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We must believe that we are gifted for something, and that this thing, at whatever cost, must be attained.
- Marie Curie

DISCLAIMER
This Handbook was created as a guide for students participating in a cancer research internship at the Fred Hutchinson Cancer Research Center through the FHCRC/NMSU U54 award. The internships and training opportunities hosted through the FHCRC/NMSU collaboration are supported in parts by NCI grants: 5 U54 CA132381 (FHCRC) and 5 U54 CA132383 (NMSU). For questions regarding the content of this Handbook, contact Jennifer Anderson, Project Coordinator of Thompson Studies via email at: janderso@fhcrc.org or phone at: (206) 667-7480 or Lené Loest, Program Coordinator at NMSU via email at: hloest@nmsu.edu or phone at: (575) 646-5104.

The information contained in this Handbook is subject to modification and further development in order to accommodate changing program practices. Program staff reserve the right to modify or delete information in this Handbook without advance notice. This Handbook does not constitute a contract of employment, an offer to enter into a contract of employment, or a promise of specific treatment in certain situations.
Welcome!
Congratulations on your acceptance into the internship program offered at the Fred Hutchinson Cancer Research Center! Like most students, you’re probably thrilled about this opportunity and at the same time, apprehensive about the prospect of living and working in a new environment. This handbook is designed to take the anxiety out the transition from student to intern by detailing all aspects of the program; from getting to Seattle and working at the FHCRC to making the most of your internship experience. The insider tips are based on suggestions and feedback from previous interns to give you a better sense of what to expect and how to prepare for this experience. We anticipate that you’ll refer to this handbook often, so be sure to keep it handy!

About the Fred Hutchinson Cancer Research Center (FHCRC)

**Founding**
The Fred Hutchinson Cancer Research Center [FHCRC] is a world leader in research to understand, treat, and prevent cancer, HIV/AIDS, and other life-threatening diseases. Founding members of the center are credited with pioneering bone-marrow transplantation as a successful treatment for leukemia and other blood diseases. Today, the Hutchinson Center is an institution of world-renowned depth and variety and home of three Nobel laureates. Recognized as one of 39 comprehensive cancer research centers, the FHCRC employs more than 2,300 scientists and staff who conduct research aimed at eliminating cancer and other diseases as a cause of human suffering and death. To learn more about research conducted at the FHCRC, please visit: www.fhcrc.org.

**Insider tip:** Do your research! You don’t want to arrive on the first day of the internship without having a general knowledge about the FHCRC.

**Who was Fred Hutchinson?**
Fred Hutchinson was arguably the biggest Seattle sports hero of them all - a former major league baseball player and manager, who died of lung cancer at age 45. The Fred Hutchinson Cancer Research Center was founded by Dr. William Hutchinson in honor of his brother. To learn more about the history of Bill and Fred Hutchinson, including the founding of the FHCRC, you are encouraged to visit: www.youtube.com/watch?v=ebrwdnnhSuw&feature=channel.

**Insider tip:** The question you will get asked more than any other, ‘Who was Fred Hutchinson?’ So you might as well commit it to memory!
Scientific divisions
The Fred Hutchinson Cancer Research Center is comprised of four research divisions: Basic Sciences, Clinical Research, Human Biology, and Public Health Sciences. Each division has its own unique research focus.

Basic Sciences: www.fhcrc.org/science/basic/
The Basic Sciences Division is comprised of approximately 30 independent and highly interactive laboratories pursuing different, yet related, areas of molecular and cellular biology and utilizing a broad range of approaches and experimental systems. Dr. Linda Buck, a member of the Basic Sciences Division, was awarded a Nobel Prize in physiology or medicine in 2004. She received the award for her groundbreaking work on odorant receptors and the organization of the olfactory system — the network responsible for our sense of smell.

Clinical Research: www.fhcrc.org/science/clinical/
The Clinical Research Division is home to one of the world’s leading centers for marrow transplantation. The work conducted by its members has played a major role in establishing marrow transplantation as a clinical procedure capable of curing thousands of patients of hematologic malignancies and other diseases of the blood and immune systems. The division was particularly honored in 1990, when E. Donnell Thomas, former division director, was awarded the Nobel Prize for his contributions to understanding the immunology of marrow transplantation. More recently, the focus of the division has broadened as we begin to apply the lessons learned in the successful development of marrow transplantation to other clinical challenges.

Human Biology: www.fhcrc.org/science/humanbio/
The Human Biology Division was established in 1998 after combining the existing Cancer Biology and Molecular Medicine programs with a new initiative in genetics/genomics. The goal of Human Biology is to pursue research that uses tools of molecular biology, cellular biology, genetics, and computational biology to understand fundamental problems in human biology and disease.

Public Health Sciences:
www.fhcrc.org/science/phs/
The goal of the Public Health Sciences Division is to identify strategies that would ultimately reduce the incidence of and mortality from cancer and other diseases. Using large populations as their "laboratory," our public-health researchers look for links between cancer and its possible triggers, from diet and lifestyle to environmental and genetic factors. Identifying such cancer causes can lead to better cancer-detection methods and new ways to help people adopt healthier lifestyles to minimize or avoid their risk of getting the disease in the first place.
Vaccine and Infectious Disease Institute [https://centernet.fhcrc.org/CN/science/vidi/index.html]

The Vaccine and Infectious Disease Institute develops and implements prevention strategies for globally important infectious diseases, including HIV, malaria, and the viruses and bacteria that can result in cancer. By integrating biometric, laboratory, and clinical science, the researchers at VIDI aim to develop novel vaccines for infectious diseases that threaten global health, to shed light on the workings of the human immune system, and to develop novel treatment and prevention strategies to lessen the burden of infectious diseases and cancers caused by infection, particularly in the immunocompromised host.

The Uganda Program on Cancer and Infectious Disease is a collaboration between VIDI and the Uganda Cancer Institute.

About the Fred Hutchinson Cancer Research Center (FHCRC)/New Mexico State University (NMSU) Partnership

The National Cancer Institute (NCI) has awarded funds to expand an existing collaboration between the FHCRC and NMSU. This collaboration is designed to enhance the opportunities of minorities and underrepresented individuals, including Hispanics and Native Americans, to become trained and experienced in cancer research. This five-year grant was awarded in September 2007 by the NCI's Comprehensive Minority Biomedical Branch (CMBB), which is exploring a potentially powerful approach for addressing health disparities by funding collaborations between Minority-Serving Institutions (MSIs) and NCI-designated Cancer Centers (CCs).

The overarching collaboration, titled, The Partnership for the Advancement of Cancer Research (FHCRC Principal Investigator: Beti Thompson, NMSU Principal Investigator: Mary O’Connell) supports initiatives to recruit and train minorities in cancer research and encompasses one pre-pilot, eight pilots, and two full research projects that involve investigators from the four research divisions at the FHCRC and various scientific departments at NMSU. One of the collaboration’s objectives is to create a long-standing partnership in cancer research training and education. The Undergraduate Student Training in Cancer Research program (FHCRC Co-PI’s: Drs. Gloria Coronado and Karen Peterson, NMSU Co-PI’s: Drs. Mary O’Connell and Michèle Shuster) is a full project that involves training in cancer research through the undergraduate and post-baccalaureate internship programs, as well as cancer education through a Cancer Teaching Fellows program and a Cancer Biology 385 course taught at NMSU. The Graduate Training in Cancer Research and Health Disparities pilot project (FHCRC co-PI’s: Drs. Maxine Linial and Steve Schwartz, NMSU Co-PI’s: Drs. Mary O’Connell and Hugo Vilchis) has established a reciprocal training program for graduate students.
Let me tell you the secret that has led me to my goal. My strength lies solely in my tenacity.

