

HEI Summer Fellowship Syllabus 2024

Welcome to the HEI Summer Fellowship! We are so excited to have you join the HEI cohort this summer. Inside this document is (hopefully) all the information that you will need from HEI for your summer research.

- Expectations for the summer
- Mentor-fellow relationships
- What HEI provides
- Key contacts
- Summer schedule
- Other resources

Expectations for the Summer

The HEI summer fellowship is a full-time fellowship, which means that fellows should be spending about 35 hours/week on their summer research and HEI-based activities (around 1 hour/week). This fellowship is intended to take place over a 10-week period occurring between June 3rd and the end of August 2024. Due to academic schedules, the exact span of these 10 weeks may be determined by the mentor and fellow. Most of the opportunities are expected to be in person.

Fellows are expected to complete multiple rounds of project development, including the following:

- A project proposal
- Mid-summer presentation (5 min project overview per fellow with small audience)
- Final research symposium (10 min presentation + 5min Q & A with general audience)

Throughout the summer, fellows will also be asked to participate in weekly office hours (see below) to touch base and alert HEI in case anything is not going well, and three seminars provided by HEI staff. These seminars have been carefully designed to facilitate career development and research skills for fellows.

Mentor-fellow relationships

Throughout your summer fellowship, you will be working with an expert mentor in the field of environmental health. You might also work with graduate students, post-doc colleagues, or other undergraduate students in a lab or office setting.

HEI expects mentors to provide a welcoming and encouraging research environment where you can thrive and add contributions to ongoing research. The role of the mentor should include the following:

- The introduction of fellow to peers and colleagues in the lab and department.
- Information on the scale and scope of work expected for the summer.
- Opportunities for fellows to pursue research in areas of interest to the fellow.

- The provision of constructive feedback throughout the summer.
- Developing (with the fellow) clear and reasonable deliverables that can be achieved.

Fellows are also expected to be meeting with their mentor at least weekly, *please let an HEI staff member know if you have not met with your mentor by the end of the first week of the fellowship.*

Please note that mentors are there to guide and encourage research, but much of the summer will be self-guided and require independent work to accomplish previously determined goals. If you feel overwhelmed with the scope of work that is expected of you OR if you are not meeting your 35 hour/week working expectation, please do not hesitate to reach out to HEI staff.

What HEI Provides

HEI funds the Summer Fellowship Program and fellow stipends. Throughout your fellowship experience, HEI is here to match the fellows and mentors, organize office hours for networking with your peers in the program, provide opportunities to ask questions separately from your matched mentor, and support professional development through seminars and connections with the [ISES](#) (International Society of Exposure Science) and [ISEE](#) (International Society for Environmental Epidemiology) professional societies. Additionally, HEI works to ensure the fellow-mentor relationship is successful, stepping in when there are concerns, and providing a platform for fellows to present their research.

You and your mentor will work closely over the summer and be responsible for the following:

- Day to day schedule
- Research scope
- Data and supporting information
- In-lab experiences

Fellows are guests of the mentors and not employees of HEI. HEI will not be providing fellows with housing, research projects, or workspace.

Key Contacts

Although mentors should be the main communication point for you, HEI is here to offer support if issues arise, or you find yourself struggling in any way (academic or personal).

Throughout the summer, fellows should use research assistants Ada Wright and Samantha Miller as their main point of contact with the fellowship team.

They can be reached at awright@healtheffects.org and smiller@healtheffects.org during usual business hours.

If you would like to discuss anything confidentially, HEI ombudsman Dr. Lenny Howard lhoward@healtheffects.org is a great resource and will be working with you throughout the summer.

Summer Schedule

The schedule below is accurate as of December 4th, 2023. As noted on the calendar, we will have optional office hours hosted by HEI to meet with your cohort and discuss ongoing projects. This time will also provide an opportunity for fellows to ask questions or clarify anything with the HEI fellowship team.

Activity	Date
Kick-off meeting for Fellowship Cohort	Last week of May, to be scheduled based on fellows' availability
Payment 1 (\$2,200)	May 17, 2024
Summer Fellowship Begins	Monday, June 3, 2024
Seminar on Workplace Communication + First Week Check-In	June 7, 2024
Payment 2 (\$2,200)	June 14, 2024
Introduction to the Societies + Seminar on How Environmental Health Research Informs Real-world Decisions	June 14, 2024
Career Panel + How to Leverage Your Summer Fellowship	June 21, 2024
Project Proposal Due	Two Weeks After Start Date
Journal Club on relevant research article chosen by HEI Staff	June 28, 2024
Office Hours (may cancel based on vacation)	July 5, 2024
Practice for Mid-Summer Presentations	Monday, July 8, 2024
Mid-Summer Presentations	July 12, 2024
Payment 3 (final) (\$2,100)	July 12, 2024
Career Panel	July 19, 2024
Office Hours	July 26, 2024
Practice for Final Presentations	August 2, 2024
Final Presentations	August 2024