

**Summary of Senate Integration Committee Work on
Undergraduate Internships at Wake Forest School of Medicine
2010-2013**

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2010-2011

The Integration Committee launched an inaugural undergraduate WFSM internship pilot program under the chairmanship of Bill Ward, MD (WFSM faculty).

2011-2012

Twelve internships were created for the 2011-2012 year, and six positions accepted by WFU undergrads.

Fall 2011: WFBH instituted a policy by which “non-employees” were required to pay for their own drug checks, background checks, and immunizations, in addition to completing all of the standard “onboarding” requirements for WFSM. As a practical matter, this means some students (or departments on behalf of their students) have been asked to pay more than \$150 to various vendors before they can begin their research or internship.

2012-2013

April 2012: WFSM was transitioning to an electronic records system in the fall of 2012, and many WFBH offices were focused on the software transition. WFBH HR advised there would be limited interest in the internship program, however, four positions were offered, and one student accepted.

August 2012: WFSM and the College reported that the number of internships and the number of interested students had dropped off, in part because of the HR “non-employee policy” of standard “on-boarding” requirements that required 6-8 weeks of pre-internship prep time.

Reported one associate dean: *“The burdensome effects of this policy surprised many student and faculty at the Reynolda campus in late spring of 2012 when students, who were slated for internships, mentored research, and related activities with Wake Forest Baptist Health faculty, met with unanticipated delays and were asked to absorb the cost of completing drug and background checks. Students have indicated that the costs are often more than \$150 dollars. One student could not begin her summer research fellowship until she received a flu shot, a difficult immunization to find in June. In addition, the research activities of some students had been delayed, sometimes by more than four weeks, as they awaited clearance from background checks from multiple states; this is particularly critical in the summer when some of our finest undergraduate students are awarded ten-week research fellowships, mentored by faculty on both campuses.”*

September 2012: The Senate Integration Committee affirmed the value of institutionalizing the internship program, and contacted the WFBH HR department, associate deans in WFSM, the associate dean of the college, the director of undergraduate internships, and each of the Reynolda campus professional schools about future interest in and ways to streamline the internship process, specifically for the undergraduates, but with the possibility of facilitating professional school internships at WFBH as well.

The committee reports that those who have been affected include the following:

- The URECA Center, our Undergraduate Research and Creative Activities Center, which provides funding for undergraduate students to engage in mentored scholarship and research.
- The Departments of Biology, Chemistry, and Health and Exercise Science, all of which encourage their students to pursue research opportunities on the Wake Forest Baptist Health campus.
- The Pre-Health Professions Program, which works with Wake Forest Baptist Health to create shadowing opportunities for students interested in health and medical careers graduate degrees and health and medical professions.
- The Women's and Gender Studies program, which offers undergraduate students the opportunity to complete academic internships in a variety of settings including roles at Wake Forest Baptist Health.
- The Institute for Public Engagement, which funds internships that expand the capacity of many community organizations.
- The Wake Forest Baptist Health Internship Program, conceived by Dr. Bill Ward, an orthopedic surgeon at WFBH, and supported by the Office of Personal and Career Development on the Reynolda Campus.

October 2012: Committee members from WFSM pursued the possibility that WFSM mentors receive teaching credit for supervising internships but since the mission of the school is to educate medical students, this was not a viable pursuit.

November-December 2012: Efforts to reach out to Allyson Komashka, Manager of Workplace Planning and Development, WFBH Human Resources, have resulted decreased delays for onboarding student researchers, but even with the help of the Reynolda Campus HR leadership, nothing could be done on the reclassification of WFU undergraduate students as something other than “non-employee.”

December 2012: The Integration Committee asked the Senate for support of the following resolution: “Given the challenges both campuses face in collaborating on the WFSM internship program, and given the importance of this invaluable opportunity for student experiential learning and outstanding research support for faculty, and given the current intransigence in solving these problems, we ask the Senate to recommend that the academic administration of the university find resources to support the program (\$7500 for a maximum of 50 students) and streamline the “on-boarding” process.”

December 2012; The Senate supported the resolution, and presented it to the Provost, who promised the funds as an interim solution for the 2012-2013 academic year.

March 2013: With the funding secured for onboarding costs for one year, the OPCD and URECA agreed to take ownership of helping to secure students for summer internships at WFSM. Note: These programs can also occur in the spring and fall semesters.

April 2013: A message from URECA/the dean's office went out to faculty on both campuses that financial support for on-boarding for summer internships at WFSM had been made available courtesy of the Provost. The Provost's Office would be responsible for payment of the on-boarding costs.

May 2013: Michele Gillespie, Beth Hoagland, Patrick Sullivan and Anne Boyle met to try to streamline what has become increasingly clear is a cumbersome process with ownership by no single entity, but shared interest in it on the Reynolda Campus from the Science and Health departments, URECA, and OPCD, with the Provost's Budget office underwriting on-boarding costs.

May-June 2013: The program announcement netted 22 names of students intending on holding internships at WFSM, but only 12 actually received on-boarding testing, totaling \$1,127.

Summary, July 2013

The Provost and the Provost's Budget Office seek a long-term solution with WFSM that includes: 1) WFSM's ready participation and facilitation of these internships and 2) a permanent administrative home for the program (joint WFSM-WFU ownership?).

Perspectives

1. Graduate School crosses and impacts both campuses.
2. Resources on both campuses used by faculty from both campuses, eg, Flow cytometry, nanoparticle laboratory.
3. Two potential BS/MS programs in development. Seamless educational/training process and experience needed.
4. Short-term research experiences/internships valued for Graduate School recruitment and include faculty on both campuses (includes non-WFU schools, HBCUs, etc).
5. Definition of “patient contact” needs to be investigated, eg, Biotech Place, Hanes, Gray buildings, re: orientation/training requirements.
6. Existing IRB and IACUC requirements serve important roles for trainees who are included on research protocols.