- Louis Pasteur

If I have seen further than others, it is by standing upon the shoulders of giants.

- Sir Isaac Newton

The internships and training opportunities offered through the Undergraduate Student Training in Cancer Research program includes a 9-week summer internship that provides research experience and mentorship for underrepresented or minority undergraduate students attending NMSU.

Additionally, a nine-month internship is offered to underrepresented or minority post-baccalaureate students at NMSU. The Cancer Teaching Fellows Program provides an opportunity for FHCRC post doctoral fellows to complete a two-week residency at NMSU that is designed to: 1) provide mentored teaching experience and diversity training by observing and teaching lectures in the Cancer Biology 385 (Introduction to Cancer) course; and 2) enhance the cancer education curriculum at NMSU.

The Graduate Training in Cancer Research and Health Disparities program offers a number of training opportunities, including a 9-week summer internship that is designed to provide field experience and mentorship for MPH students at NMSU who are interested in public health aspects of cancer research. Furthermore, Ph.D. candidates at New Mexico State University are invited to conduct cancer research related to their dissertation project in a laboratory at the FHCRC for a period of six to nine months. In order to learn more about health disparities in the U.S.-Mexico border region, University of Washington Health Sciences graduate students are invited to apply for a unique, 2-week experience to gain familiarity with the Mexican and U.S. health systems and how the Hispanic and border populations interact and respond to their health needs.

To learn more about the FHCRC/NMSU collaboration and/or the training opportunities available to NMSU students, UW graduate students, and FHCRC post doctoral fellows, visit: [www.fhcrc.org/science/pacr/](http://www.fhcrc.org/science/pacr/) or [http://cancer.nmsu.edu/](http://cancer.nmsu.edu/)

**About your mentor**

To view your mentor’s qualifications, expertise and research interests, publications, and/or honors and awards, visit the FHCRC faculty research page at: [www.fhcrc.org/science/investigators.html](http://www.fhcrc.org/science/investigators.html). From there, click on the first letter corresponding with your mentor’s last name and then click on your mentor’s full name.
Insider tip: You may not always work directly with the P.I. who has agreed to mentor you. Working with a post doctoral fellow or graduate student presents a great opportunity to ask questions about preparing for and getting through graduate school, pursuing a research career, etc.

Preparing for the internship
Pre-residency meeting and mentor interaction
Prior to your arrival in Seattle, you will be invited to attend a meeting among other NMSU students who will be participating in an internship at the Center. This meeting will be video-teleconferenced to staff at the FHCRC, so in addition to meeting the other students that you’ll be living and working with over the summer months, you’ll also have an opportunity to meet the directors of the cancer research internship program. You should also expect your mentor to initiate contact with you about six to eight weeks prior to start of your internship. Your mentor will let you know whether there is any reading that should be completed before you arrive, as well as what the appropriate attire is, what the lab or office culture is like, etc.

New employee documents and University of Washington housing application
A welcome packet and UW housing application will be mailed to you about eight weeks prior to your arrival. The welcome letter includes a link to complete the FHCRC new employee documents electronically. You are asked to print the new employee documents and bring the materials with you to the Intern Program orientation that starts at 9:00 am on Tuesday, June 15th in the Arnold Building, M1-A305/307, along with proper ID (original and 1 photocopy) as you will present these items to the FHCRC Human Resources department.

Failure to bring proper ID may result in delayed employment and compensation. A list of acceptable forms of documentation to accompany Form I-9, Employment Eligibility Verification, is featured on the website where you will complete the new employee documents.

If you choose to live at the University of Washington, a $250 deposit is due on Monday, May 3rd. This fee will be deducted from the total cost due. The remaining balance is due upon check-in on Monday, June 14th. Your housing application and coinciding payment should be mailed or faxed to the address/fax number provided on the form.

See the Don’t leave home without it! section on page 16 for a complete list of items to pack. See the Important Dates to Remember section on page 26 to reference specific due dates and other program activities.
Minority Access to Research Careers [MARC] program participants

The MARC program is a special research training activity sponsored by the National Institute of General Medical Sciences [NIGMS]. Its goals are to increase the number and capabilities of scientists from underrepresented minority groups who are engaged in biomedical research and to strengthen science curricula and student research opportunities at institutions with substantial minority enrollments in order to prepare minority students for research careers. MARC is a federally-funded program that provides 24 consecutive months of financial support to students. The federal government strictly prohibits individuals from receiving two overlapping sources of federal funding [the Cancer Research Internship Program is supported by a U54 grant, which is funded by the NCI's Comprehensive Minority Biomedical Branch (CMBB)]; therefore the information on the following pages regarding salary, travel reimbursement, ground transportation, etc. does not apply to MARC students. The MARC program will cover the cost of airfare, ground transportation from the Seattle-Tacoma International Airport to the University of Washington campus, housing at the University of Washington, including the linen rental fee, and meals for MARC fellows. Please contact the MARC program’s project coordinator for assistance with these arrangements.
What is expected of YOU as a summer intern

It takes a significant amount of time to prepare for the arrival of summer interns. As part of this preparation, staff need to communicate regularly with students prior to their arrival; therefore:

- Check your email frequently prior to and during the internship and respond promptly.
- Notify staff immediately if your participation in the program or travel/housing plans change.

P.I.’s and mentors invest a lot of time training and mentoring their interns.

- Express appreciation for your mentor’s time and show a genuine interest in the project you are working on. Try to learn as much about the project as you can – remember you are making a critical contribution to the project!
- Know what is expected of you.
- Be responsible, accountable, and use initiative!
- Demonstrate a willingness to learn.
- Manage your time well. Completing your research project is the primary objective; however there will be other demands on your time.
- Take time to interact with your P.I./mentor, other staff/lab members, and fellow interns. You will benefit greatly from the exchange of diverse academic and research experiences.

In addition to conducting a mentored research project, students will participate in ‘coffee break’ sessions to discuss issues outside the realm of research, attend weekly research seminars regarding a broad array of scientific topics, and participate in other career development activities.

- Plan to attend all of the professional development activities.
- Know where you need to be and when you need to be there.
- Be prepared to ask questions and actively participate in these meetings!
- Submit assignments [abstract, personal statement, resume] on time.

The Cancer Research Internship Program sponsors a number of social activities to foster interaction among NMSU students and their respective mentor.

- Plan to attend sponsored social activities unless it conflicts with work time.
- Notify staff immediately if you cannot attend a particular event.

Students who participate in the Cancer Research Internship Program are eligible to attend the Society for the Advancement of Chicanos and Native Americans in Science [SACNAS] conference. Attendees will have an opportunity to participate in professional development seminars, network with graduate school representatives, and present a poster outlining their summer research project.

- Prepare to submit an abstract to SACNAS.
- Take the conference seriously and make the most of the opportunity.

In order to demonstrate the efficacy of the program and continually improve the quality of the internship, we need to learn about student’s educational and career activities. Project staff will follow-up with you periodically after the program has ended to learn whether you are pursuing graduate studies and/or a science/medical-related career.

- Plan to participate in follow-up communication with program staff.

The nine-week internship will be over before you know it.

