



INTERN NAME

Address

Town, State Zip Code

March 19, 2019

Dear **NAME**,

We are delighted to offer you a position as a summer intern with the Harvard Medical School Orthopedic Trauma Initiative. Congratulations!

In this role, you will work at Brigham and Women's Hospital as an undergraduate research intern with the Orthopaedic Trauma Service. Your start date is June 3, 2019 and tentative end date is August 30, 2019. We ask our interns to work a minimum of 30 hours per week for at least 10 weeks. The days will be weekdays; the hours between 6:30 AM and 5:30 PM. There will be flexibility depending on both the time-sensitivity of the work at hand and your individual needs. You will work closely with our research team throughout the summer. This is an unpaid position.

Your activities will include, but not be limited to the following: conducting literature searches, reviewing medical records and x-rays for study data points; working with patients in the research setting. For each of these activities, you will receive training. You will learn how to review medical records and x-rays and will be taught by orthopedic residents, attending orthopedic faculty, and the research team. You will learn how to interact with human subjects through observation and experiential learning. We will supervise these activities closely and monitor all the work that you produce.

At the completion of the internship, you will:

- Understand the tenets of Good Clinical Practice (GCP)
- Understand the Orthopaedic Trauma diagnoses, their root causes, and basic treatments
- Understand how the Orthopaedic Trauma team functions in the clinical settings
- Understand the appropriate methods associated with interacting with Human Subjects, per completion of the CITI Research Examination and Human Subjects Research education offered by the Partners IRB and the Brigham Research Institute
- Have learned to conduct a literature search
- Be able to write the introduction and methods section of a research project paper

Please do not hesitate to contact me with any additional questions.

Sincerely,

SUPERVISOR NAME

TITLE

OFFICE

CONTACT INFORMATION