



**UMass Chan**  
MEDICAL SCHOOL

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**Morningside**  
Graduate School of  
Biomedical Sciences

**Experiential Development  
for Graduate Education  
(EDGE)**

**EMPLOYER  
HANDBOOK**

**A GUIDE FOR EMPLOYERS**

**2025 – 2026**

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# Why Partner with GSBS?

## Why Employers Choose Us?

- Access to highly specialized PhD-level talent across biotech, pharma, data science, and more.
- Academic approvals, student preparation, and coordination are handled by UMass Chan, reducing administrative burden.
- Remote, hybrid, or onsite internships
- Part-time or full-time options
- Midpoint check-ins and structured evaluations
- Students contribute to real-world projects
- Opportunity to evaluate candidates for full-time roles

## What Makes Our Students Internship-Ready?

- Completed qualifying exam
- Completed professional development training
- Strong research and analytical skills
- Faculty-approved participation

## Core Competencies of Our Students:

- Advanced research and analytical thinking
- Data interpretation and problem-solving
- Scientific communication and collaboration
- Translation of complex ideas into real-world solutions

# Internship Process Employer Snapshot



*Intern Success, Hiring Confidence*

## UMass Chan Internship Hiring Process



### Share Job Description

- Send posting to UMass Chan
- Confirm supervisor, pay, dates & hours, and location
- UMass Chan Reviews and Shares Job Description to Candidates



### Screening & Interviews

- Review applicants
- Conduct interviews
- Select Candidates



### Offer & Academic Approval

- Submit final job details
- UMass Chan secures approvals



### Step 4: Onboarding Preparation

- Employer onboarding
- Student readiness training



### Step 5: Internship Period (6-12 Weeks)

- Supervision & project work
- Midpoint feedback
- Final evaluation

# Employer Requirements for Hosting a UMass Chan Intern

## 1) Define Clear Expectations and Outcomes

- Provide a written job description
- Outline project scope and deliverables
- Clarify weekly hours and duration

## 2) Designate a Qualified Supervisor

- Assign a professional staff member with relevant expertise
- Provide regular supervision and mentorship
- Be available for check-ins and feedback

## 3) Academic Coordination Requirements

- Employers must provide:
  - Supervisor contact information
  - Final job description
  - Compensation details (if applicable)
  - Start/end dates and weekly hours

## 4) Workplace Expectations

- Assign project-based responsibilities aligned with graduate-level competencies
- Avoid primarily clerical or observational tasks
- Ensure the work contributes to organizational goals
- Comply with employment and labor regulations

## 5) Participate in Feedback

- Engage in one-month check-in with UMass Chan
- Complete final evaluation form

To get started, please complete this [form](#). UMass Chan Morningside GSBS office will contact you within 5 business days upon receipt of the completed form.

# Types of Internships

Category	Project-Based Internship	Standard Internship (Non-Project-Based)
<b>Overview</b>	Work on a clearly defined project with specific goals, deliverables, and outcomes	Contribute to ongoing team activities and organizational work rather than a single defined project
<b>Typical Duration</b>	Approximately 6 weeks	Up to 3 months
<b>Work Structure</b>	Focus on one project with measurable outcomes	Participate in daily operations, team projects, and organizational initiatives
<b>Work Format</b>	Part-time or full-time · Remote · Onsite · Hybrid	Part-time or full-time · Remote · Onsite · Hybrid
<b>Skill Development</b>	Project management · Research translation · Collaboration · Professional Communication	Workplace experience · Team collaboration · Professional Skills · Career exploration
<b>Primary Benefit</b>	Focused exposure to a specific career path while applying research expertise	Broad exposure to workplace environments and professional practice
<b>Extension Policy</b>	Any extension requires approval from supervisor	Any extension requires approval from supervisor

# GSBS Academic Programs

<b>Program/Track</b>	<b>Primary Research Focus</b>	<b>Examples of Area of Study</b>
<b>Biochemistry and Molecular Biotechnology</b>	Molecular mechanisms underlying cellular function and disease	Protein structure, enzymology, gene regulation, biotechnology
<b>Cancer Biology</b>	Molecular and cellular basis of cancer development and treatment	Tumor biology, oncogenes, tumor microenvironment, cancer therapeutics
<b>Immunology and Microbiology</b>	Immune system function and host-pathogen interactions	Infectious disease, immune signaling, vaccines, microbiology
<b>Interdisciplinary Program</b>	Flexible pathway combining multiple biomedical disciplines	Cross-disciplinary research across labs and departments
<b>Neuroscience</b>	Structure and function of the nervous system	Neurodevelopment, neurodegeneration, behavior, neural circuits
<b>Population Health</b>	Bridging laboratory discoveries to patient care and healthcare systems	Epidemiology, health equity, healthcare delivery
<b>RNA Therapeutics and Biology</b>	RNA biology and RNA-based medicine	RNA processing, gene silencing, RNA therapeutics
<b>Systems, Computational and Quantitative Biology</b>	Mathematical and computational analysis of biological systems	Bioinformatics, modeling and biological networks, big-data biology
<b>Translational Science</b>	Bridging basic research with clinical applications	Drug development, biomarker discovery, clinical translation

# Student Eligibility & Prerequisites

**All students may be eligible for an internship, provided they meet the requirements below:**

- Pass qualifying exam
- Complete BBS 707 Professional Development Course for Internship Course
- Maintain good academic standing and demonstrate satisfactory academic progress
- Receive permission of PI and other related advisors to go out on internship placement
- Demonstrate professional behavior both inside and outside of the classroom

## **International students:**

- International students must obtain appropriate work authorization - typically Curricular Practical Training (CPT)- before beginning any internship. CPT authorization will be handled by the UMass Chan Immigration Services Office (ISO).

# During Internship/Evaluations

## **Employer Support & Evaluation Process**

UMass Chan conducts a structured midpoint check-in approximately one month after the internship begins to assess the student's progress, performance, and alignment with the employer's expectations. This conversation provides an opportunity to address any questions, to clarify goals, and to ensure a productive experience for both the organization and the student. Near the conclusion of the internship, UMass Chan will follow up again and provide a formal evaluation form to assess the student's performance and gather feedback on the overall internship experience.

## **Direct Supervision**

During the internship, students are employees of and are directly supervised by the **host organization**. The employer is responsible for day-to-day oversight, work assignments, and performance expectations. **If the host employer experiences concerns or has questions during the placement—they are encouraged to contact the Assistant Dean of Career & Professional Development for guidance and support if necessary.** Early communication helps ensure concerns are addressed promptly and appropriately.

## **Final Grade**

The internship course will be graded on a satisfactory/unsatisfactory basis. The final grade will be determined primarily by the performance evaluation submitted by the host employer at the conclusion of the internship. Successful completion of required reflections and compliance with internship expectations are also required to receive a satisfactory grade.

# Questions? Contact Us!

For questions related to UMass Chan internships, experiential learning, self-developed internships, or the BBS 707/708 Professional Development for Internship courses, employers can contact us at [EDGE@umassmed.edu](mailto:EDGE@umassmed.edu). You can also contact [Lisa Tison-Thomas, Ed.D.](#), the Assistant Dean of Career & Professional Development.