- Take time to enjoy every minute of the experience and most importantly, have FUN!
Traveling to Seattle

_Airfare_

The Cancer Research Internship Program will cover the cost of travel to and from Seattle (up to $450.00). The program’s project coordinator, Jennifer Anderson, will contact all students and inquire about your preferred method of transportation. If you prefer to drive to Seattle, the FHCRC mileage reimbursement of $.55 cents will be multiplied by the number of miles driven to determine your reimbursement; however you cannot receive payment above the specified travel reimbursement amount (e.g. Las Cruces is approximately 1,568 miles away from Seattle. 1,568 miles multiplied by $.55 equals $862.40, but the travel reimbursement cap is $450.00). If you prefer to fly to Seattle and back, you will need to identify which airport you prefer to fly in and out of and the dates you wish to travel. Jennifer will circulate a few flight options for you to choose from (this will enable you to travel with other NMSU students) and the program will purchase your airfare. If the cost of airfare exceeds the reimbursement amount, you will be asked to write a check for the difference to the program.

_Ground Transportation_

The Cancer Research Internship Program will reimburse students for the cost of ground transportation from the Seattle-Tacoma International Airport to their final destination and back to the Seattle-Tacoma International Airport up to the $450.00 travel cap. Students should submit a receipt for their ground transportation to Jennifer Anderson for reimbursement.

Living in Seattle

_*Housing at the University of Washington_*

Housing is available at the University of Washington’s Steven’s Court, which is located at: 3801 Brooklyn Ave NE, Seattle, WA 98105. Steven’s Court features shared apartment units that are furnished with twin beds and Ethernet access. Two to four rooms share a bath, living room, and kitchen facilities with other guests of their same gender. The rooms are not air-conditioned. Laundry facilities are available in each building. A $250 reservation deposit is due with the submission of the housing application on **Monday, May 3rd**. The entire balance for the nine weeks of housing is due **upon check-in on Monday, June 14th**. The amount due will vary depending on whether or not students purchase meal service; at minimum the cost for housing will be approximately $1,497.30 (the rate equates to
$24.15 per night). You can learn more about summer housing at the University of Washington by visiting: www.hfs.washington.edu/student_housing/residence_halls.aspx?id=78

**Please note:** Not all dorm units have kitchens that are adequately stocked with dinnerware, cooking and dining utensils, and/or appliances. You may request to borrow a kitchen kit from Jennifer Anderson if you find your kitchen is not well-stocked. You will be asked to return the kit in its entirety upon completing the program.

*Students are **strongly** encouraged to reside in the dorms at the University of Washington for the following reasons:

- **Affordability.** You are not required to pay for a background check or rental application fee when living at the University of Washington. Dorms are furnished and the housing fee includes all utilities, plus internet. Laundry is available on-site.
- **Ease of availability.** You don’t have to spend time shopping around for short-term housing or sign a lease – dorm rooms are pre-reserved for students participating in the Cancer Research Internship for the duration of the program.
- **Proximity to the FHCRC.** A free 15-minute shuttle connects students, faculty, and staff from the University of Washington to the FHCRC and back. The FHCRC and the University of Washington are also easily accessible by bike.
- **Student interaction.** The University of Washington houses students enrolled in various training and education programs throughout the greater Seattle area, as well as those just looking to explore the city. There are endless opportunities to meet other students while living on-campus.

**Insider tip:** Take some time to get to know the other students living on-campus. Students come from all kinds of different places and have really interesting stories and experiences to share.

**Check-in location and hours**
Upon receipt of a $250 reservation deposit, you will receive a confirmation letter from the UW that provides additional check-in information. Check-in takes place at the Terry Hall front desk, which is located at: 1101 NE Campus Parkway Seattle, WA 98105 on **Monday, June 14th**. Please plan to check in between the hours of noon – 5:00 pm.

**What should I bring if I plan to live in the dorms?**
- Alarm clock
- Ethernet cable

**Insider tip:** Bring at least one personal blanket; the ones offered through the University of Washington’s linen rental package are not very soft and they are of a knit material, so they don’t necessarily hold warmth.

The following appliances may be used in your room, but **are not** provided:
- Refrigerators under 4.3 cubic feet
- Blenders and mixers
- Hot-air popcorn poppers
- Hot pots and coffee pots, which must be placed on noncombustible surfaces such as
ceramic tile
✓ One microwave oven per room, 700-watt maximum and no other appliance may be used at the same time

The following appliances are prohibited:
- Halogen torchieres
- Space heaters
- All open-flame appliances (e.g. fondue pots)
- Open-coil appliances (e.g. toasters and toaster ovens)

**Insider tip:** If you’re living on-campus, either bring a fan or plan to buy one in Seattle because the dorms are not air-conditioned.

**Meal Plan**
Students living on the University of Washington campus may purchase a meal service, which should be denoted on the Housing Application. The University estimates that guests spend $7 for breakfast, $9 for lunch, and $11 for breakfast. Students who purchase a meal plan will be issued a conference debit card at check-in. The conference card is programmed with the prearranged dollar amount for the guest’s stay. Each time guests make a purchase, the amount is deducted from the balance. The remaining dollar amount is shown on the receipt, which allows guests to track their remaining balance. *Eleven-01*, located in Terry Hall on Southwest Campus, offers daily meal service and is open for breakfast from 7 am to 9 am, for lunch from 11:30 am to 1:30 pm, and for dinner from 5:30 pm to 7 pm. Additional services are available from 7 am to 10 pm at 2 Convenient, located in Terry Hall. **Guests who choose not to purchase the meal plan or who exceed their allotted balance may purchase meals and snack items using cash at both Eleven-01 and 2 Convenient.**

**Other meal options**

**Grocery stores near the UW campus**
*Safeway:* 1215 NE 65th St.

**OPTION 1:**
- Walk 0.2 miles east from 3801 Brooklyn Ave. NE (Stevens Court) to 15th Ave. NE and NE Pacific St. Take Route 48 to NE 65th St. and 12th Ave. NE. Regular Fare: $ 1.50

**OPTION 2:**
- Walk 0.2 mile N from 3801 Brooklyn Ave. NE (Stevens Court) to Brooklyn Ave NE and Campus Pkwy. Take Route 67 to 12th Ave. NE and NE 65th St. Walk southeast to 1215 NE 65th St. Regular Fare: $ 1.50

**Insider Tip:** Shop light! You have to take a bus to get groceries, so only buy what you can carry! And if it’s a really warm day, ice cream will melt in the time it takes to get from the grocery store back to campus, so it’s better to buy it at the convenience store in Terry Hall.

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*Learning to me is like eating – I just couldn’t live without it. It’s what I live for.*

- Lee Hartwell
QFC: 2746 NE 45th St. (University Village)

OPTION 1
- Walk 0.2 mile N from 3801 Brooklyn Ave. NE (Stevens Court) to NE Campus Pkwy and University. Take Route 75 to Montlake Blvd NE and NE 45th St. Walk 0.1 mile east to NE 45th St. Regular Fare: $ 1.50

OPTION 2
- Walk 0.2 miles north from 3801 Brooklyn Ave. NE (Stevens Court) to NE Campus Pkwy and University. Take Route 65 to Montlake Blvd NE and NE 45th St. Walk 0.1 mile east to NE 45th St.  Regular Fare: $ 1.50

OPTION 3
- Walk W from 3801 Brooklyn Ave. NE (Stevens Court) to NE Pacific St and Brooklyn Ave. NE. Take Route 68 to 25th Ave. NE and NE 47th St. Walk 0.3 mile southeast to NE 45th St. Regular Fare: $ 1.50

Insider Tip: QFC is a little bit more expensive than Safeway, but it’s also located in the University Village, which is a large outdoor shopping center where a lot of college students hang out, plus you can do other shopping there, too.

