Vacation internship program 2024/25

Guideline

The Vacation internship program is offered by the Baker Heart and Diabetes Institute to provide promising undergraduate students an opportunity to experience a career in research, by engaging in diverse research environment through one of our selected laboratories at the Baker Institute.

Students who are interested in a career in research and would like to continue their research studies, supervised and located at the Baker Heart and Diabetes Institute (e.g. Honours, Masters, PhD) are encouraged to apply.

The Institute has accredited supervisors with several Universities and accepts enrolments with approved Australian Universities. The majority of student enrolments are from University of Melbourne, La Trobe University, Monash University and Deakin University.

For any queries, please contact us through study@baker.edu.au.

Eligibility

To be eligible to apply, applicants must:

* Have a strong interest in continuing research studies through an Honours program or postgraduate university courses (Master’s/PhD) with the Baker Heart and Diabetes Institute.
* Be in the second-last or final year of their undergraduate degree. E.g., If a student is enrolled in a 3-year bachelor’s degree, students in the later stages of their second year or in their third year eligible to apply. Students who have recently completed their undergraduate degree can also apply.
* Be enrolled in or recently graduated from an approved Australian university, undertaking one of the following undergraduate degrees or similar.
	+ Science
	+ Biomedicine
	+ Health sciences
	+ Public health.
* Have a strong academic record (distinction average or higher).

Program outline

**Internship program dates**: as decided between lab supervisor and student.

**Duration:** up to 4 weeks maximum, approximately between December 2024 to February 2024 (subject to student and lab availability).

**Student stipend:** up to $500 AUD per week, equivalent to $100 per day.
For example: if a student project requires a student to attend placement three days per week, then student receives equivalent to $300 per week. A vacation intern can receive a total amount of $2000 for the internship (4 weeks, five days a week). Please note that payments are made once per month, approximately around the 15th of each month.

**Weekly hours:** as decided between lab supervisor and student.

**Contacting a lab head/supervisor about the program**

RTEC reviewers will take into consideration whether applicants have contacted a potential Lab Head/Supervisor about the Vacation internship program. Prior to submitting a ‘Vacation internship program’ application, applicants are encouraged to contact a lab head/supervisor and discuss a student project to participate in as part of the Vacation internship program.

Tip: Browse our [Laboratories](https://baker.edu.au/research/laboratories) to see which labs focus on areas that you’re interested in and find contact details for the lab heads/supervisors. Applicants can also find specific student projects on the [Student research opportunities](https://baker.edu.au/research/students/browse-projects) page.

How to apply

1. Review [research laboratories](https://www.baker.edu.au/research/laboratories) and select the top 3 which most align with your interests. Contact Lab Heads or supervisors to discuss opportunities for an internship.
2. Access your academic transcript.
3. Update your CV.
4. Determine potential dates.
5. Review application form and ensure you have the information to complete.
6. Complete and submit application to study@baker.edu.au.

Selection process

The application is reviewed by the Institute’s Research Training and Education Committee (RTEC) and ranked by the following criteria:

* Commitment to continuing research studies.
* Rationale for participating in the internship program.
* Academic performance as evidenced from transcript.
* Supervisor feedback on internship placement.

Dates

Applications close Friday, 25 October 2024.

Offers sent to applicants early November 2024.

Applicant responds to offer by mid-November 2024.

Internship program dates and weekly hours as decided between lab and intern.

APPLICATION FORM

Vacation internship program

Please use this form to apply for the Baker Heart and Diabetes Institute’s *Vacation internship program*. Please send the completed form to study@baker.edu.au.

|  |  |
| --- | --- |
| **Title Choose an item** |  |
| **First Name** Click or tap here to enter text. | **Surname**Click or tap here to enter text. |
| **Residential status** Choose an item. |
| **Email** Click or tap here to enter text. | **Phone number** Click or tap here to enter text. |

Part A | Applicant details

Part B | Study Details

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| University: Click or tap here to enter text. |
| Course Name (e.g. Bachelor of Science): Click or tap here to enter text. | CRICOS Course Code:Click or tap here to enter text. |
| How many years/semesters have you completed in your degree so far?*e.g. 2 years (4 semesters) out of a 3 year (6 semesters) degree completed.*Click or tap here to enter text. |

Please attach a copy of your academic transcript/statement of results and a copy of your CV to this form.

