?

As of 2022, the MD Anderson Summer Experience Elevator Speech Competition is held on the last Thursday of the summer program (during week 10) on Zoom.

How long is this the Elevator Speech competition?

Since 2021, this event is roughly 45-minutes.

Am I required to enter the Elevator Speech competition?

No. Competition entry is voluntary and registration details will be provided during the summer.

How can I enter the Elevator Speech competition?

Summer Experience interns will receive an email with details after July 1. Additional details can be found on [the event page](#). Earlier in the summer, students will register to enter the competition and later submit a 90-second 'audition video' after attending a workshop. The audition videos are scored by a panel of experts. The top (9 to 12) individuals with the highest scores are considered finalists and will compete in the competition on Zoom.

Is there a poster competition too?

No. Each participating MD Anderson Summer Experience program will host their own poster awards. Consult the program for details.

What is the Elevator Speech competition prize?

Prizes are: \$200 for Best Speech, and \$100 for People's Choice. The Best Speech is determined by a panel of judges and the People's Choice is selected by the attendees (utilizing an electronic voting system). Finalists will also receive a certificate of participation via email.

Can I invite my family and friends to this event?

Yes. You may forward the Zoom invitation to family and friends. The Elevator Speech competition is open to the entire MD Anderson campus, as well as family and friends of the summer students. [Visit the MD Anderson SE Final Event web page](#).

How should I dress for this event?

Dress in professional attire (as if you were going on a job interview). See [Dress Code](#).

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Exit Procedures

What happens at the conclusion of the internship?

Students will receive a link via email to begin the exit check-out process. This process is entirely online.

What is the exit process?

Students must complete all exit clearance steps as instructions, as well as provide the permanent mailing address (this is where MD Anderson Human Resources will mail your IRS W2 tax form).

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MD Anderson Buildings

Most MD Anderson buildings are connected via an indoor Skybridge which is about a ½ mile each way from the main hospital to the cancer prevention building. Other MD Anderson buildings (e.g. 1MC or South Campus (SCRB)) require an MD Anderson shuttle or driving. Most building are referenced by more than one name, as many are named after distinguished donors. For example the Dan L. Duncan Family building is commonly referred to as “Duncan”, “CPB” or “The Cancer Prevention Building”.

