

Epi Scholars Program Research in Action Application and Overview

<https://www1.nyc.gov/site/doh/about/employment/epi-scholar.page>
epischolars@health.nyc.gov

Epi scholars is a 10-12 week full-time (35 hours per week) paid internship program at the New York City Department of Health and Mental Hygiene. Epi Scholars are expected to begin their projects in late May and are expected to report to the NYC DOHMH offices each work day.

Epi Scholars trained at the NYC Department of Health and Mental Hygiene will have the opportunity to develop as epidemiologists while working on key research projects under the guidance of senior researchers in an urban setting. Scholars will also participate in various learning activities with senior public health professionals. Graduate Epidemiology and Biostatistics students interested in applying should complete this application form and submit additional documents to the NYC Epi Scholars office.

The process for the selection of candidates is outlined below:

- **Round I:** Completed applications are reviewed and scored based on the personal statement, letter of reference, and resume/experience of the candidate.
Applicants will be notified of their status 4-6 weeks after the February 15th application deadline.
- **Round II:** The top candidates from Round I will advance to Round II where applications will be further reviewed and matched to research projects. Round II candidates will be notified of their advancement in the selection process and provided with a list of anticipated projects for the summer 20xx session. At this time, candidates will select, in order of preference, their top three project choices. Candidates should **respond promptly** to this email.
Round II candidates are matched to projects based on skills, experience, and interest by the selection committees. It is important to note that advancement to Round II **does not guarantee** a placement in the Epi Scholars program.

Applicants should:

- Be an advanced, matriculating graduate epidemiology or biostatistics student at a partnering school - defined as having completed the equivalent of an academic year of graduate courses or more
- Have a demonstrated interest in public health research
- Have taken biostatistics, epidemiology, and at least one advanced methods course
- Have identified a designated academic mentor at his/her school or program of public health

Please complete the entire application and provide all supporting documents to the NYC Epi Scholars office by **February 15, 20xx**. Application materials received and/or postmarked after the deadline will be considered late and will not be reviewed.

DOCUMENTS TO SUBMIT BY E-MAIL

The following documents must be submitted via e-mail to epischolars@health.nyc.gov

- Student application:** Be sure to complete all applicable fields.
- Resume/CV:** Please provide your most current resume/CV listing all relevant experience, as well as any publications. You may submit your resume/CV in Word or PDF format.

Please name the file for your resume as → **Your last name Your first name-Resume (ES)**

- Personal Essay:** Your essay will be weighed heavily and informs the selection committee of your goals and commitment to public health research. You may submit your essay in Word or PDF format. Be sure your essay answers each question:

Why are you interested in public health research and how do you ultimately hope to address critical public health needs through your study and practice of epidemiology?

What experiences have you had to date, professionally or personally, that make you well qualified for a research internship like the Epi Scholars program?

Why are you interested in this field assignment at a local health department, and how might this assignment advance your future career goals?

Please name the file for your essay as: **Your last name Your first name-Essay (ES)**

DOCUMENTS TO BE SENT DIRECTLY TO THE EPI SCHOLARS PROGRAM

- Current school transcript:** As soon as possible, please submit a transcript that indicates your current and completed coursework. Official transcripts are preferred and will be needed to move on in Round II.
 - For electronic transcripts: epischolars@health.nyc.gov
 - For paper transcripts sent by mail:
NYC Epi Scholars Program
NYC Department of Health and Mental Hygiene
42-09 28th St. CN#65, Long Island City, NY, 11101
- Academic Reference/Letter of Recommendation and Reference Form:** The Epi Scholars program will only accept letters of recommendation that are signed, on official university letterhead, and mailed or emailed directly to the program office from the author. As part of application process, we require all applicants to designate a mentor/advisor at their school who will work with their Epi Scholars mentor. Ideally, your academic reference should be submitted by the person who will serve as your academic mentor.

