WELCOME TO
DESTINATION: APPLICATION

APPLICATION & INTERVIEW HOW-TO PRESENTATION

FOR THE CLEVELAND CLINIC CIVIC EDUCATION
CLINIC-BASED SUMMER INTERNSHIP PROGRAMS
Welcome - Your Itinerary

In viewing this presentation you will:

- Learn about the Civic Education Department, our Clinic-Based Programs that are available to you, and what to consider when choosing the one that is right for you
- Master the application process
- Master the interview process

This PowerPoint presentation will help you TAKE OWNERSHIP of your application and interview. The goal is for you to become better applicants, learn to pay attention to detail, and to represent yourself in a positive manner so you will have better success when applying for a Civic Education internship or any internship or job you desire.

http://CivicEducation.clevelandclinic.org
Civic Education – Who We Are & What We Do

- Established in 2005 to support K-12 education everywhere Cleveland Clinic has a presence

- Engaged nearly 20,000 students last year

- 3 Goals
  - Improve health and wellness
  - Promote academic achievement
  - Foster career-preparedness

- 3 Program Models
  - Clinic-Based
  - School-Based
  - Connected Learning
Clinic-Based Programs

- Promote 21st century critical skills sets through hands-on learning with real-world application (communication, research, and personal development)
- Inspire students to embrace STEM as keys to success
- Expose students to various careers in medicine and science
- Encourage students to pursue higher education
- Foster interest for students to return to the Cleveland Clinic to practice a career in health care, medicine, and/or research

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Summer Internship Programs

- Healthcare+ Pathways® Internship Program
- NEOREMA™ (Northeast Ohio Research Education Medicine Alliance) Internship Program
- Louis Stokes Workforce Readiness Internship Program
- Science Internship Program
  - Applied Medicine (Clinical)
  - Creative Learning Internship
  - Health Horizons Internship
  - Laboratory Medicine Internship
  - Nursing Care Internship
  - Pharmacy Internship
  - Public Health Internship
  - Radiology Internship
  - Respiratory Care Internship
  - Translational Medicine (Non-Clinical)

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Healthcare+ Pathways®

- Two-week paid program for rising high school freshmen who are 14 years old by June first of this year
- Provides unique career exploration opportunities
- Project-based immersion learning
- Designed to increase the participation of under-represented groups in the biomedical and health sciences:
  - American Indian or Alaskan Native, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander
  - Low Income
  - First generation college student

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 Eligibility Criteria

- Must live and attend school in one of the following Northeast Ohio counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Wayne
- Must turn 14 years of age on or before June 1, 2017
- Must be entering the 9th grade in the fall of the 2017-18 academic year (rising high school freshmen)
- Must belong to two of the following three under-represented groups:
  - American Indian or Alaskan Native, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander
  - Low Income
  - First generation college student
- Must have a cumulative GPA of 3.0 or better on a 4.0 scale
- Must have a demonstrated aptitude for science or math and a strong interest in a healthcare career

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NEOREMA™: Northeast Ohio Research Education Medicine Alliance

A unique collaboration between Cleveland Clinic, Cuyahoga Community College and Kent State University

Four-week paid summer program for rising high school sophomores who are 15 years old by June first of this year:

- Weeks 1 & 2: Day Program at Cleveland Clinic and Cuyahoga Community College
- Weeks 3 & 4: Residential Program at Kent State University

Designed to increase the participation of under-represented groups in the biomedical and health sciences:

- American Indian or Alaskan Native, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander
- Low Income
- First generation college students

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Eligibility Criteria

- Must live and attend school in one of the following Northeast Ohio counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Wayne
- Must turn 15 years of age on or before June 1, 2017
- Must be entering the 10th grade in the fall of the 2017-18 academic year (rising high school sophomores)
- Must belong to two of the following three under-represented groups:
  - American Indian or Alaskan Native, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander
  - Low Income
  - First generation college student
- Must have a cumulative GPA of 3.0 or better on a 4.0 scale
- Must have a demonstrated aptitude for science or math and a strong interest in a healthcare career

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Louis Stokes Workforce Readiness Internship Program

- A unique partnership between Cleveland Clinic and PNC Bank

- Six-week paid summer program for rising high school sophomores who are 15 years old by June first of this year:
  - Weeks 1 & 2: Day Program at Cleveland Clinic and Cuyahoga Community College
  - Weeks 3 – 6: Day Program at assigned Cleveland Clinic mentor locations

- Exposes students to the wide range of careers in business-focused healthcare careers and the academic requirements to pursue them

- Through hands-on learning, students receive individualized, structured mentorship in various business professions

