Prepare Yourself!

Know what you want! - Don't be afraid to ask for certain locations and be prepared to tell us why you want to work with those mentors, how this internship will fit into your academic and career goals, and what else you plan to do at IUPUI to reach your goals.

Resume and cover letter- Take some time to put these together and have an advisor, career services professional, or faculty member look them over. Organization, thoughtfulness, and correct spelling and grammar are looked upon favorably. You may address the cover letter to the Director, the Selection Committee, or one of the faculty mentors you've listed on your application. Helpful resources for writing a resume and cover letter can be found here: [http://employment.uc.iupui.edu/Students/Job-Search-Documents](http://employment.uc.iupui.edu/Students/Job-Search-Documents) and you can visit [your school's career services](#).

Tips and Hints for Applying to LHSI

To be eligible for this program you must:
- Be a full-time IUPUI undergraduate working toward your first Bachelor's degree- graduate students will not be considered for this program
- Be enrolled as a sophomore or junior for the 2016-17 academic year - apply in spring of first or second year and graduating no sooner than Spring 2018
- Have a minimum overall GPA of 2.5 and major GPA of 3.0
- Have any additional skills specified in the individual project descriptions and have an interest in the work of the chosen internship projects - review project descriptions carefully!
- Have a related major or relevant coursework for employment or graduate study in life and health sciences- in most cases, at least a few science courses and preference is given to students with a goal of graduate or professional school

Will you have time for this internship? This is a 10 hour per week commitment from the end of August to the beginning of May. If you will have a heavy course load or will be working another job take a moment to consider whether or not you will be able to fit in this commitment. Having blocks of time available is recommended and you will need time available during the regular workday especially in the first semester. Number of hours as well as required times are included in the individual internship descriptions.

Incomplete applications will not be reviewed.

A complete application consists of the application form filled out completely, a resume, a cover letter, and appropriate reference contact information.

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Are you qualified for this internship?

No exceptions will be made to these requirements.

If you are ineligible, check out other research opportunities in the [IU School of Medicine](#) and the [Center for Research and Learning](#), and internship opportunities through your [academic school career services](#).
Continued Tips and Hints

Contact information for three relevant references - Appropriate references are former supervisors, professors, academic counselors, advisors, or anyone who can speak to the quality of your work. They are usually happy to act as a reference, just ask them! Inappropriate references include friends and family members. Letters are not necessary (due to the volume of applications they will not be reviewed anyway).

You will receive an e-mail when your application is received in full and one additional e-mail after the due date to inform you of when application decisions will be made. If you don't receive the initial e-mail immediately after you submit the application just e-mail lhsi@iupui.edu to make sure it was received.

Applications will be reviewed and some students will be chosen for interviews. Being chosen for an interview does not necessarily mean you will be accepted into the program. Students must have a successful interview and have acceptable spring semester grades to be accepted.

The interview is very important! It is your opportunity to meet your potential mentor and for him or her to meet you. This is a professional interview so prepare and act accordingly.

Visit our Canvas site and do the Resume EDGE Module. [https://iu.instructure.com/courses/1536597](https://iu.instructure.com/courses/1536597)

If you have questions or need clarification, just ask us! Email: lhsi@iupui.edu Phone: 317/278-3480

Selection Process

- Preliminary screening will be made on the basis of completed application (application form, resume, cover letter) submitted by applicant. Only complete applications will move forward for screening.
- Selected applicants will be invited for interviews.
- Applicants selected for the interview process will meet with at least one mentor. Mentors and applicants will meet for an interview in a timely manner and submit feedback to the Director of LHSI.
- Matches are made based on feedback reviewed by the director. Based on feedback and at the discretion of the director, additional interviews may be assigned in the case of a non-match. Final matches are released upon review of spring grades in mid-May.