IDENTIFICATION					
First Name		Middle Initial		Last Name	
Current mailing address:					
City:		State:		Zip Code:	
e-mail:					
secondary email:					
Phone:					
Current School:					
<input type="checkbox"/> Columbia University Mailman School of Public Health <input type="checkbox"/> CUNY School of Public Health and Health Policy <input type="checkbox"/> Emory University Rollins School of Public Health <input type="checkbox"/> George Washington University School of Public Health <input type="checkbox"/> Icahn School of Medicine at Mount Sinai <input type="checkbox"/> Johns Hopkins Bloomberg School of Public Health <input type="checkbox"/> New York Medical College <input type="checkbox"/> New York University <input type="checkbox"/> Oregon Health and Science University <input type="checkbox"/> Rutgers School of Public Health <input type="checkbox"/> San Diego State University			<input type="checkbox"/> Stanford University <input type="checkbox"/> SUNY Downstate School of Public Health <input type="checkbox"/> Tulane University School of Public Health and Tropical Medicine <input type="checkbox"/> University of California, Berkeley <input type="checkbox"/> University of California, Los Angeles <input type="checkbox"/> University of Michigan, Ann Arbor <input type="checkbox"/> University of North Carolina at Chapel Hill <input type="checkbox"/> University of Southern California <input type="checkbox"/> University of Washington <input type="checkbox"/> Yale University School of Public Health		
Expected Degree:	<input type="checkbox"/> MPH	<input type="checkbox"/> MSc	<input type="checkbox"/> PhD/DrPH	<input type="checkbox"/> Other:	
Expected Graduation Date:	Month:		Year:		
How did you hear about the Epi Scholars Program?					
<input type="checkbox"/> Professor <input type="checkbox"/> Career Development Office <input type="checkbox"/> Advisor		<input type="checkbox"/> Epi Scholar Program Staff <input type="checkbox"/> Former Epi Scholar <input type="checkbox"/> Financial Aid Office		<input type="checkbox"/> Internet Research <input type="checkbox"/> Employer/Colleague <input type="checkbox"/> Other:	
Student Skills: Please indicate the quantitative software package(s) you are experienced with (check all that apply)					
<input type="checkbox"/> SPSS <input type="checkbox"/> SAS	<input type="checkbox"/> STATA <input type="checkbox"/> SUDAAN	<input type="checkbox"/> Spatial Analysis Software/GIS <input type="checkbox"/> R	<input type="checkbox"/> Other:		
Student Skills: Please indicate the skills you have experience with (check all that apply)					
<input type="checkbox"/> Descriptive data analysis <input type="checkbox"/> Multivariable data analysis <input type="checkbox"/> Spatial analysis/GIS		<input type="checkbox"/> Time-series analysis <input type="checkbox"/> Complex data matches <input type="checkbox"/> Questionnaire development		<input type="checkbox"/> Interviewing <input type="checkbox"/> Qualitative analysis <input type="checkbox"/> Program evaluation	
<input type="checkbox"/> Other:					

EPI SCHOLARS APPLICATION FORM

Student coursework: *List all biostatistics and epidemiology coursework you will have completed by the spring 20XX*

STUDENT PERSONAL ESSAY (send via email to epischolars@health.nyc.gov)

In an essay of no more than 500 words, please answer the following questions:

1. *Why are you interested in public health research and how do you ultimately hope to address critical public health needs through your study and practice of epidemiology?*
2. *What experiences have you had to date, professionally or personally, that make you well qualified for a research internship like the Epi Scholars program?*
3. *Why are you interested in this field assignment at a local health department, and how might this assignment advance your future career goals?*

TRANSCRIPT: *Official transcripts are preferred and will be needed to move on in Round II*

- A copy of my current transcript will be e-mailed to epischolars@health.nyc.gov
 A copy of my current transcript will be mailed to the NYC Epi Scholars office

ACADEMIC REFERENCE / LETTER OF RECOMMENDATION AND REFERENCE FORM

- My academic reference/recommender will electronically complete/email a letter & reference form on my behalf to epischolars@health.nyc.gov
 My academic reference/recommender will mail in a letter & reference form on my behalf to the NYC Epi Scholars office

OPTIONAL INFORMATION

This section is optional and completely voluntary. The information provided in this section is used for program purposes only and will be kept confidential. Applicant status decisions are not based on this information.

Gender: Male Female

Please select which best applied to you:

<input type="checkbox"/> African American	<input type="checkbox"/> Latino/a	<input type="checkbox"/> White (Non-Latino/a)
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Native American	Other: <input style="width: 50px;" type="text"/>

Are you an international student? No Yes

International students are required to complete two full semesters of coursework at your school prior to June 1, 2020 in order to receive a valid work authorization. The required work authorization must be obtained from your school so that you may be paid. Please be sure to consult with the International Students' Office at your school.

STATEMENT OF CERTIFICATION

I certify that the information given herein is true to the best of my knowledge and hereby agree to be bound by all policies, procedures, and regulations of the respective public health agency which may include the New York City Department of Health and Mental Hygiene, as well as the Epi Scholars program, both those presently existing and those subsequently amended.

First Name: **Middle Initial:** **Last Name:**

Date:

CLICK HERE TO SUBMIT VIA E-MAIL