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Eligibility Criteria

- Must live in the city of Cleveland or East Cleveland
- Must turn 15 years of age on or before June 1, 2017
- Must be entering the 10th grade in the fall of the 2017-18 academic year (rising high school sophomores)
- Must have a cumulative GPA of 2.0 or better on a 4.0 scale
- Must have a demonstrated aptitude for science or math and a strong interest in a healthcare/business career
Health Horizons Internship Program

- Innovative collaboration with Youth Opportunities Unlimited (Y.O.U.)
- Nine-week paid internship experience
- Exposes students to the wide range of careers in healthcare and the academic requirements to pursue them
- Through hands-on learning, students receive individualized, structured mentorship in various health professions
- Designed for "at promise" students

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Health Horizons Internship Program

Eligibility Criteria

- Must be a current participant in programming offered by Youth Opportunities Unlimited (Y.O.U.)
- Must have a recommendation from Y.O.U.’s program director
- Must live and attend school in one of the following Northeast Ohio counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Wayne
- Must turn 16 years of age on or before June 1, 2017
- Entering the 11th or 12th grade in the fall of the 2017-18 academic year
- Cumulative GPA of 3.0 or better on a 4.0 scale
- Demonstrated aptitude for science or math and a strong interest in a healthcare career

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Science Internship Program

- Nine-week, full time, paid internships
- Planned in collaboration with our various Institutes

Ten different tracks to select from
- Applied Medicine (Clinical)
- Creative Learning Internship
- Health Horizons
- Laboratory Medicine Internship
- Nursing Care Internship
- Pharmacy Internship
- Public Health Internship
- Radiology Internship
- Respiratory Care Internship
- Translational Medicine (Non-Clinical)

- Students work and learn alongside nationally renowned healthcare professionals
- Students present scientific research they produced at the end of the summer
- Students in Creative Learning produce creative products for Cleveland Clinic
- Students have opportunity to publish and present their research

http://CivicEducation.clevelandclinic.org
Eligibility Criteria

- Must live and attend school in one of the following Northeast Ohio counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Wayne

- Must turn 16 years of age on or before June 1, 2017

- Entering the 11th or 12th grade in the fall of the 2017-18 academic year

- Cumulative GPA of 3.0 or better on a 4.0 scale

- A strong interest in sciences/the arts and an expressed interest in a career/creative career in healthcare

- The following is required for those applying to the Creative Learning track –
  - Portfolio of ONLY two (2) samples of creative work from the students’ 9th or 10th grade year only.
Mastering the Application Process
The link to the online application is available on our website: http://CivicEducation.clevelandclinic.org

Take time to read the information on the Program Info, Eligibility, FAQs and Application Process tabs

Students must submit their application online

Application submission deadline is 11:59 P.M., Friday, February 24, 2017
A Closer Look . . . .

- Go to the Civic Education Website
  - CivicEducation.clevelandclinic.org
- Click on “Clinic-Based Programs”

Clinic-Based Programs
- These internships and programs bring students to Cleveland Clinic for unique, hands-on learning experiences.
  - Science Internship Program
  - Health Horizons
  - Louis Stokes Workforce Readiness Internship Program
  - NEOEMAT™ Internship Program
  - Healthcare Pathways® Internship Program

School-Based Programs
- These programs extend the resources and expertise of Cleveland Clinic to the classroom.
  - eXpressions™
  - Dangerous Decibels®

Connected Learning Programs
- These programs use technology to bring Cleveland Clinic caregivers and resources to the classroom.
  - Adventures in Health Science and Medicine (AHSM)
  - HealthCARE™
  - Power Washers™
  - Worldwide Classroom®

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• All programs are listed on this page

• Investigate ALL programs so that you make an educated choice

• Four (4) tabs will appear on each program’s home page

• READ the information on the first three tabs of the programs you are interested in

• Then click on the Application Process tab

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Next Steps: The Student’s Part

Please read the instructions on the Application Process tab
Create your resume’
Create your cover letter
Make sure you have your school transcript
Once you have all of the items you need information needed click on the Online Application link
Proof read information before you submit!
All uploads MUST be in PDF format! – no JPG’s, no photo’s from phones
SUGGESTION! – save your 3 documents as one PDF to upload
Cover Letter Example and Tips

Your Contact Information
Your Name
Your Address
Your City, State, Zip Code

Date

Internship Contact Information
Name
Title
Company
Address
City, State, Zip Code

Salutation
Dear Dr. /Mr. /Ms. Last Name:

First Paragraph
• Information on why you are writing
• Internship you are applying for
• How you heard about the internship