Linens
The Cancer Research Internship Program will cover the cost of the linen package purchase for those students who choose to live at the University of Washington. The linen package includes one bed pad, fitted sheet, flat sheet, blanket, comforter, pillow, pillow case, hand towel; and two bath towels, bars of soap, and wrapped plastic drinking cups. Laundering of these items is the responsibility of the guest during their stay. Students who choose to live at the University of Washington should denote on their housing application that they wish to purchase the Linen Package, but enter zeros for the cost. The UW will bill the FHCRC for Linen Package Purchase.

Laundry
Laundry facilities are available in every building. Students will need to purchase a pre-loaded debit card at the front desk. There are no refunds for unused money.

Parking at the University of Washington
Long term parking permits may be purchased at the front desk upon check-in. The approximate rate for parking is $15 per day, Monday through Saturday. Parking is free on Sundays. Students may purchase a long-term parking pass per month at the Terry Hall front desk. Due to the high cost of parking in the city, students are encouraged to explore other transportation options to and from the University of Washington and the FHCRC campus. See the Transportation section on pages 18 and 21 for more information about various transportation options. See the FHCRC Employee Daily Parking section on page 21 for parking rates at the FHRC campus.
Intramural Activities Building (IMA)
The Department of Recreational Sports Programs at the University of Washington welcomes summer interns living at the University of Washington to use the recreational facilities. Students may purchase a Summer Quarter membership for $65.70 or $5.48 per single use (includes Washington state sales tax). Please notify Jennifer whether or not you would like to purchase a summer quarter pass as the IMA is requesting the names of all student users two weeks prior to your arrival. **Be sure to bring your student ID as you will be asked to verify your student status each time you use the IMA.** A brief description of facilities and hours of operation are provided and further information can be found by visiting: [http://depts.washington.edu/ima/IMA ima.php](http://depts.washington.edu/ima/IMA ima.php) or by calling (206) 543-4590.

The IMA also features:
- Badminton
- locker rooms
- saunas
- swimming pool (for lap swimming)
- Basketball
- pickle ball
- volleyball
- squash
- indoor track
- studios
- matted rooms
- roller skating & archery racquet/handball
- sundeck
- Dawg Bites Café
- lounge with big screen TV

Outdoor facilities include:
- Sports fields for softball, soccer and outdoor activities
- Tennis courts

IMA Building hours (June 14 – September 19):
- Monday through Friday: 6:00 am – 9:30 pm
- Saturday: 11:00 am – 6:30 pm
- Sunday: 1:00 pm – 5:30 pm

**Insider Tip:** The IMA has lockers - you just have to sign up for one in the locker room. You also get a towel, but be sure to return it at the end of each workout because they won’t issue you another one. The IMA is a great place to workout and relieve some stress.
UW Students’ Top Five Favorite Places to Eat!
All restaurants are located on University Avenue (also referred to as ‘the Ave’), which is just one block west of the UW campus.

1. **Thai Thom**: 4543 University Way NE • (206) 548-9548

2. **Mongolian Grill**: 4523 University Way NE • (206) 632-3933

3. **Tokyo Garden Teriyaki**: 4337 University Way NE • (206) 632-2014

4. **Jimmy John's**: 4141 University Way NE • (206) 548-9500

5. **Don Eduardo**: 4524 University Way NE • (206) 545-2152
General shopping needs

Target: 302 NE Northgate Way • (206) 494-0897

Ross: 332 NE Northgate Way • (206) 364-2111

BestBuy: 330 NE Northgate Way • (206) 306-7663

Northgate Mall: 401 NE Northgate Way • (206) 362-4777
Go to www.simon.com to view the mall directory.

U-Village: 2623 NE University Village • (206) 523-0622
Go to www.uvillage.com to view the shopping center directory.

OPTION 1: The following bus route will take you to Target, Ross, and BestBuy, which are all in the same complex and located across the street from Northgate Mall. To get to University Village, see the transportation options to QFC provided on page 11.

• Walk 0.2 mile north from 3801 Brooklyn Ave. NE (Stevens Court to Brooklyn Ave NE and Campus Pkwy. Take Route 67, Northgate Park and Ride to 5th Ave NE and NE 112th St. Walk 0.2 mile southwest to NE Northgate Way. Regular Fare: $1.50

Other housing options

Students are welcome to make their own housing arrangements during their stay in Seattle. In the past, some students have elected to stay with a friend or relative. Other interns have opted to rent a room in a shared housing unit with other students. The two most common places to look for housing are Craigslist: Seattle at: www.seattle.craigslist.org/ and The Seattle Times at: www.seattletimes.nwsource.com/html/home/index.html. Program staff are happy to assist students who need help to secure housing by looking for and sending information posted to the FHCRC’s internal electronic bulletin board. Staff can also visit prospective apartments or other housing options prior to student’s arrival if needed.
Don’t leave home without it!

✓ Completed new employee documents (you will receive a welcome packet and UW housing application about eight weeks prior to your arrival. The welcome letter includes a link to complete the FHCRC new employee documents electronically. You are asked to print the new employee documents and bring the materials to the Intern Program Orientation at 9:00 am on Tuesday, June 15th in the Arnold Building, M1-A305/307).

✓ An original and one photocopy of your driver’s license, social security card or birth certificate or other forms of proper ID. A list of acceptable forms of documentation to accompany Form I-9, Employment Eligibility Verification, is featured on the website where you will complete the FHCRC new employee documents. If you cannot locate this information, contact Jennifer Anderson via email at: janderso@fhcrc.org to learn what forms of ID are accepted. If you forget to bring proper ID, you may not be eligible for immediate employment at the FHCRC, which will cause a delay in issuing your first paycheck. Please be sure to bring your identification (original and 1 photocopy) with you to the Intern Program Orientation at 9:00 am on Tuesday, June 15th in the Arnold Building, M1-A305/307.

✓ If you wish to visit Vancouver or any other city in British Columbia, you will need to bring a valid passport.

✓ NMSU Student ID You must present a student ID each time you use the IMA. You will also need to present this identification at any establishments that offer a student discount.

✓ Cash or check to purchase a Hutch Pass A quarterly pass for King County Metro transportation (buses) may be purchased for $45.00. Students will have the option to purchase a Hutch Pass on orientation day or anytime thereafter. Go to page 21 for more information about the Hutch Pass.

✓ Memory stick
✓ Bag or backpack
✓ Calendar or other personal organizer
✓ Business casual attire
✓ Comfortable walking shoes
✓ Clothing for rainy days, such as a fleece or windbreaker with a hood and an umbrella
✓ Recreational attire
✓ If you plan to live in the dorms at the University of Washington, see the What should I bring if I plan to live in the dorms? section on pages 11 and 12.
When I received the Nobel prize, that was a very great prize – it’s very nice, but the thrill for me is one of our patients who comes to say hello – who came to the Hutchinson Center say, fifteen years ago with a fatal disease, who is now cured and leading a normal life. That’s the thing that really thrills me.

- E. Donnell Thomas

Health Services

Hall Health Primary Care Center

Hall Health is a member of the University of Washington Physicians Primary Care Network and is a preferred provider for many health insurance plans. As an outpatient clinic, Hall Health offers care to University of Washington students, faculty, staff and the general public.

Cost of service is dependent on insurance status and what the patient’s needs are. A first visit fee could fall in the range of $75.00 - $300.00. Patients are responsible for paying a deposit at the time of the visit and the remaining balance will be sent to the patient or insurer via mail.

