ASCO Oncology Summer Internship
2024 Host Site Application

This form is to reference and use as a working document as you develop your OSI Host Site application. ASCO will NOT accept applications submitted outside of its SurveyMonkey Apply portal and will not accept submissions of this form by email.

Internship Structure & Requirements

Site Requirements

- **Sites will host their school's rising 2nd year UIM medical students for the in-person program components.**
  - This is not a visiting/away internship.
- **Sites must have a minimum of (3) eligible student participants** to serve as an OSI host site and implement the internship.
- **Site's curriculum calendar must allow for their students' full participation in ALL internship activities**
  - Meaning, students are not in classes, exams, or MS rotations during the scheduled internship dates.
  - Students will shadow approximately 20-30 hours per week depending on the shadowing setting.
- **Sites will schedule and organize all shadowing assignments for their students.**
  - Shadowing can be in any oncology professional setting including but not limited to clinical, research, imaging, lab, Tumor Board attendance, etc.
  - Site must have sufficient number of faculty (4 oncology faculty per participating student).

ASCO Requirements

- **ASCO will fund up-to (5) students at each site.**
  - Sites may elect to independently cover the costs of additional participants at their school.
- **ASCO provides the following to the site:**
  - $1200 per student participant to sites to host their social/networking events (sites will receive $1200 x their school's # of ASCO-funded OSI students).
- **ASCO provides the following to the student:**
  - $5000 salary stipend to each student to support their living expenses during the 4-week internship.
  - Up-to $1500 to each student to support their attendance at the 2024 ASCO Annual Meeting.

Site Application Process

Institution Eligibility

Institutions interested in applying to serve as a host site must meet the following criteria:
- Must be an accredited MD or DO program in the United States.
- Must be able to recruit at least 3 rising MS2 students who identify as UIM.
- Must have sufficient oncology faculty at the institution or in the local area to provide shadowing experiences for each of their OSI students 4 days per week.

- o The minimum faculty requirement is 12 oncology professional faculty for the minimum number of participants (3).
- Must be able to implement the OSI in the Summer of 2024.
  - o Current MS1 students' curriculum must allow for full participation in all internship activities.
- Must demonstrate a commitment to increasing diversity, equity, and inclusion in the field of medicine

Application Details & Timeline

Step 1: Submit Pre-Application Questionnaire
- U.S. medical schools who wish to apply as a 2024 OSI host site should complete a brief questionnaire to establish eligibility.

Step 2: Eligible Sites Invited to Submit Proposal
- If a site can commit to the OSI dates and meet infrastructure criteria, the site will be invited to apply through a unique application link on ASCO's SurveyMonkey application portal.
- This application link will only be provided to sites that complete the required pre-application questionnaire and meet the eligibility criteria.

The deadline to submit an application to serve as a 2024 OSI host site is October 9, 2023.

Eligibility Question
- I. If you have been invited to apply by ASCO, please indicate "yes" to proceed to application.

Short Answer Sections (3 sections/tasks)
- I. Institution Information *(short answers)*
- II. Student Demographics *(short answers)*
- III. OSI Site Leaders' Information *(short answers)*

Supporting Documents (2 Letters & the Roster of Potential Shadowing Mentors)
- I. Statement of Interest from OSI Champion Site Leader(s)
- II. Support Statement from Senior Medical School Leader
  - a. This should come from a Senior Leader at the Medical School (Dean of Students or similar position) and should attest to their support of student participation in the OSI
- III. Support Statement from Senior Cancer Center or Oncology Department/
  - a. This should come from a Senior Leader from Cancer Center or Oncology Department/Section and should attest to their support of faculty participation in the OSI
- IV. Roster of Potential Shadowing Oncology Faculty from Your Institution

I. Institution Information *(short answers)*

Institution Name

Institution City/State

The 2024 Oncology Summer Internship requires sites to commit to hosting the internship's in-person activities for a 4-week period during the summer between MS1 and MS2. Please indicate the 4-week period that your site would like to host the 2024 OSI.

As a reminder, participating students' curriculum must allow for them to participate in daily shadowing during the 4-week internship period. Each week, students should average 20-30 hours of clinical shadowing.

Please provide your academic calendar for the current MS1 students (please note when the MS1 year ends, when they have their summer break, and when the MS2 year begins).

