



July 18, 2017

Dear Zhen:

We are very pleased you have accepted the following internship with Mayo Clinic!

Start Date: 8/15/2017

End Date: 12/14/2017

Job Title: Unpaid Educational Student Internship

Department Name: Health Sciences Research

Supervisor: Junwen Wang, Ph.D.

Eligible for benefits: No

Status: Temporary

You are beginning an exciting **Internship** at Mayo Clinic and we wish you success. We value the opportunity to work with and teach students as an integral part of our efforts to provide the highest quality of service and care to our patients, visitors and staff.

Your commitment to this learning experience and the department you will work with is highly regarded. The contributions you make with the results of your project will assist current staff and add value as we maintain the tradition of care that is associated with Mayo Clinic.

This internship is contingent upon your successful completion of a drug screen, background investigation and the receipt of the items listed below to be submitted to Human Resources:

- If under the age of 18 years, you will need to have parental consent. Please see the attached minor and legal representative consent forms.
- Letter of recommendation from your school counselor/academic advisor.
- Unofficial copy of your transcript (minimum GPA of 2.5 on a 4.0 scale).
- See attachment

IMPORTANT: You cannot begin your internship until you have provided us with the above mentioned paperwork.

Business attire is required during your internship. Men must wear a dress shirt and tie. Tank tops, jeans, and sandals are unacceptable.

We look forward to welcoming you to Mayo Clinic! To learn more about Mayo Clinic and see a map of our Arizona campuses visit: <http://www.mayoclinic.org/travel-sct/maps.html>.

Sincerely,

Saundra Wilson

Recruiter
Human Resources