Hours of operation: Monday – Friday, 8:00 am - 5:00 pm.

General Information: (206) 685-1011

Appointments (Patient Services Center): (206) 616-2495

Directions: Hall Health is located on the main UW campus on East Stevens Circle, across from the Husky Union Building (HUB), between Padelford Hall and the University of Washington Club.

Transportation

Biking

Seattle is a very bike-friendly city and students who live on the UW campus will enjoy an easy to commute to the FHCRC and other attractions/amenities if traveling by bike. Used bikes and other accessories can be bought and sold at Recycled Cycles, located on UW’s campus at: 1007 NE Boat Street Seattle, WA 98105. You can reach a Recycled Cycles staff member via phone at: (206) 547-4491 or email at: sales@recycledcycles.com. You can also purchase a used bike through the Classified section of the University of Washington’s student newspaper, The Daily at: http://dailyuw.com/ or Craig’s List at: http://seattle.craigslist.org/
**Shuttle Service**
There is a free shuttle between the FHCRC and University of Washington campus.

**Stop Locations**

**Day Campus:**
- At the turnaround in front of the Arnold Building

**Building 1616:**
- From the Arnold Building.
- From the University of Washington Medical Center (UWMC)

**University of Washington:**
- UWMC — Three minute load zone, NE Pacific St. (**On Request**)
- *UW — University Way NE and Campus Pkwy, Brooklyn Ave and Campus Pkwy (On Request)**

*Students who live on the UW campus will catch the shuttle on University Way NE and Campus Pkwy.*

**Insider Tip:** Here’s a quick explanation of what ‘**On Request**’ means on the Shuttle Schedule: you literally have to wave the shuttle driver down, otherwise, he won’t stop!
Metro Routes to the FHCRC
There are two main bus routes that serve the FHCRC campus. The 66 runs on Eastlake and goes from the Northgate Park-n-Ride to downtown Seattle; the 70 runs on Eastlake and Fairview and goes from the University District to downtown. For more route options, visit: http://metro.kingcounty.gov/ and click on the ‘Trip Planner’ link.

<table>
<thead>
<tr>
<th>Route#</th>
<th>Closest Stops</th>
<th>Schedule (general)</th>
</tr>
</thead>
</table>
| 70     | → Fairview Ave N & Aloha Street  
→ Fairview Ave N & Yale Ave N | about every 20 minutes |
| 66     | → Eastlake Ave E & Aloha Street | about every 30 minutes |
The Hutch Pass
The Hutch Pass is a subsidized pass, valid for service on any regular Metro, Community, Pierce, and Sound Transit route. A quarterly pass may be purchased for $45.00. Students will have the option to purchase a Hutch Pass on orientation day and can purchase the pass at the Transportation office in the Yale building anytime thereafter. For questions about the Hutch Pass, call the Transportation desk at: (206) 667-5099.

Hutch Pass Rules
• The Hutch Pass must be returned immediately upon request or termination of employment.
• This pass is to be used for your personal transportation only. It will not be transferred to anyone else.
• The pass will be kept in good working condition and kept secure.

Seattle Streetcar
The Seattle Streetcar is the Emerald City’s newest way to get around downtown Seattle. The 2.6 mile line connects the South Lake Union neighborhood to downtown Seattle restaurants, entertainment, and many other public transportation options. The adult fare is $1.75 per trip and should be paid after boarding using the farebox machine located in the center of the car. You can also use the metro (Hutch) pass on the Streetcar. To learn more about the Seattle Streetcar, visit: www.seattlestreetcar.org/

Streetcar Stops
The Seattle Streetcar operates on a round trip route from the corner of Fairview and Ward to the corner of Westlake and Olive, near the Westlake Transit Hub.

Streetcar Schedule
The Streetcar runs seven days a week at 15-minute intervals during the following hours:
Monday through Thursday: 6:00 am - 9:00 pm
Friday and Saturday: 6:00 am - 11:00 pm
Sunday: 10:00 am - 7:00 pm

FHCRC Employee Daily Parking
Daily Parking is a benefit for those who commute by alternate modes like walk, bus, carpool, vanpool, or bike.
• You may purchase a coupon ($15.00 each, check or cash only) at the Transportation office in the Yale Building in advance the first time you plan to use daily parking.
• Enter employee daily parking from Campus Drive and take a right into the PHS building garage.
Banking
You will undoubtedly want to cash your paychecks and access cash during your residency in Seattle. Given that your home bank is out-of-state, most local banks will charge a service fee for any transactions you wish to make. To avoid transaction fees and easily access cash, we suggest either of the two following options.

*Bank of America: 1600 Eastlake Ave E (located near the FHCRC campus) • (206) 358-2043

Bank of America will not charge you for opening or closing an account. There are no additional fees for transferring money to your home bank and no minimum balance is required. You will need the following items to open an account:

- 2 forms of ID: driver’s license, passport, FHCRC ID, student ID badge, debit/credit card
- A minimum deposit of $50

*You can to speak with either Shirley Ellis or Elba Ochoa-Nugent when setting up an account.

US Bank: 4326 University Way NE (on the UW campus, ground floor of the Husky Union Building (HUB)) • (206) 632-7254

US Bank will not charge you for opening an account; however your account must be open for 180 days. Fees may apply if the account is closed prior to the 180 days; students should speak with a bank representative to request a fee waiver. No minimum balance is required.

Participating in the Cancer Research Internship

Program Dates
The Cancer Research Internship for Undergraduate Students and Cancer Research Internship for NMSU Graduate Students is a 9-week program that runs from Monday, June 14th through Saturday, August 14th 2010 (including travel days). The Cancer Research Internship for Post-baccalaureate Students is a 12-month program that has a flexible start date, commencing on either Monday, June 14th 2010 through Tuesday, May 31st 2011 (including travel days) OR Monday, August 2nd 2010 through Friday, July 29th 2011 (including travel days).

Orientation for NMSU Students
NMSU students are asked to attend a brief program orientation at 8:00 am on Tuesday, June 15th in the Arnold Building, M1-A303. Since the Cancer Research Internship Program for NMSU students runs simultaneously with a larger intern program offered at the FHCRC, staff would like to take a moment to explain the FHCRC/NMSU partnership and discuss some of the activities that are exclusive to our program.

Intern Program Orientation
The Intern Program orientation for all FHCRC starts at 9:00 am on Tuesday, June 15th in the Arnold Building, M1-A305/307. During the orientation, we will discuss the summer schedule in further detail, as well as give a formal overview of the Hutchinson Center. You will be asked to introduce yourself to your colleagues and reference your hometown, the university you attend, the mentor you will be working with, and the question that will be addressed through your summer research. The lunch meeting will be followed by a tour of campus and a stop at the Human Resources department in the Yale Building, where you will be asked to present your new hire paperwork, along with the proper forms of identification. You will also have an opportunity to purchase a Hutch pass while at the Yale Building.
How to be successful as a summer intern

P.I.'s and mentors invest a lot of time training and mentoring their interns.

✓ Express appreciation for your mentor's time and show a genuine interest in the project you are working on. Try to learn as much about the project as you can – remember you are making a critical contribution to the project!

✓ Know what is expected of you and don't be afraid to ask questions if you are uncertain.

✓ Be responsible, accountable, and use initiative!

✓ Be flexible: recognize that your daily work hours may fluctuate based on the needs of your project.

✓ Take time to interact with your P.I./mentor, other staff/lab members, and fellow interns. You will benefit greatly from the exchange of diverse academic and research experiences.

