

April 2, 2018



Intern Name
Intern Address
Intern Email

re: Sunset High School Sam Day / Nathalie Traller Summer 2018 internship

Dear _____,

We are pleased to offer you a position as the Sam Day / Nathalie Traller Summer intern at the Children's Cancer Therapy Development Institute. As you know, we are a unique non-profit organization focused on the 'preclinical gap' in childhood cancer research. Our mission is to bridge scientific discovery and the initiation of clinical trials. This concept was emphasized in the Institute of Medicine Report, [Making Better Drugs for Children with Cancer](#) in 2005. cc-TDI now fills this needed role. We are excited to have you as a member of the cc-TDI team this Summer – especially given your strong academic record in mathematics.

For your internship, we will provide a modest \$500 stipend each half-month for the dates we mutually agree upon. The internship period is 6 weeks. With respect to a how you are paid, your parents should consult an accountant on the income and social security tax implications of a stipend, which is different from a salary.

The 38-40 hour/week position will be geared to a project studying _____. cc-TDI scientist _____ will be your benchside mentor, and I will be your co-mentor. You will present the progress of your project with your benchside mentor to the lab group at weekly lab meetings, weekly mentoring meetings with your benchside mentor and me, as well as once at a Thursday research in progress seminars. This is a friendly environment, and you will be mentored on presentation skills. It is expected that you report back to your fellow Sunset High School students on your experience at an assembly or Childhood Cancer Awareness month in September.

Your signature below signifies acceptance of this appointment. Please sign below and return this offer letter to us by May 1, 2018. A small amount of other paperwork will also be sent a month before your start date.

Sincerely,

Charles Keller, MD
scientific director

Signed and Accepted:

_____ Date _____
Intern Name