



INTERNSHIP PROGRAM OVERVIEW

Hampton University Proton Cancer Institute created an internship program Spring 2021 and partnered with colleges and universities to foster an initiative to support students in aligning their academic studies with real-world working success. Since then, the internship program has grown from hiring a handful of students to an upward number of 15 students each semester. Our goal is to provide students with structured work experience and provide hands-on training and real-life exposure to the various departments within a healthcare facility. We look at the following key elements:

- 1. Learning Opportunity** - Interns gain real-world, hands-on experience in their chosen field or industry. They are able to apply classroom knowledge to practical tasks, developing both technical and professional skills.
- 2. Duration** - Internships vary in length, generally ranging from a few weeks to 4+ months. Most students are required to complete 120 hours. Students in medical or health-related programs may be required to complete up to 250 hours or more, depending on their academic requirements.
- 3. Supervision** - Each intern is paired with a dedicated mentor or supervisor who provides guidance, support, and performance observations. This ensures interns grow in their roles and develop confidence in their work.
- 4. Compensation** - A stipend is provided upon the successful completion of the internship program.
- 5. Eligibility** - Internship opportunities may have specific prerequisites, such as being a current student, a recent graduate, or enrolling in a relevant academic program aligned with the internship discipline
- 6. Tasks and Responsibilities** - Interns are assigned tasks that align with both their educational goals and our facility needs. These may include project work, research assignments, administrative tasks, department specific job functions. All interns must complete an end-of-internship presentation demonstrating the knowledge, skills, and abilities gained during their experience.
- 7. Networking** - The program provides opportunities for interns to build professional connections and expand their network within the industry.
- 8. Résumé Building** - Successful completion of an internship enhances an individual's résumé by showcasing relevant experience, increasing competitiveness for future roles.
- 9. College Credit** - Some academic institutions allow students to earn college credit for participating in internships, enabling them to gain practical experience while fulfilling degree requirements.



INTERNSHIP PROGRAM REQUIREMENTS

The Hampton University Proton Cancer Institute Internship Program offers a unique and dynamic learning experience for students looking to apply their academic skills in a real-world setting. Student Interns in this program will engage in hands-on projects, support daily clinical operations, gain insight into the healthcare industry, and engage with key stakeholders of our organization. This program is an excellent opportunity for students to bridge the gap between theoretical knowledge and practical application, leading to personal and professional growth.

The duration of the internship varies depending on the academic program and department requirements. Eligible Student Interns will receive compensation if accepted into the program.

To be considered for Hampton Proton's Internship Program, the following information will be required:

- Completed Hampton Proton Internship Application and Questionnaire.
- Proof of being currently enrolled in a program of study or a recent graduate (within 12 months) from an accredited college/university or technical/vocational institution.
- Proof of good academic standing (unofficial transcripts are acceptable).
- Proof of academic class schedule.
- Recent resume and/or cover letter.
- Applicable course syllabus if academic credit will be applied from your educational institution.

At the completion of an Internship Program, each Student Intern will be required to create a Microsoft PowerPoint presentation that will be performed in a session with other Student Interns where the mentors/supervisors will attend. Topics of discussion should be focused on the following:

- What college/university you attend and your major.
- What plans do you have after graduating.
- What was learned during the internship.
- What tasks or projects were completed in your department.
- What skills and abilities were developed.
- What professional strengths and weaknesses were discovered during the internship.
- What part of the internship was enjoyed the most.
- What may need to be improved or included for future interns.

At the conclusion of the Internship Program, each Student Intern will receive an evaluation form completed by their mentor/supervisor. A copy is provided to the Student Intern, Educational Institution, and the Human Resources Department.