✓ Manage your time well. Completing your research project is the primary objective; however there will be other demands on your time. Out of respect for your mentor and other staff, do NOT procrastinate!

In addition to conducting a mentored research project, students will participate in 'professional development' workshops to discuss issues outside the realm of research, attend weekly research seminars regarding a broad array of scientific topics, and participate in other career development activities.
Plan to attend all of the internship-sponsored activities unless it conflicts with a work commitment.

Know where you need to be and when you need to be there.

**Do your homework:** read the faculty profile of each Friday lunch seminar speaker: www.fhcrc.org/science/investigators.html and/or the suggested reading for the talk prior to the presentation. Be prepared to ask questions and actively participate in these meetings!

The nine-week internship will be over before you know it.

Stay in contact with your mentor after the internship concludes—you will inevitably need his/her guidance and/or recommendation letter in the future. Plus, mentors find it greatly rewarding to follow the educational/career pursuits and achievements of their former interns.

**Attire**

Students are encouraged to wear business casual attire while working at the FHCRC. Dresses and/or shirts with spaghetti straps are discouraged, as are short skirts, dresses, or shorts. Long pants and short-sleeve button-up shirts are recommended for men, but ties are not necessary. Open-toed shoes [other than casual flip-flops] are acceptable, but be advised that you’ll be on your feet for long hours, so be sure to pack comfortable shoes!

**Confidentiality Training**

All Center employees who have routine contact with or access to the identifiable health information of research participants must complete confidentiality training within 90 days of their hire date. Visit: http://centernet.fhcrc.org/CN/depts/directors_office/privacy_security/training/index.html to complete the training.

**Human Subjects Training**

Human subjects training is required for investigators and staff/students involved in the design, conduct, or reporting of human subjects research conducted at FHCRC. If you are an working on a research project that involves human subjects, you are required to attend an in-person or web-based human subjects training or provide documentation of prior human subjects training. Visit: www.centernet.fhcrc.org/CN/depts/iro/irb/training/ to find out whether you need human subjects training and to view course options and schedules.
Compensation
NMSU students who participate in the Cancer Research Internship for Undergraduates or Post-baccalaureates or the MPH Field Experience will receive a salary of $4,000.

The payment schedule is as follows:
- June 18th - $2,000 (minus taxes)
- June 30th - $500 (minus taxes)
- July 30th - $1,000 (minus taxes)
- August 13th - $500 (minus taxes)

Program Components
In addition to completing a research project, students will also participate in a variety of educational activities throughout the summer, including weekly research seminars, Tuesday ‘professional development’ workshops, and a competitive poster presentation. Students will also have an opportunity to present their research at a national conference. These activities are described in further detail below.

There's two possible outcomes: if the result confirms the hypothesis, then you've made a discovery. If the result is contrary to the hypothesis, then you've made a discovery.

- Enrico Fermi

Tuesday ‘Professional Development’ Workshops
The Tuesday ‘professional development’ workshops enable students and faculty to discuss issues outside the realm of research, including the ethical considerations of research, preparing for graduate/medical school, and other topics. Tuesday ‘professional development’ workshops take place from noon to 1:00 pm and are scheduled intermittently throughout the internship. The Tuesday ‘professional development’ workshop topics, meeting dates, and locations will be provided on orientation day. *Attendance at the Tuesday career development workshops is mandatory.

Friday Research Seminars
The Friday research seminars are designed to expose students to an array of topics, discoveries, and other outcomes as a result of the research conducted at the Center. Seminars take place every Friday from noon to 1:00 pm. The seminar speaker schedule and meeting locations will be provided on orientation day. Bring a sense of curiosity as you’ll be encouraged to ask questions at the conclusion of each presentation! *Attendance at the Friday lunch seminars is mandatory.

Insider Tip: Take advantage of every learning opportunity offered at the FHCRC; whether it’s attending a seminar that’s relevant to your research or going to a presentation that just looks interesting. It’s all worthwhile!

Intern Program Review
Students will participate in a 20-minute program review mid-way through the internship to discuss any questions or concerns about mentor placement and/or the assigned research project. Students may also use this opportunity to gather insight about educational, training, and career opportunities in the science field. This is a confidential meeting that will take place with the Principal
Investigator of the respective program, i.e., the Principal Investigator of the Cancer Research Internship for Undergraduate/Post-baccalaureate Students or the Principal Investigator of Cancer Research Internship for NMSU Graduate Students.

**Social Activities**
The Cancer Research Internship Program will sponsor three social activities for NMSU students and cover all the costs associated with each event. Past events have included attending a Mariners game, taking a Ride the Ducks! tour, hiking Mount Rainier, perusing the Experience Music Project (EMP) museum, viewing Seattle from the Space Needle’s Observation Deck, touring Pike Place market to watch the ‘throwing of the fish,’ and taking an Argosy cruise of Elliott Bay and the Seattle Harbor. The date, time, place, and other logistics for each social activity will be shared in further detail upon student’s arrival.

"Summer interns and program staff attend a Mariner’s game."
Students prepare for the FHCRC poster session.

**Competitive Poster Session**

Students are required to prepare a poster outlining their summer research project and present their poster at a competitive poster session on **Friday, August 13th** from 2:00 – 4:00 pm in the Arnold Building, M1-A303/305/307. Poster samples will be shared to provide an overview of the content to include, but here are some instructions to help you get started:

- Open PowerPoint and click “new” to make a new presentation.
- Go to File/Page Setup and orient the document as “landscape.” The dimensions should be set to 36” x 48.”
- All titles and section headers should be in bold, as well as the authors’ names. The text of paragraphs should be 24 - 36 pt.
- Be concise - state the background of your hypothesis, the hypothesis, research results, conclusions, and future experiments. Remember, a poster is a summary and visual representation of your work, not the complete text.
- Keep it simple! Don’t overcrowd your poster with images, graphs, or content.
- Use clear, large type face that can be easily read. Avoid too many colors.

**Poster Preparation and Specifications**

Program staff strongly encourage students to start working on your poster early and consult with your mentor or affiliated staff for assistance compiling content, data, and other information. Your mentor can also assist you with formatting the poster if you have not yet created one. The poster dimensions should be 4’ wide by 3’ tall. Your poster must also acknowledge the program’s funding source, so please include this sentence in the bottom right hand corner of your poster, “This program is supported in parts by NCI grants: 5 U54 CA132381 (FHCRC) and 5 U54 CA132383 (NMSU).”

**Insider Tip:** The poster presentation at the FHCRC is a great way to practice presenting your research before going to the SACNAS conference. It’s a much more relaxed environment, but I would still dress to impress (wear comfortable shoes!) and be prepared to answer questions about your project.

**Poster Printing**

You must give your mentor and/or affiliated staff ample time to review and approve your poster before you send it to print! Once you’ve been given the go-ahead, staff in the Computer Graphics department can print your poster. You can email the file to Deb Anderson or Paula Salewsky at graphics@fhcrc.org. You will need to provide a budget number to charge for printing – please ask your mentor’s project coordinator or other affiliated staff for permission to charge their budget for printing your poster. If they do not have the funds, ask Jennifer Anderson for a budget number to use. Given the number of posters that need to be printed, in addition to all the other print
Attending a National Conference

NMSU students who participate in the Cancer Research Internship for Undergraduates or Post-baccalaureates are eligible to attend the Society for Advancement of Chicanos and Native Americans in Science [SACNAS] national conference. Students who participate in the MPH Field Experience will consult with the program directors near the conclusion of the internship to determine whether their summer research yielded results that would be worthwhile to present at a national conference.