Please list the oncology subspecialties and/or oncology-related specialties (such as Pathology, Radiology, Genetic Counseling, Survivorship, etc.) that your students be able to shadow in during the OSI?

Please provide a contact from your Contracts or Grant Management office. ASCO requires this information for the OSI agreement contract between ASCO and the host site.

Name

Email

Please provide a description of your institution's commitment to increasing diversity as well as improving inclusivity and equity in the field of medicine. Please note any past and current efforts your medical school has implemented to address diversity, equity, and inclusion.

How will your institution continue to support the students who participate in the OSI beyond the 4-week internship experience? Please describe how your institution can continue to support and foster their interest in oncology and their exploration of careers in oncology through mentorship, research opportunities, etc.

[ ]

How can serving as an OSI host site positively impact your local community? This can include the impact on students, faculty, and/or patients.

[ ]

II. Student Demographics *(short answers)*

Total number of medical students currently enrolled in your institution's MD or DO program.

[ ]

Please provide your medical school's definition of "underrepresented in medicine."

[ ]

Total number of MS1 students that identify as "underrepresented in medicine" based on your school's definition.

[ ]

III. OSI Site Leader Information *(short answers)*

ASCO asks that you identify at least (2) site leaders (one champion and one administrator) who will oversee the implementation of the OSI at your institution. A site may include more than two site leaders if they choose to do so.

Champion Site Leader:
- This individual should be a senior faculty member from your institution's oncology department/division.
- The champion will collaborate with ASCO staff on their institution's OSI content development, implementation, and evaluation.
- The champion will oversee the overall development and implementation of the OSI at their institution.
- The champion is primarily responsible for obtaining leadership and faculty support to host and implement the OSI, which includes but is not limited to the following responsibilities:
  - Recruit oncology faculty to participate in the program's shadowing activities
  - Oversee the development of the shadowing schedule
- The champion may be from any oncology sub-specialty department or division.

Name

Email

Title/Role(s) at Institution

Assistant Name and Email (if applicable)

Administrator Site Leader:
- This individual may be staff from any department or division at the medical school.
- The administrator is responsible for the development and implementation of the social/networking events during the OSI.
- The administrator will support the Champion in the development of the shadowing schedule.

Name

Email

Title/Role(s) at Institution

Assistant Name and Email (if applicable)

Please indicate any additional site leaders below. Please include their OSI role, name, email, titles/roles at institution, and any assistant information.

IV. Letter of support from your institution's OSI Champion Site Leader
- The statement should address the following:
- Champion's motivation to lead the OSI at their institution
- Overall availability and willingness of institution's oncology faculty to participate

We ask that you keep responses to less than 2 pages.

V. Letter of support from a Senior Leader at Medical School

This statement may be submitted by the Dean of the Medical School, Provost or Vice-Provost, or Senior Leader in similar role who can attest to the following:

- Medical school's support of students' participation in the OSI and its selected students' availability to participate in all internship activities for the scheduled dates.
- Ability of medical school to aid in student recruitment for the OSI by disseminating OSI application information to rising MS2 students.
- Medical school's approval and support of implementing the OSI for at least 3-years with ASCO.
- Medical school's commitment to increasing equity, diversity, and inclusion in medicine.

VI. Letter of support from a Senior Leader at Cancer Center or Oncology Department/Section

This statement should be submitted by the Cancer Center Director OR the Chair of the Oncology Department/Division who can attest to the following:
- The institution's oncology faculty's ability to host students for shadowing and that site has sufficient faculty size and infrastructure to provide daily shadowing for its student cohort.
- Institution's support of the OS
- Institution's approval and support of implementing the OSI for at least 3-years with ASCO.
- Institution's commitment to increasing equity, diversity, and inclusion in medicine.

We ask that you keep responses to less than 2 pages.

VII. Roster of Potential Shadowing Mentors in Oncology Professions

Please develop a draft roster of the faculty from your institution who have indicated interest in providing shadowing opportunities as part of the program.
- Institutions are asked to submit a shadowing faculty roster that includes a minimum of 10 faculty members.
- If selected, depending on your institution's student cohort size, ASCO may ask you to recruit additional faculty.

Note: The OSI should provide exposure to a wide variety of cancer topics to underscore the diversity of the field of oncology. As such, institutions are encouraged to include faculty from underrepresented in medicine populations and from a diverse spectrum of oncology sub-specialties and oncology-related fields.