



Wake Forest University School of Medicine

Dept. of Biomedical Engineering & Center for Artificial Intelligence Research

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Wake Forest REU Summer Internship Program FAQs – 2025

Hello Wake Forest Summer Interns!

Here are some FAQs regarding the upcoming summer program. This list includes information regarding travel, housing, dress code, stipends, program/work schedule, etc.

If you have any additional questions that are not listed below, feel free to reach out to: CALIBIR@wakehealth.edu

I. Travel to Winston-Salem:

- a. **Flying:** recommended airport to fly into is **Greensboro International Airport (GSO)**
 - i. **We do not recommend flying into Charlotte or Raleigh Airport, as they are 1.5 hrs away from Winston-Salem.**
 - ii. Unfortunately, our program **DOES NOT** cover the cost of transporting to/from the program, nor do we provide shuttle services to/from the airport(s).
 - iii. Interns must make their own arrangements for transportation to Winston-Salem.
 - If you need additional help making these arrangements, please feel free to reach out so we can assist you as best as we can: CALIBIR@wakehealth.edu
- b. **Driving:** Address to Deacon Place housing
 - i. 2410 Whicker Acres Lane, Winston-Salem, NC 27106
 - ii. Free parking is provided at Deacon Place and all Wake Forest locations.

II. Housing:

- a. **Move-in Date:**
 - i. Tuesday, May 27th from 9 AM – 5 PM
 - ii. If you need to arrive at a different time, let us know as soon as possible and we will make alternative arrangements with the housing department.
- b. **Housing Registration:**
 - i. Information and instructions to register for housing will be sent in a separate email.
- c. **To summarize:**
 - i. Housing is 100% covered by the Wake Forest Summer Research Internship Program.
 - ii. Deacon Place, a residential apartment complex, includes both one level and townhome style units. Each **fully furnished** unit includes individual private bedrooms with private baths, shared living space, shared kitchen, in unit laundry facilities, a gated community, wireless internet, cable television, convenient parking, access to downtown shuttle service, clubhouse with study room, fitness center (located on site) & in ground pool.
 - iii. Bedroom & bathrooms are private and come furnished with a bed, clothing storage, desk & chair, with access to an individual private bathroom.
 - iv. **Residents are responsible for furnishing all essential amenities including:**
 - Television, linens, cookware, dishes, etc.
 - v. Each “apartment” will be shared between 4 student interns (not co-ed). Roommates will be assigned ahead of time by the program.
 - Roommate information will be shared with you prior to the start of the program.
 - vi. Transportation via our shuttle service is free and will take all interns to their designated workplaces.
 - A map with information with the shuttle service pick-up/drop off locations will be provided, along with maps of the Wake Forest Institution and Winston-Salem.
 - vii. We **do not** offer a meal plan program – interns will have access to on-campus food vendors and off campus restaurants.

- d. **IMPORTANT!** Deacon Place **DOES NOT** accept or distribute mail deliveries during the summer. All mail/packages should be sent to our office address:
Biotech Place
575 N. Patterson Ave, Suite 530
Winston-Salem, NC 27101
 - i. **OR order to a local Amazon or UPS drop box location**
 - ii. **There is an Amazon drop-box directly outside of Deacon Place that can be used AFTER your arrival!**
- e. Mail is checked at least once a day. If any mail/packages are delivered, you will be notified by Thea Smith via email or text.
 - i. During orientation day, we will show you the location of the mail room so you may pick up any packages that are not within the locked mailboxes
- f. **REVIEW THINGS TO BRING AND PROHIBITED ITEM LIST** listed on WakeSHIP site above

III. Dress Code:

- a. In this internship you will interact on a regular basis with other professionals within Wake Forest, including faculty, clinicians, and staff. Thus, we need to meet the mandate of neat, clean, and appropriate attire. Interns should dress in **business casual attire** while on-site at any Wake Forest location, and on any work-related video calls.
 - i. **Acceptable articles of clothing include:** regular jeans, leggings, dress pants/slacks, skirts*, dresses*, blouses, polo/collared shirts, sweaters, and Wake Forest/Institution apparel (on casual Fridays).
 - *Skirts and dresses must be at an appropriate length!
 - ii. **Prohibited articles of clothing include:** cut off/ripped/distressed jeans, shorts (includes khaki shorts), crop tops/sweaters, low cut shirts, tank tops, and sweatpants.
 - iii. For those working in research laboratories, you must follow employee health guidelines and wear closed toe shoes & long pants.

IV. Stipends

- a. Each intern will receive an hourly pay of \$18.50/hr – paid on a bi-weekly basis.
- b. Stipend does NOT include housing cost. Housing is paid separately by the program.
- c. Meal/travel allowance is included within the stipend amount.

V. Program Schedule

- a. All interns will be expected to work **40 hr/week from 8:00am – 5:00pm**, Monday to Friday.
- b. Finalized schedule for the summer will be provided closer towards the start date of the program and will be included in your welcoming packet.
- c. The program has multiple events planned throughout the summer, including:
 - i. Social events – including with other Internship Programs throughout the Wake Forest Institution, Laboratory Tours, Bootcamps, Seminars, Guest Speakers ...and more!