The SACNAS Conference

A student presents her poster at the SACNAS conference.

The mission of SACNAS is to encourage Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for science research, leadership, and teaching careers at all levels. The 2010 SACNAS national conference will be held in Anaheim, CA on September 30th – October, 3rd in the Anaheim Convention Center. In order to participate, students must submit an abstract by **Tuesday, July 20th**. To submit an abstract, students must create a SACNAS account and then register to become a student member. Jennifer will provide a code for you to enter when submitting your abstract. The Cancer Research Internship Program will cover the costs associated with registration and student membership, as well as travel to and from the conference and overnight accommodations. You can learn more about the SACNAS conference and register to become a student member by visiting: [www.sacnas.org/](http://www.sacnas.org/)

**Insider Tip:** Make sure to wear comfortable dress shoes because you’ll be on your feet and walking around a lot! Review other student’s abstracts and the different sessions offered so you can create a schedule according to your specific interests. There is also a great exhibit hall filled with exhibitors from graduate schools, agencies and industry, so this is a great networking opportunity!
**Important Dates to Remember**

**June 14**
Travel to Seattle
*For students living at the University of Washington: check in at UW Conference Services Housing (be sure to allow time to travel from the airport to the UW during check-in hours!). *Housing balance is due upon check-in.

**June 15**
First Day of Internship Program
8:00 am NMSU Student Orientation: Arnold Building, M1-A303
**9:00 am Intern Program Orientation: Arnold Building, M1-A305/307
**Remember to bring your completed New Employee forms along with proper ID (original and 1 copy).

**June 18**
Pay advance if proper new hire paperwork and ID is on file: $2,000 gross

**June 30**
Fred Hutchinson Monthly Payday: $500 (less taxes for June checks)

**July 20**
Abstracts due to SACNAS

**July 30**
Fred Hutchinson Monthly Payday: 1,000 (less taxes)

**August 14**
Last Day of Internship Program
2:00 – 4:00 pm Competitive Poster Session
5:00 pm Final paychecks: $500 (less taxes) will be distributed

**August 15-16**
For students living at the University of Washington: Check out of dorms.

**9/30 – 10/3**
SACNAS National Conference.
Cancer Research Internship Staff Contact Information

Cancer Research Internship for Undergraduate and Post-baccalaureate Students

Gloria Coronado, Principal Investigator
Phone: (206) 667-4216
Cell Phone: (206) 419-6999
Email: gcoronad@fhcrc.org
Office: M3-B833
Mail Stop: M3-B232

Jennifer Anderson, Project Coordinator
Phone: (206) 667-7480
Cell Phone: (206) 234-5366
Email: janderso@fhcrc.org
Office: M3-A886
Mail Stop: M3-B232

Noah Espinoza, Program Assistant
Phone: (206) 667-7480
Cell Phone: (206) 234-5366
Email: janderso@fhcrc.org
Office: M3-A886
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Phone: (206) 667-7480
Cell Phone: (206) 234-5366
Email: janderso@fhcrc.org
Office: M3-A886
Mail Stop: M3-B232

Cancer Research Field Experience for MPH students and Ph.D. Lab-Based Research

Maxine Linial, Co-Investigator
Phone: (206) 667-4442
Cell Phone: (206) 696-6423
Email: mlinial@fhcrc.org
Office: B3-105
Mail Stop: A3-015

Steve Schwartz, Co-Investigator
Phone: (206) 667-4660
Cell Phone: (206) 499-6260
Email: sschwartz@fhcrc.org
Office: M4-B863
Mail Stop: M4-C308

Jennifer Anderson, Project Coordinator
Phone: (206) 667-7480
Cell Phone: (206) 234-5366
Email: janderso@fhcrc.org
Office: M3-A886
Mail Stop: M3-B232

Noah Espinoza, Program Assistant
Phone: (206) 667-7480
Cell Phone: (206) 234-5366
Email: janderso@fhcrc.org
Office: M3-A886
Mail Stop: M3-B232

Mentor and Affiliated Staff Contact Information (Insert appropriate contact information below.)

< , Principal Investigator >
Phone: (206) 667-< >
Cell Phone: (206) < >
Email: < >
Office: < >
Mail Stop: < >

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General Information about the FHCRC

Campus Map

Campus Key

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>A, B</td>
<td>Weintraub</td>
<td>A, B</td>
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<tr>
<td>C</td>
<td>Hutchinson</td>
<td>C</td>
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<td>D</td>
<td>Thomas</td>
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<td>G</td>
<td>SCCA</td>
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<td>HK</td>
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<td>Study Participant Parking</td>
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<td>Bus Stop</td>
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</tbody>
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Legend:

- A, B = Weintraub
- C = Hutchinson
- D = Thomas
- G = SCCA
- HK = Hutch Kids
- J = Yale
- LA = Aloha
- LF = Fairview
- LM = Minor
- M = Arnold
- LV = Valley
- Study Participant Parking
- Visitor Parking
- SCCA Parking
- Bus Stop
Deciphering Mail Stops
Say that you are asked to attend a meeting in B1-072. The ‘B’ refers to the letter assigned to the building name, which in this case, is the Weintraub building. The ‘1’ refers the floor of the building and the 072 refers to the conference room number. So the meeting will take place in the Weintraub building, first floor, in room 072. Reference the campus key on page 30 to see the letter designation for each building on campus.

Arnold Digital Library
The Arnold Library houses reference, book, and print journal collections. Library staff are available to assist Hutchinson Center faculty, staff, students, patients, and visitors in identifying, organizing, and obtaining information relevant to research, education, and clinical care. Librarians are available to answer reference questions, perform literature searches, and scan the Internet in search of your informational needs. The Arnold Library is located on the first floor of the Weintraub Building (B1-010). Hours: Monday through Friday, from 8 am – 5 pm. To learn more about the Arnold Library, please visit: www.fhcrc.org/science/shared_resources/library/ or call (206) 667-4314.

Copier Services
Copy fees are charged to specific project accounts. Please ask your mentor’s project coordinator or other affiliated staff what budget number you should charge to make copies. Please clarify how many copies you need to make and ask for approval if you need to make future photocopies since photocopies are charged directly to your mentor’s budget. Photocopies can be made on any copier on campus.

Copy Center
For large copy jobs, it may be more cost-effective to use the services provided by the Copy Center. The Copy Center is located on the first floor of the Yale Building, J1-402. You can contact Copy Center staff at via phone at: (206) 667-2050 or you can email the document you wish to be replicated with specific instructions regarding the quantity and any other presentation needs (color versus black and white, stapling, folding, binding, etc) at: copycenter@fhcrc.org

FHCRC URL Address
Information about the FHCRC can be obtained by visiting: www.fhcrc.org You may also use the on-line directory on the FHCRC home page or click on the intranet link to access specific information.

FHCRC Main Phone Line
If you need to contact your mentor or affiliated staff or cancer research internship personnel and do not have the respective phone number with you, you may call the FHCRC main line at: (206) 667-5000 and ask to be transferred to the person you wish to speak to.
Mail Services
Please direct all U.S. postal mail to the Center's mailing address:

<Enter first and last name>
Fred Hutchinson Cancer Research Center
1100 Fairview Ave North, <enter your mailstop>
P.O. Box 19024
Seattle WA 98109-1024
USA

Please have packages or other deliveries sent to the following address:

<Enter first and last name>
Fred Hutchinson Cancer Research Center
1100 Fairview Ave, N. <enter your office number>
Seattle, WA 98109

Need to mail a package?
FHCRC employees can mail packages from campus. Just bring your checkbook and package to the
Weintraub building. Take the elevator down to level ‘D’ and take an immediate left, followed by
another left. The Shipping and Receiving office is located on the left-hand side of the long hallway.
You can drop off FedEx packages at the Shipping and Receiving office or at the Arnold (PHS)
building reception desk. You can contact Shipping & Receiving staff at via phone, call: (206) 667-
4241 or email at: shipping@fhcrc.org.