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| [ ] CV is attached[ ] Academic transcript/statement of results attached, which includes GPA (or equivalent) |

Part C | Lab Preferences and Contacting a potential Lab Head/Supervisor

Laboratory preferences

In order of preference, please select up to 3 [Laboratories](https://baker.edu.au/research/laboratories) that you would be interested in undertaking the Vacation internship program with:

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| Lab 1: Click or tap here to enter text.Lab 2: Click or tap here to enter text.Lab 3: Click or tap here to enter text. |

Please confirm whether you have contacted a Lab Head/Supervisor for each of your preferences.

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| **Lab 1 Name:** Click or tap here to enter text. |
| [ ]  A. Yes, I have spoken with the Lab Head/Supervisor prior to submitting this application[ ]  B. No, I have not spoken with a Lab Head/Supervisor prior to submitting this application |
| If you have selected A, please complete the section below |
| Name of Laboratory Head/Supervisor:Click or tap here to enter text. | Laboratory Name:Click or tap here to enter text. |
| Date of contact/discussion with potential Lab Head/Supervisors: Click or tap to enter a date. |
| **Potential internship dates:** to  |

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| **Lab 2 Name:** Click or tap here to enter text. |
| [ ]  A. Yes, I have spoken with the Lab Head/Supervisor prior to submitting this application[ ]  B. No, I have not spoken with a Lab Head/Supervisor prior to submitting this application |
| If you have selected A, please complete the section below: |
| Name of Laboratory Head/Supervisor:Click or tap here to enter text. | Laboratory Name:Click or tap here to enter text. |
| Date of contact/discussion with potential Lab Head/Supervisors: Click or tap to enter a date. |
| **Potential internship dates:** to  |

|  |
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| **Lab 3:** Click or tap here to enter text. |
| [ ]  A. Yes, I have spoken with the Lab Head/Supervisor prior to submitting this application[ ]  B. No, I have not spoken with a Lab Head/Supervisor prior to submitting this application |
| If you have selected A, please complete the section below: |
| Name of Laboratory Head/Supervisor:Click or tap here to enter text. | Laboratory Name:Click or tap here to enter text. |
| Date of contact/discussion with potential Lab Head/Supervisors: Click or tap to enter a date. |
| **Potential internship dates:** to  |

Part D | Rationale

In the following section, please provide a 300-word rationale outlining:

* What your scientific/research areas of interest are.
* Why you would like to participate in the Vacation internship program.
* How you believe you will benefit from undertaking the Vacation internship program.

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| *Please enter your rationale here*  |

Part E | Declaration

All applicants must complete this section.

By signing below, I agree to the following:

* I have read and understood the information provided in the *Baker Heart and Diabetes Institute: Vacation internship program* guidelines.
* All information I have provided in this application form is true and accurate to the best of my knowledge at the time of submitting this application.
* I understand that should the information be shown to be false at any stage, the internship will be terminated immediately, and I will be liable to re-pay the Baker Heart and Diabetes Institute the total sum of any payments already made.
* I acknowledge that giving false or misleading information is a serious offence under the criminal code (Commonwealth).
* I understand and confirm that I can commit to the hours as outlined in the ‘Baker Heart and Diabetes Institute: Vacation internship program’ guidelines and application.
* I understand that this funding is supported by the Baker Institute Bright Sparks program, which is and funded by donors and administered through the Institute's Research Training and Education Committee (RTEC). Thus:
	+ I will inform RTEC of any changes to any initial arrangements agreed upon in partaking in the Vacation internship program.
	+ I will provide RTEC a report summarising my experience of the Vacation internship program on completion.
	+ I will be able to assist Community and Corporate Relations (CCR) with donor events/reporting as requested.

**Applicant signature:**

**Applicant’s print name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.