

HEI Summer Fellowship Syllabus 2025

This document contains important information about the 2025 HEI Summer Fellowship. You will find sections on:

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

Expectations for the Summer

The HEI summer fellowship is a full-time fellowship, which means that fellows should be spending about 40 hours per week on fellowship activities, including their summer research, HEI-based activities (about one to two hours per week), and other professional development activities with their mentors. This fellowship is intended to take place over a 10-week period occurring between June 2nd and the end of August 2025. Due to academic schedules, the exact span of these 10 weeks may be determined by the mentor and fellow. All of the opportunities are expected to be in person unless the mentor's organization is remote.

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 a small audience)
- Final research symposium (10 min presentation + 5 min Q & A with a general audience)

Throughout the summer, fellows will participate in weekly seminars organized by HEI staff. These seminars have been carefully designed to facilitate career development and research skills for fellows and have been appreciated by past fellows. There will also be office hours held by HEI staff throughout the summer to touch base on progress and alert HEI in case additional support is beneficial.

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-doctoral researchers, 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:

- Introduce the fellow to peers and colleagues in the lab and department.
- Provide information on the scale and scope of work expected for the summer.
- Identify and support opportunities to pursue research in areas of interest to the fellow.
- Provide constructive feedback throughout the summer.
- Develop (with the fellow) clear and reasonable deliverables that can be achieved.

Fellows are also expected to meet 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 your experience does not match the expectations outlined in this syllabus, please do not hesitate to reach out to HEI staff.

What HEI Provides

HEI funds the Summer Fellowship Program and fellow stipends; stipends are reviewed annually. The stipend for summer 2025 is a total of \$8000, paid over three installments. Throughout your fellowship experience, HEI is here to match the fellows and mentors, organize office hours for support and 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 International Society of Exposure Science ([ISES](#)) and International Society for Environmental Epidemiology ([ISEE](#)) professional societies. Additionally, HEI works to ensure the fellow-mentor relationship is successful, providing support to address any potential concerns, and providing a platform for fellows to present their research.

You and your mentor will work closely together 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.

Accessibility

If you have accommodations at your school or would like to learn more about the accessibility offered at the mentor institutions, please refer to the accessibility offices linked within the mentor summaries. If you would like additional information, you are encouraged to connect with the HEI key contacts below. This will not affect the status of your application and is intended to set you up for success.

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 Samantha Miller, a research assistant at HEI, as their main contact. She can be reached at 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

HEI staff will hold optional office hours to meet with your cohort and discuss ongoing projects throughout the summer. 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	The week of May 12, 2025
Payment 1	May 16, 2025
Summer Fellowship Begins	Monday, June 2, 2025
Communication, Soft Skills, and First Week Check-In	June 6, 2025
Payment 2	June 13, 2025
Introduction to the Societies, with guest speakers	June 13, 2025
Graduate School Career Panel, with guest speakers	June 20, 2025
Project Proposal Due	Two Weeks After Start Date
Research Skills Training (e.g., R, ArcGIS)	June 27, 2025
Practice for Mid-Summer Presentations	July 7, 2025
Mid-Summer Presentations	July 10, 2025, at 3:00 pm EDT
Payment 3 (final)	July 11, 2025
Environmental Jobs Career Panel, with guest speakers	July 18, 2025
Research Skills Training (e.g., R, ArcGIS)	July 25, 2025
Practice for Final Presentations	August 1, 2025
Final Presentations	August 7, 2025, at 3:00 pm EDT

** All dates are tentative and will be finalized after the fellowship cohort is assembled.*

Syllabus last updated: November 18, 2025