Facility/Donor Name	Wayfinding Name	Room Number	Physical Address
North Campus - Main Building, 1515 Holcombe Blvd., Houston, TX 77030			
Albert B. and Margaret M. Alkek Hospital	Main Building (near Elevator F)	G	1515 Holcombe Blvd, Houston, TX 77030
Anderson Central	Main Building (near Elevator BB)	B and Y	1515 Holcombe Blvd, Houston, TX 77030
Anderson East	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Anderson West	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Bates-Freeman	Main Building (near Elevator YC)	Y	1515 Holcombe Blvd, Houston, TX 77030
Charles A. LeMaistre Clinic	Main Building (near Elevator A)	R	1515 Holcombe Blvd, Houston, TX 77030
Clinical Research Building (CRB)	Main Building (near Elevator TB)	T	1515 Holcombe Blvd, Houston, TX 77030
Freeman-Dunn Chapel	Chapel - Main Building	R	1515 Holcombe Blvd, Houston, TX 77030
Gimbel	Main Building (near Elevator BB)	B	1515 Holcombe Blvd, Houston, TX 77030
Integrative Medicine Center	Integrative Medicine Center - Main	R	1515 Holcombe Blvd, Houston, TX 77030
Lutheran Hospital Pavilion	Main Building (near Elevator E)	P	1515 Holcombe Blvd, Houston, TX 77030
Margaret and Ben Love Clinic	Main Building (near Elevator B)	R	1515 Holcombe Blvd, Houston, TX 77030
Percy and Ruth Legget Jones Research	Main Building (near Elevator YC)	Y	1515 Holcombe Blvd, Houston, TX 77030
R. Lee Clark Clinic	Main Building (near Elevator C)	R	1515 Holcombe Blvd, Houston, TX 77030
Radiation Treatment Center	Main Building (near Elevator G)	B	1515 Holcombe Blvd, Houston, TX 77030
North Campus			
Braeswood Garage	Braeswood Garage		1650 S. Braeswood Blvd., Houston, TX 77030
Dan L. Duncan Building	Duncan Building (CPB)	CPB	1155 Pressler St., Houston, TX 77030-3721
George and Cynthia Mitchell Basic	Mitchell Building (BSRB)	BSRB	6767 Bertner Ave., Houston, TX 77030-2603
Jesse H. Jones Rotary House	Rotary House	RHI	1600 Holcombe Blvd., Houston, Texas 77030-4012
John Mendelsohn Faculty Center	Faculty Center	FC	1400 Holcombe Blvd., Houston, TX 77030-4008
Lowry and Peggy Mays Clinic	Mays Clinic	ACB	1220 Holcombe Blvd., Houston, TX 77030-4004
Pressler Garage	Pressler Garage	PGA	1180 Pressler St., Houston, TX 77030-3715
Radiology Outpatient Center	ROC	ROC	1700 Holcombe Blvd., Houston, TX 77030
T. Boone Pickens Academic Tower	Pickens Tower	FCT	1400 Pressler St., Houston, TX 77030
Sheikh Zayed Bin Sultan Al Nahyan	Zayed	ZRB	6565 MD Anderson Blvd., Houston, TX 77030
Mid Campus			
Mid Campus Building 1	Mid Campus Building 1	1MC	7007 Bertner Ave., Houston, TX 77030
Mid Campus Garage A	Mid Campus Garage A	MGA	1400 Braeswood Blvd., Houston, TX 77030
South Campus			
Modular Labs	Modular Labs	MOD	7777 Knight Rd., Houston, TX 77054-3005
Operations and Maintenance Building	Operations and Maintenance	---	7510 Bertner Ave., Houston, TX 77030
Physical Plant and Police Building	UTPD	PPB	7777 Knight Rd., Houston, TX 77054-3005
Proton Therapy Center	Proton Therapy Center	PTC	1840 Old Spanish Trail, Houston, TX 77054-2002
Smith Mitchell Research Building	SRB or S	SRB or S	7777 Knight Rd., Houston, TX 77054-3005
South Campus Garage	South Campus Garage	SCG	7555 Fannin St., Houston, TX 77054
South Campus Research Building 1	SCRB1	SCR	7455 Fannin St., Houston, TX 77054-1901
South Campus Research Building 2	SCRB2	2SCR	7435 Fannin St., Houston, TX 77054-1901
South Campus Research Building 3	SCRB3	3SCR	1881 East Rd., Houston, TX 77054-1901
South Campus Research Building 4	SCRB4	4SCR	1901 East Rd., Houston, TX 77054-1901

Off Campus			
El Rio St. Lab	El Rio Lab	ER	8000 El Rio St., Houston, TX 77054-4104
Fannin Bank Building	FBB	FBB	1020 Holcombe Blvd., Houston, TX 77030-2213
Fannin Holcombe Building	FHB	FHB	6900 Fannin St., Houston, TX 77030-3800
Houston Medical Center Professional	Houston Medical Center	HMC	6655 Travis St., Houston, TX 77030
Institute of Bioscience and Technology	Institute of Bioscience & Technology	IBT	2121 Holcombe Blvd., Houston, TX 77030-3303
Life Sciences Plaza	Life Sciences Plaza	LSP	2130 West Holcombe Blvd., Houston, TX 77030
Naomi St. Facility	Naomi Facility	NAO	8515 Fannin St., Houston, TX 77054-4819
Warehouse Complex - Corder	Corder Warehouse	WCS	3115 Corder St., Houston, TX 77054-3403
Warehouse Complex - Pawnee Street	Pawnee Building and Warehouse	WPS	3000 Pawnee St., Houston, TX 77054-3301

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