Need stamps?
You can purchase a book of stamps at the Consuming Choices Cafeteria and the Double Helix Café. See the Food Services section below for the location of these eateries.

Food services
There are two cafeterias and three espresso bars to serve faculty, staff, students, and visitors of the
Hutchinson Center. The Consuming Choices Cafeteria and the Double Helix Café offer a wide
variety of fresh and nutritious items ranging from breakfast to lunch to afternoon snacks. The
weekly cafeteria menu can be viewed at:
www.centernet.fhcrc.org/CN/depts/food_services/menu/index.html

• An Ounce of Prevention Espresso Bar is located on the D-level of the PHS (Arnold) Building. Hours: Monday through Friday, 7 am – 3 pm
• Consuming Choices Cafeteria is located on the first floor of the PHS (Arnold) Building. Hours: Monday through Friday, 8 am – 4 pm
• Daily Grind Espresso Bar is located on the first floor of the Yale Building. Hours: Monday through Friday, 7 am – 4 pm
• Double Helix Espresso Bar is located on the first floor of the Weintraub Building. Hours: Monday through Friday, 7 am – 5 pm
• The Double Helix Café is located on the first floor of the Weintraub Building. Hours: Monday through Friday, 8 am – 4 pm
**ATM (cash) Machine**
An ATM machine is located on the first floor of the PHS (Arnold) Building.

**Former Interns’ ‘Words of Wisdom’**

- **Prepare yourself for one of the most memorable research experiences.** Become familiar with the work being done in your mentor’s lab and prepare to immerse yourself in your research project. If you are feeling any doubts about your project, remember that you have world-class scientists to help guide you.

- **The advice I would share with incoming interns is to be open about the experience, be willing to try new things, and NETWORK with people!** I feel I have made some lifelong friends during my time in Seattle; they are the only people I can share this experience with, including my many fun memories.

- **Learn how to manage your time well because the deadlines do creep up on you.** That’s not to say that you aren’t given sufficient time, it’s just you have to be aware of it and not get SO caught up in your research project. Also, be aware of the fact that you have intern activities and assignments, as well as tasks assigned by your mentor; they are both equally important. Don’t procrastinate or put off any tasks because they are all worthwhile learning opportunities.

- **While in Seattle, do not hesitate to experience something new.** Go kayaking, go to the Fremont Summer Solstice parade, visit the Space Needle, go shopping for fruits and veggies at Pike Place Market - be a tourist but at the same time, try to immerse yourself in the culture of Seattle. Ride the Water Taxi across Puget Sound to Alki beach and walk along the beach front, walk around Downtown, visit Mt. Rainier.

- **My advice would be to just take advantage of the learning experience while having fun at the same time.**

- **Get help on your personal statement and such; these people are great resources.**

- **Be prepared to fail at things the first few times and don’t take it personally!**

- **Don’t take the entrance exam the summer you do this internship - take it before you arrive.**

**Interns’ Favorite Things to Do/See in Seattle**

- **Go to Gas Works Park and watch the 4th of July fireworks.**

- **Attend a Mariner’s game or some other sporting event.**

- **Go to Vancouver for a weekend trip. You can get there by car, bus, train.**

- **Walk through the Olympic Sculpture park.**

- **Going to the Space Needle is overrated – just climb Queen Anne Hill for good views and a great workout!**

- **Take a ferry ride to Bainbridge Island, the San Juan Islands or some other location.** It’s the best way to take in the views and it’s cheap!
• Go to the Experience Project Museum (EMP).
• Go downtown and experience the ‘hustle and bustle’ of Seattle. Don’t pass on the opportunity to visit the original Starbucks in Pike Place Market!

• Going to the Bite of Seattle is a must!
• Take a Ride the Ducks! tour of Seattle in the first few weeks of the internship to see and learn about Seattle’s culture and history.
• You can’t leave Seattle without going to Pike’s Place Market and watching the fish being tossed.
• Pick up a copy of ‘The Stranger’ to get the low-down on all the week’s events.
• Definitely check out Golden Gardens Park.

• On the first Thursday of each month, all the art galleries in downtown (including SAM) offer free admission; including free wine and cheese. Great art/cool people!!
• The Seattle symphony is incredible. It’s really fun to do, but a little pricey.
• Kayaking!
• Pesos Kitchen & Lounge in Queen Anne has great food and there’s always a fun crowd!
• Salsa dancing at the Century Ballroom & Café on Capitol Hill. I think you pay like $5 or $10 for lessons and you get to practice to live music afterwards.
• Crepes Café on 65th street, the zoo.
• For some “real” Mexican food in Seattle, I would recommend Taqueria Jalisco on 1st Ave by Seattle center.
• One of my favorite days included taking the water taxi to Alki beach and watching the sunset after eating at Cactus restaurant.
• The Fremont Solstice Parade is a must see.
• Go to Neighbors, Alki beach, the Seattle Public Library, Molly Moon’s Homemade Ice cream (best ice cream on earth), try rainier cherries, walk around UW campus (absolutely gorgeous), eat lunch on the roof of the PHS building, and bar hop on the AVE.
• Hiking in the Mt. Rainier National Park was one of my favorite things to do.
• Hiroki’s – really good desert place; Honree’s – another really cute local desert place; Little Red Hen, Greenlake - karaoke night is super awesome!; 13 Coins restaurant was pretty awesome - open 24 hours, great music, and really awesome chairs; Belltown Billards downtown; Tia Lou’s – fun place to dance downtown.
• Go see the Fremont Troll and the Ballard Locks!
• I would suggest going to Café on the Ave, Chateau Ste. Michelle (even if you are under 21), and the Crab Pot.
• Check out the Seattle Aquarium.
• Travel to some other towns near Seattle for the 4th of July because a lot places have great fairs and fireworks.

Interns’ Favorite Places to Hang Out in Seattle

• I loved walking around downtown.
• I really liked Capitol Hill (Neumo’s is super cool!) and venues in Wallingford and Fremont were good, too.
• The pool hall directly across the street from the FHCRC Stix is a cool place.
• There’s a great bar called the Hideout somewhere on 9th in downtown Seattle.
• There’s a taco truck in Wallingford…it’s literally a vehicle in which the best Mexican food in Seattle is sold from! It’s situated between Dick’s Burgers and a donut shop on 45th street in Wallingford.
• Chipotles is a must eat – it’s way greasy and fattening, but well worth the venture every now and then!
• I Love Sushi across from the FHCRC is a great place!

• Hanging out at the UW dorms can make for an interesting and exciting summer!
• I would suggest going for a paddle boat ride.
• I liked running on the trail around the UW.
• Agua Verde was one of my favorite restaurants in the UW area. It’s within walking distance of the dorms and in the same vicinity as the kayak rentals.

• All of the Irish pubs are fun. It’s a completely different atmosphere that you won’t find in Las Cruces.
• Jack’s Tapas Café. Don’t be confused by the name - it is the best Chinese restaurant I’ve ever been to. It’s in the U-district on 52nd and University.