Middle Paragraphs
• What you have to offer to the internship program
• Your interest in the internship program
  o Mention specifically how your interests and skills match the internship you are applying for
  o Support each statement you make with a piece of evidence

Final Paragraph
• Conclude your letter by thanking the internship contact for considering you for the position

Closing
Respectfully yours,
• Handwritten Signature
• Typed Signature

• Research samples online or in your school Media Center or Library

• Google samples

• You MUST state in your cover letter which program/program track you are applying to for consideration

• If you use a template please remove template guidelines and suggested formatting

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# Resume Example and Tips

- Research samples online or in your school Media Center or Library
- Google samples
- Include volunteer experiences at school, church, organizations and in the community – they do teach you transferable skills
- If you use a template please remove template guidelines and suggested formatting

<table>
<thead>
<tr>
<th>Your Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
</tr>
<tr>
<td>Your Address</td>
</tr>
<tr>
<td>Your City, State, Zip Code</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

**Objective**
- A statement that states your internship plan and why your experiences and qualifications are a good match for the internship

**Education**
- Schools attended
- Grades attended
- GPA (Cumulative Grade Point Average)
- Academic Honors

**Awards**
- Academic
- Leadership
- Extracurricular

**Relevant Experience**
- Work experience
- Professional experience
- Volunteer experience

**Skills**
- Abilities
- Capabilities
  - Computer skills
  - Leadership skills

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5 To Thrive! - Tips for Success

For Applications

1. Take ownership and pride in your application.

2. Read instructions and know what’s expected.

3. Ask questions if you’re unsure.

4. Pay attention to deadlines.

5. Proofread – proofread – proofread!
Mastering the Interview Process
What to Wear to Your Interview

Why Is Dress Code So Important?

Proper attire allows a person to:

• Represent themselves in a professional manner
• Establish a sense of trust
• Portray a degree of maturity
• We enforce the official Cleveland Clinic dress code

TRUST is Built on
FIRST IMPRESSIONS

You never get a second chance to make a first impression.
Dress Code - What to Wear to Dress to Impress!

You never get a second chance to make a first impression.

FOR THE LADIES . . . .

Dress Code Do’s

• Tailored blazers with skirt or slacks
• Tailored shirts or blouses
• Knee-length skirts
• Flat shoes or low heels
• Neat hairstyles
• Light make-up & nail polish
• Use a folder to carry papers

Dress Code Don’ts

• Too tight, too short, too low cut or too revealing
• Too casual
• Jeans, sweats, shorts
• Hats, headbands
• Flip flops
• “Rainbow” hair
• Flashy jewelry
LADIES - Do Wear This!

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LADIES - Don’t Wear This!
Dress Code - What to Wear to Dress to Impress!

You never get a second chance to make a first impression.

FOR THE GENTLEMEN . . . .

Dress Code Do’s

• Tailored blazers with slacks
• Tailored shirts and ties
• Neat hairstyles
• Use a folder to carry papers

Dress Code Don’ts

• Too tight, too short, too low cut or too revealing
• Too casual
• Jeans, sweats, shorts
• Hats, headbands
• Flip flops
• “Rainbow” hair
• Flashy jewelry
GENTLEMEN - Do Wear This!

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GENTLEMEN - Don’t Wear This!

http://CivicEducation.clevelandclinic.org
Tips for Interview Success
The interview begins before you arrive!

Interview Do’s
• BE ON TIME!
• Dress to impress
• Be prepared
• Be confident
• A firm handshake
• Promote yourself
• Practice interviewing
• Ask questions to show you are interested
• Have questions for your interviewer

Interview Don’ts
• Appearing arrogant
• Wearing inappropriate attire
• Appearing disinterested
• No eye contact
• Having your cell phone out/continually glancing at it/answering a call
• Chewing gum
• Only giving yes or no answers or using slang and texting vocabulary
5 To Thrive! - Tips for Success

For Interviews

1. Dress to impress.

2. Be on time.

3. Be confident.

4. Be knowledgeable – Do your homework!

5. Follow through with thanks!
Thank you for your interest in our programs!

Please visit our website for more information
http://CivicEducation.clevelandclinic.org

For technical assistance with the online application, please call 216.448.CCHR (2247)

For general questions about the Healthcare+ Pathways® and NEOREMA™ Internship Programs, please contact: Austin Kirkland at kirklaa2@ccf.org

For general questions about the Louis Stokes Workforce Readiness Internship Program, please contact: Terrance Richardson at richart8@ccf.org

For general questions about the Applied Medicine, Health Horizons, Laboratory Medicine, Nursing Care, Pharmacy, Public Health, Radiology, Respiratory Care and Translational Medicine Internship Programs, please contact: Nedra Starling at starlin@ccf.org