

Guidelines for *BME EDGE* Internship Program

General logistics: *BME EDGE* will contact employers to develop and maintain a roster of available internship positions, which will then be posted on the BME website. Students may refer to this list to place a request for an internship. Before *BME EDGE* can process these requests, a signed Memorandum Of Understanding (MOU) must be provided to ensure that the student and the advisor have agreed on the timeline and description of the student's internship. Thus, the MOU will serve as a checkpoint, so that the flow of the thesis project is minimally disturbed. This document should be signed approximately 8-10 months prior to the start of the internship.

Timing: The first two years of training at Johns Hopkins allow the students to better gauge their research and career interests. During this period, the students develop skills that are favorable for employers, thus guaranteeing better placement for an internship position. We expect the internships to be taken at the 4th- or 5th-year of the students' studies, providing the students time to steer the direction of their training towards their target career, prior to graduation. In addition, this timeline allows the student's thesis lab to benefit the most from the skill sets developed by returning students as well as the connections established with the employers. The proposed timing may need to be adjusted to accommodate the agreement between the student and the advisor (i.e., internships can be done after the completion of the thesis project).

Duration: Typical internship periods are three to six months. The length of an internship assignment will be agreed upon by both the student and the adviser. We believe at least three months are essential for the student to fully adapt to a new work environment and become familiar with the functioning of the internship employer. This would enable the students to maximally benefit from the resources of the workplace.

Location: *BME EDGE* will seek internship opportunities from a number of resources such as universities, government institutions (e.g., Food and Drug Administration and NIH), foundations and companies (e.g., pharmaceutical, medical devices, consulting, patent law, venture capital, and start-ups).

Potential projects: In most cases, the student's internship project will have some relevance to the student's thesis, but will allow the student to explore a different aspect of the general topic. The details will vary from case to case. Considering what the student and the adviser deem most befitting the interest of both parties, they will assess the internship project to be undertaken. Note that an internship position will likely be offered to the students only if the employer finds the capabilities of our students matching their needs. Therefore some level of alignment with the student's interests and skills will be inherent in this proposition.

Student's salary: Most internship positions will be compensated by the employer. However, start-up and global health companies or other academic labs are less likely to compensate interns. The *BME EDGE* supervisory committee will determine whether students will receive compensation for positions offered with no financial support. If selected, the student will be compensated by *BME EDGE* for a maximum of three months. This will be equivalent to the student's PhD stipend. The faculty advisor will not be required to compensate the student while he/she is taking an internship outside the lab.